

Honorary and Visiting Academic Appointments Policy and Procedures

1. Introduction

- 1.1 Honorary academic appointments are used to enable individuals employed by a non-academic organisation, such as an NHS Trust, but in some instances retired or self-employed, to collaborate with staff at the University to the mutual benefit of the University and the individual, as well as, where relevant, the individual's employing organisation.
- 1.2 Visiting academic appointments are used to develop and enhance relationships with an academic employed by another University or Research Organisation within or outside the UK to the mutual benefit of the University and the individual, as well as the individual's employing organisation.
- 1.3 These collaborations will normally be focused on learning and teaching, and/or research and knowledge exchange.
- 1.4 Honorary and Visiting academic appointments may build on existing collaborations but must extend and develop these collaborations and cannot be made based solely on prior contributions of an individual to the University's activity. They may also be used to establish new collaborations and relationships.

2. Scope

- 2.1 This policy sets out the Honorary and Visiting titles to be offered by the University, the criteria for appointment to these titles, the procedures for making honorary academic appointments, the terms of the appointment, and the procedures for the review, termination and extension of these appointments.
- 2.2 The policy should not be used to recognise the prior contribution to the University of staff who have retired, or who are about to retire, or who have left the University unless that contribution is to be ongoing.
- 2.3 The title of Emeritus Professor is dealt with under the *Policy and Procedures for Professorial Title*.

3. Honorary Titles

- 3.1 The University will normally appoint to honorary titles equivalent to the academic and research job titles currently in use in the University. Honorary titles will include:
 - (a) Honorary or Visiting Professor
 - (b) Honorary or Visiting Principal Lecturer
 - (c) Honorary or Visiting Principal Research Fellow
 - (d) Honorary or Visiting Senior Lecturer
 - (e) Honorary or Visiting Senior Research Fellow
 - (f) Honorary or Visiting Lecturer
 - (g) Honorary or Visiting Research Fellow
- 3.2 Where an appointment is made in the Medical School, "Clinical" should normally be added to the title.

4. Criteria for Honorary and Visiting Appointments

- 4.1 An honorary or visiting appointment should make a significant contribution to the University in one or more of the following areas:

- (a) Building collaborations and relationships with other organisations whose work is pertinent to the University;
- (b) Learning and Teaching, to include but not limited to delivering specialist teaching, supervision of dissertations, assessment, curriculum design, and student support;
- (c) Research and Knowledge Exchange, to include but not limited to acting as an investigator on a funded project, co-publication/production of research outputs with staff at the University, doctoral supervision, research mentoring, supporting the impact of research through consultancy, CPD or public engagement;

5. Process

- 5.1 Honorary **or visiting** appointments will normally be made following a nomination made by a member of staff at the University, although there may be some circumstances where appointments will be sought through announcements on the University's website.
- 5.2 Nominations can be made at any time but it should be noted that approved honorary **or visiting** appointments must be reported to Academic Board before they can commence (see below) so nominators are advised to take account of the dates of Academic Board.
- 5.3 It is expected that nominators will normally be an academic Head of School or a Head of Department, although other academic staff such as Research Group leads or Course Leaders within Schools may also act as nominators. Heads of Service and other professional staff may also act as nominators, although this is not expected to be a common occurrence. Self-nominations are not permitted.
- 5.4 Nominators for honorary titles should complete the appropriate nomination form (Appendix 1) for the proposed appointee identifying a proposed honorary title; establishing the criterion or criteria for the appointment; articulating how the nominee meets the level of the proposed title; and setting out the contribution the nominee will make to the University and how this contribution meets with School/Service and/or the University's strategic and operational objectives.
- 5.5 Nominators for visiting titles should complete the appropriate nomination form (Appendix 2) for the proposed appointee identifying a proposed visiting title - this title will normally be equivalent to their current academic title; establishing the criterion or criteria for the appointment; and setting out the contribution the nominee will make to the University and how this contribution meets with School/Service and/or the University's strategic and operational objectives.
- 5.6 Nominations in both cases must be accompanied by a full CV and two references.
- 5.7 The nominator is expected to undertake a level of due diligence when preparing the nomination and to declare they have completed this due diligence. This includes but is not limited to:
 - (a) An online search of the nominee;
 - (b) Confirming that the nominee is not a current employee of the University;
 - (c) Confirming the details in the nominee's CV
- 5.8 Where the nominator is not the Head of School/Service, the nomination form must be approved by the Head of School/Service. In approving the nomination, the Head of School also confirms that they are satisfied that due diligence has been satisfactorily undertaken.
- 5.9 Where the Head of School/Service does not approve the nomination, it is expected that the nominator will communicate this outcome to the nominee.
- 5.10 The Deputy Vice Chancellor and Provost (or a nominated individual) will consider

nominations and make a decision to approve or not, providing a brief reason for their decision. Where a nomination is not approved, it is expected that the Head of School/Service will communicate the decision and reason for the decision to the nominee.

