

HONORARY APPOINTMENTS

POLICY AND PROCEDURE

Introduction

The Statutes of the University outline that Senate has the power to confer honorary titles, and establish which titles should be assigned. This policy outlines the Honorary Appointment Titles in use, the profile of candidates, and the procedure for approval, renewal and termination. The Executive Committee is responsible for the operation of this policy and reporting to Senate accordingly.

TITLE							
Honorary Fellow (non-academic)	A. Honorary Junior Research Fellow	B. Honorary Research Fellow	C. Honorary Senior Research Fellow	D. Honorary Professorial Research Fellow	E. Honorary Visiting Professor	F. Honorary Senior Fellow Of Professional Practice	G. Honorary Professor Of Professional Practice
CRITERIA							
Mid/late career and has rendered exceptional service or made a significant or outstanding contribution, including philanthropic support, to the University	Postdoctoral or equivalent; early career; strong research profile and promising publications list.	Early/mid career; good employment history and research/publications track record; previous successful term of appointment as hon. JRF.	Mid/late career; strong employment history and research/publications track record; previous successful term of appointment as hon. RF.	Late career; excellent employment history and research/publications track record; previous successful term of appointment as hon. SRF or RF.	Late career; excellent employment history and research/publications track record; may have professional expertise in practice track record;	Mid/late career; strong employment history and professional expertise in practice track record;	Late career; excellent employment history and professional expertise in practice track record;
TERM OF OFFICE							
TBC	Three years						
ELIGIBLE FOR UPGRADE							
No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ELIGIBLE FOR RENEWAL							
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SECONDRS AND REFERENCES REQUIRED (NEW APPOINTMENTS ONLY)							
Secondar	Secondar	Secondar	Secondar	Secondar Two independent references specifically tailored to the nomination	Secondar Two independent references specifically tailored to the nomination	Secondar	Secondar Two independent references specifically tailored to the nomination
NOMINATION INFORMATION REQUIRED (NEW APPOINTMENTS ONLY)							
1. Rationale	1. Rationale 2. CV/Publications List 3. Outline of proposed Year 1 (of 3) activities						

Procedure for Approval of Titles (new candidates only)

1. Honorary Appointments Nomination Form to be submitted to the Executive Committee, with supporting documentation and references (if required)
2. Executive Committee to approve/reject proposal
3. Executive Committee Secretary actions Human Resources to notify candidate via template letter.

4. Executive Committee reports appointment to Honorary Awards and Appointments Committee. Honorary Awards and Appointments Committee reports appointment through its minutes to Senate.
5. 3–6 months before expiry of term HR contact proposer(s) to request a report of the postholder's activities and establish whether a renewal/upgrade is sought (if applicable).
6. If no renewal or upgrade is sought, HR to write to title holder to confirm the end of their term.

Procedure for Upgrade/Renewal (for existing title holders)

1. Report to be submitted to the Executive Committee with a covering note requesting upgrade to new title or renewal of existing title for another 3 year term.
2. Executive Committee to approve/reject proposal
3. Executive Committee Secretary actions Human Resources to notify candidate via template letter
4. Executive Committee reports appointment to Honorary Awards and Appointments Committee. Honorary Awards and Appointments Committee reports appointment through its minutes to Senate.
5. 3–6 months before expiry of term HR contact proposer(s) to request a report of the postholder's activities and establish whether a further renewal/upgrade is sought (if applicable).
6. If no renewal or upgrade is sought, HR to write to title holder to confirm the end of their term.

Procedure for early Termination (for existing title holders)

1. For recommendations to terminate Honorary Professorships (title G, considered 'Members of the University' under the Statutes), matter to be referred to the Quality Assurance Office for Council consideration.
2. For all other titles, report to be submitted to the Executive Committee with a covering note outlining reasons for early termination.
3. Executive Committee to approve/reject request.
4. Executive Committee reports termination to Honorary Awards and Appointments Committee. Honorary Awards and Appointments Committee reports termination through its minutes to Senate.
5. Executive Committee to action the VC/PVC to write to title holder to confirm early termination of post.

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