



## **Titles for Honorary Academic Staff: Policy and Procedure Document**

This note sets out the titles and definitions available for honorary academic staff, and the procedures for appointment associated with those titles. Benefits available for honorary staff are detailed in their confirmation letter.

Honorary academics are those who make, or have a firm commitment to make, a substantial contribution to the research and/or teaching of the School. Honorary academics receive no payment from the School, unless they provide an exceptional volume of teaching, for which they may be paid.

Staff from other institutions who contribute to the School's programme on an occasional basis, and are paid a fee for doing so, are called Visiting Lecturers.

Visitors from elsewhere who come for extended periods (e.g. one month to one year) should be treated as Academic Visitors.

Four titles are available for honorary academic staff, as follows:

### **(i) Honorary Professor**

The title of Honorary Professor may be conferred by the School on regular visitors of distinction in appropriate fields who are not members of staff of the School.

Appointment is made by the Deputy Director & Provost on the recommendation of Senate for an initial period of up to three years, renewable thereafter.

Proposals, including a description of the nature of the contribution and accompanied by a full *curriculum vitae*, should be submitted to the Deputy Director & Provost by the Dean of Faculty, with a copy to Human Resources.

### **(ii) Honorary Associate Professor**

Regular visitors who make or who have a firm commitment to make, a substantial contribution to the research and/or teaching of the School. The title of Honorary Associate Professor may be accorded to persons at an appropriate level of seniority, as judged by the promotion criteria of the School.

Appointment is made by the Deputy Director & Provost-Director on the recommendation of the Dean of Faculty for an initial period of up to three years, or for as long as the incumbent holds their present post, whichever is the shorter. The appointment is renewable for a period of up to three years, with no stipulated maximum period.

Proposals, including a description of the research and/or teaching to be undertaken and accompanied by a full *curriculum vitae*, should be submitted to the Deputy Director & Provost by the Dean of Faculty, with a copy to Human Resources.

(iii) **Honorary Assistant Professor**

Regular visitors who make, or who have a firm commitment to make, a substantial contribution to the research and/or teaching of the School. The title of Honorary Assistant Professor may be accorded to persons at an appropriate level of seniority, as judged by the promotion criteria of the School.

Appointment is made by the Deputy Director & Provost on the recommendation of the Dean of Faculty for an initial period of up to three years, or for as long as the incumbent holds his/her present post, whichever is the shorter. The appointment is renewable for a period of up to three years, with no stipulated maximum period.

Proposals, including a description of the research and/or teaching to be undertaken and accompanied by a full *curriculum vitae*, should be submitted to the Deputy Director & Provost by the Dean of Faculty, with a copy to Human Resources.

(iv) **Honorary Research Fellow**

Regular visitors who make, or who have a firm commitment to make, a substantial contribution to the research and/or teaching of the School. The title of Honorary Research Fellow may be accorded to persons at an appropriate level of seniority, as judged by the promotion criteria of the School.

Appointment is made by the Dean of Faculty on the recommendation of the Head of Department for an initial period of up to three years, or for as long as the incumbent holds his/her present post, whichever is the shorter. The appointment is renewable for a period of up to three years, with no stipulated maximum period.

Proposals, including a description of the research and/or teaching to be undertaken and accompanied by a full *curriculum vitae*, should be submitted to the Dean of Faculty by the Head of Department, with a copy to Human Resources.

**Accessibility**

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

**Human Resources**

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