- 5.11 Approved honorary **and visiting** appointments will be reported to the next meeting of Academic Board.
- 5.12 The Secretary to Academic Board will write to individuals advising them of their appointment (the letter of appointment).
- 5.13 Details of Honorary **and Visiting** Appointments will be maintained on the website, normally the relevant School pages.

6. Terms of Appointment

- 6.1 Honorary **and Visiting** appointments are normally made for 3 years in the first instance. Appointments may be terminated before this (see below) but may also be extended for a further period of up to 3 years (see below)
- 6.2 Appointees may use their specified title from the point they receive the letter confirming their appointment for the period set out in this letter (or any subsequent letter setting out an extension to their appointment).
- 6.3 An honorary **or visiting** appointment does not constitute an employment relationship between the University and the appointee; and an appointee will receive no remuneration from the University for activities they undertake in this role.
- 6.4 Honorary **and Visiting** appointees will be allocated a point of contact at the University, normally the staff member who nominated them.
- 6.5 The benefits relating to an Honorary **and Visiting** appointment will be set out in the letter of appointment.
- 6.6 **For Honorary and Visiting Appointments at professorial level, the appointee will be expected to deliver a Professorial Inaugural Lecture.**
- 6.7 Honorary **and Visiting** appointees, in undertaking activities for the University or in the University's name, must uphold the values of the University but must also ensure they comply with the University's academic regulations, policies and procedures.

7. Review, Termination and Extension of Appointments

- 7.1 Heads of School/Service are required to undertake an annual review of all honorary **and Visiting** appointees. The basis of this review will be a short annual report completed by the point of contact in liaison with honorary appointee using the template at Appendix 3.
- 7.2 Where the Head of School/Service is satisfied that the appointee has made a sufficient contribution to the University over the year they should write to the Secretary of Academic Board to confirm the continuation of the appointment.
- 7.3 Where an honorary **or Visiting** appointee has not made any or insufficient contribution to the University over the year, or there is no evidence of their contribution, the Head of School/Service should write to the Deputy Vice Chancellor and Provost to recommend that the role is terminated. If the Deputy Vice Chancellor and Provost accepts the recommendation, the Secretary of Academic Board will write to the honorary **or visiting** appointee to give 3 months' notice of the termination of their appointment.
- 7.4 An appointee may themselves resign their appointment by writing to the Secretary of Academic Board giving 3 months' notice.

- 7.5 Appointments may be terminated with or without notice by the Deputy Vice Chancellor and Provost where:
- (a) The appointee is shown to have engaged in conduct or activities which are contrary to the University's values
 - (b) The appointee is shown to have breached the University's regulations, policies or procedures
 - (c) The appointee is shown to have brought the University into disrepute
 - (d) The appointee is charged with, or convicted of, a criminal offence or subject to a civil judgement.
- 7.6 A Head of School may also request an extension to the period of appointment for an honorary or Visiting appointee.
- 7.7 Extension can be for a maximum of 3 years in any single request.
- 7.8 The Head of School should complete the relevant Nomination Form for an Honorary or Visiting Appointment, ticking the box which indicates that this is an extension request, no less than 3 months before the end of the appointment period. The form should be accompanied by an updated CV but no further references are required.
- 7.9 If the Deputy Vice Chancellor and Provost approves the extension, the Secretary of Academic Board will write to the individual to confirm the revised dates for the appointment and to update the terms and conditions of the appointment as appropriate.
- 7.10 Academic Board will receive an annual report on honorary and Visiting appointees, identifying new and ongoing appointments.

