

 **Request for Honorary Appointment**

**Note:**

* Honorary roles are non-remunerated and cannot be offered if the individual currently holds a contract with the University.
* Please send completed form with applicant CV to HRHelpdesk@stmarys.ac.uk
* For more detail please see the Honorary Appointments Policy/Procedure

**Section 1: Proposed Appointee**

Personal details

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename |  |
| Address for correspondence |  |
| Email |  |
| Current or most recent position |  |

**Proposed Title:** **Period of appointment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Honorary Lecturer / Researcher |  |  | Initial term | Up to 3 full academic years - please specify |  |
| Honorary Professor –*including specialism* |  |  | Extension | Up to 3 further full academic years\* - please specify |  |
| Emeritus Professor – *including specialism* |  |  | NB the maximum duration is 6 years.  |

|  |  |
| --- | --- |
| Proposed start date of appointment(Please allow time for the approvals process) |  |

A St Mary’s staff card and email account will be provided *unless* indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| Staff card NOT required |  | Email account NOT required |  |

**Section 2: Reason for proposed association with St Mary’s University**

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| --- |
| **New Appointments** |
| Outline below the key reasons for appointment |
|  |
| Outline the expected contribution the person will make to the programme, Faculty / Institute and University – please note this will be used in the offer letter |
|  |
| **Extension requests**  |
| Please outline the contribution made and future plans |
|  |

**Section 3: Requestor**

To be completed by the Director of Institute

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Institute  |  |
| Signature |  | Date |  |

The nominee’s curriculum vitae should accompany this form. CVs should contain only that degree of detail relating to the proposed position.

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| --- |
| Named contact within the Faculty / Institute |
|  |

**Section 4: Institutional Authority**

To be completed by the conferment panel

|  |  |  |  |
| --- | --- | --- | --- |
| Appointment | Approval required | Signature | Date |
| Honorary Lecturer / ResearcherHonorary ProfessorEmeritus Professor  | Vice Chancellor |  |  |
| Provost |  |  |