Version reference: 2.1

Date document comes into effect: 1 September 2022

Author of the document: John-Paul Wilson

Date document is due for review: 1 September 2025

Date checked for Accessibility: 16 March 2023

Revision History

Committee	Date	Change
ARG Committee v2.1	17 March 2022	Minor revisions [AB21/43]
Academic Board v2.0	7 July 2021	Major revisions [AB20-55]
Academic Board v1.0	10 December 2009	Minor revisions

Appendix 1

Nomination Form for an Honorary Appointment

Nominator:		
Title	First Name	Family Name
Job title:		
School:		
Department:		

Nominee:		
Title	First Name	Family Name
Date of Birth		
Email address		
Postal address		

Details of nomination:	
Is this an extension of a current honorary appointment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duration of Appointment (normally 3 years)	
Proposed Honorary Title	
School	
Department	
Criteria for appointment (please tick one or more boxes)	<input type="checkbox"/> Building Collaborations and Relationships <input type="checkbox"/> Learning and Teaching <input type="checkbox"/> Research and Knowledge Exchange

<p>How the nominee meets the level of proposed honorary title (this section should articulate how the nominee's achievements to date are equivalent to the proposed title making reference as appropriate to the University's academic and research role descriptors):</p>
<p>Expected contribution of the nominee to the School (this section should specify how the activities the nominee is expected to engage in as honorary appointee; it should also highlight, if appropriate, how these contributions build on existing collaborations or activities):</p>
<p>How this contribution will contribute to the strategic and operational priorities of the School and of the University:</p>

<p>Declaration:</p>	
<p>I confirm that I have completed the appropriate due diligence checks as outlined in the Honorary Academic Appointments Policy and Procedures</p>	
<p>Signature</p>	
<p>Date:</p>	

Where the nominator is a Head of School this form should now be forwarded to the Deputy Vice Chancellor and Provost; where the nominator is not a Head of School/Service it should now be forwarded to the Head of School/Service. The form should be accompanied by the nominee's full CV and two references although please note references are not required when requesting an extension to a Honorary appointment

Head of School/Service approval where required:		
Title	First Name	Family Name
I confirm that I approve this nomination, that I am satisfied due diligence checks have been satisfactorily undertaken as set out in the Honorary and Visiting Academic Appointments Policy and Procedures and that the proposed appointment will support the School/Service's strategic and operational objectives:		
Signature		
Date:		

Deputy Vice Chancellor and Provost (or nominee) decision:		
Title	First Name	Family Name
Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	
Reason for decision:		
Signature		
Date:		

Academic Board:	
Date Appointment Confirmed:	

Appendix 2

Nomination Form for a Visiting Appointment

Nominator:		
Title	First Name	Family Name
Job title:		
School:		
Department:		

Nominee:		
Title	First Name	Family Name
Date of Birth		
Email address		
Postal address		

Details of nomination:	
Is this an extension of a current visiting appointment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duration of Appointment (normally 3 years)	
Proposed Visiting Title	
School	
Department	
Criteria for appointment (please tick one or more boxes)	<input type="checkbox"/> Building Collaborations and Relationships <input type="checkbox"/> Learning and Teaching <input type="checkbox"/> Research and Knowledge Exchange

Expected contribution of the nominee to the School (this section should specify how the activities the nominee is expected to engage in as honorary appointee; it should also highlight, if appropriate, how these contributions build on existing collaborations or activities):

How this contribution will contribute to the strategic and operational priorities of the School and of the University:

Declaration:

I confirm that I have completed the appropriate due diligence checks as outlined in the Honorary Academic Appointments Policy and Procedures

Signature

Date:

Where the nominator is a Head of School this form should now be forwarded to the Deputy Vice Chancellor and Provost; where the nominator is not a Head of School/Service it should now be forwarded to the Head of School/Service. The form should be accompanied by the nominee's full CV and two references although please note references are not required when requesting an extension to a Honorary appointment

Head of School/Service approval where required:		
Title	First Name	Family Name
I confirm that I approve this nomination, that I am satisfied due diligence checks have been satisfactorily undertaken as set out in the Honorary and Visiting Academic Appointments Policy and Procedures and that the proposed appointment will support the School/Service's strategic and operational objectives:		
Signature		
Date:		

Deputy Vice Chancellor and Provost (or nominee) decision:		
Title	First Name	Family Name
Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	
Reason for decision :		
Signature		
Date:		

Academic Board:	
Date Appointment Confirmed:	

Appendix 3

Honorary or Visiting Appointment Annual Report

Section 1 to be completed by the honorary or visiting appointee's point of contact:

Name of Appointee	
Title	
School/Service	
Dates of Appointment	
Report for Year Ending	
Details of contribution to the University	
Signature of point of contact	
Date:	

To be forwarded to Head of School or Service