

Honorary Appointments Policy / Procedure

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1. Policy

- 1.1 The purpose of this policy is to provide a framework for the effective consideration of Honorary Appointments at St Mary's University, ensuring there is consistency in approach.

2. Scope of the Procedure

- 2.1 An honorary appointment is a voluntary arrangement which allows esteemed individuals to cooperate with academic staff at St Mary's University for the furtherance of research or learning and teaching which is aligned with University / Faculty / Institutes strategic objectives.
- 2.2 An honorary appointment grants an individual a commensurate title and access to certain facilities at St Mary's University, including University email address, IT access and access to the University library and associated resources.

3. Exclusions

- 3.1 An honorary appointment is not a contract of employment and will not be remunerated. While not remunerated, with prior agreement, reasonable out of pocket expenses will be paid for activity undertaken relating to the University.
- 3.2 An honorary appointee may undertake other contracted and separate ad hoc work for the University, however if the honorary appointee gains a substantive role within the University, the honorary appointment will cease.

4. Types of Honorary Appointment

4.1 Honorary Lecturer / Researcher

- a. The appropriate title is awarded for individuals of academic / professional standing who have a firm commitment to make a significant contribution to the development of the University's research or learning & teaching profile.
- b. This may include individuals engaging with the University as an Academic Visitor or Sponsored Researcher.
- c. The individual must be suitably qualified for the appointment proposed.
- d. The nominating manager will need to demonstrate that the appointment will generate a substantial contribution to the research and/or learning & teaching profile of the University.

4.2 Honorary Professor

- a. The title of Honorary Professor may be awarded to a person of outstanding academic distinction who meets the Academic Career Pathway (ACP) criteria for Professor.
- b. The individual will be a leading national or international authority in their subject or profession.
- c. The nominating manager will need to demonstrate that the appointment will generate a substantial contribution to the research and/or learning & teaching profile of the University.

4.3 Emeritus Professor

- a. The title of Emeritus Professor may be awarded to those holding the title of Professor (normally for 5 years) who are to retire from the University or, exceptionally, those who have retired.
- b. The individual will be a leading national or international authority in their subject or profession.

- c. The nominating manager will need to demonstrate that the appointment will generate a substantial contribution to the research and/or learning & teaching profile of the University.

5. Nomination Process

- 5.1 In all cases, a completed nomination form is required including a description of the nature of the contribution and a supporting CV, sent to HRHelpdesk@stmarys.ac.uk.
- 5.2 Honorary Lecturer / Researcher titles are nominated by the Executive Dean / Director, and reviewed for approval by the Provost and Vice Chancellor.
- 5.3 Honorary Professor and Emeritus Professor titles are nominated by the Executive Dean / Director, and reviewed for approval by the Provost and Vice Chancellor. External views may be sought from up to three referees, by request of the Vice Chancellor.
- 5.4 All letters of appointment are issued by Human Resources.
- 5.5 There is no appeal of the decision made by the Vice Chancellor or Provost.
- 5.6 Academic Board are informed annually of awards made.

6. Duration

- 6.1 The award of Honorary Lecturer / Researcher and Honorary Professor, is for up to three years in the first instance, with the ability to extend to a maximum of six years. Further extension will only be granted in exceptional circumstances.
- 6.2 All awards will end on 31 July, and the award is rounded to the nearest academic year (e.g. a three-year award in January 2022 would end on 31 July 2024, and a three-year award in March 2022 would end on 31 July 2025).
- 6.3 The award of Emeritus Professor is normally made in perpetuity, but can be for a fixed period if requested.
- 6.4 The University may at any time terminate the honorific appoint with immediate effect.

7. Monitoring and Review

- 7.1 Human Resources will record all honorary appointments in the PeopleNet system.
- 7.2 Nominating managers will be contacted two months before the end date of the honorary award regarding the option to extend.
- 7.3 Where no extension is requested by the nominating manager by 31 July, system access will be revoked on 1 August, with the end of the honorary award.

8. Terms and Conditions

- 8.1 An honorary appointee will potentially be privy to information (in written, verbal and electronic form) which is confidential to the University and its employees and/or third-party information which the University and its employees are under contractual obligations to maintain as confidential ("Confidential Information"). It is a condition of an honorary appointment that they agree to keep all Confidential Information strictly confidential and not disclose it to any third party without the written consent of the University, and that the honorary appointment indemnify the University in respect of any claims, damages, losses or costs incurred as a consequence of any unauthorised disclosure by then of any Confidential Information.
- 8.2 The honorary appointee is required to be compliant with UKVI regulations as appropriate.
- 8.3 The University may at any time terminate the Honorific appoint with immediate effect if:

- The individual commits any gross misconduct affecting the business of the University; or
- is convicted of any criminal offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or non-custodial penalty is imposed); or
- commits any fraud or dishonesty; or
- acts in any manner which in the opinion of the Vice-Chancellor or Provost brings or is likely to bring the individual or the University into disrepute or is materially adverse to the interests of the University;
- or commits any breach of the policies and procedures of the University.

Relevant Policy Headings

- **Date Written:** 22 February 2022
- **Author:** Human Resources
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- **Person responsible:** Human Resources
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- **Review date:** 1 June 2025
- **Impact Assessment date:** NA
- **History:** Union and Provost Advisory Group consultation, approved Academic Board

Appendix 1 – Honorary Appointment Summary

Proposed Title	Description	Duration*	Criteria for Assessment	Assessment	Pay
Honorary Lecturer / Researcher	individuals of academic / professional standing contributing to the development of the University's research or teaching profile	Up to 3 years Extend up to 6 years	Appropriate academic or professional standing Meaningful contribution to the strategic objectives of University	Nominated: Dean / Director Approved: Vice Chancellor Provost	Unpaid With prior agreement, out of pocket expenses can be paid
Honorary Professor	individuals of high academic standing who are closely involved with the work of the University but not permanent employees	Up to 3 years Extend up to 6 years	Academic or professional standing equivalent to Professor in ACP	Nominated: Dean / Director Approved: Vice Chancellor Provost	Individuals may undertake separately contracted work subject to normal appointment processes and regulations e.g. Guest Lecturer, HPA or consultancy
Emeritus Professor	awarded to those holding the title of Professor (normally for 5 years) who are to retire from the University or, exceptionally, those who have retired	Awards shall normally be made in perpetuity	Meaningful contribution to the strategic objectives of University	Externals on request	

*All awards will end on 31 July, and the award is rounded to the nearest academic year (e.g. a three appointment in January 2022 could be until July 2024, or March 2022 to July 2025). HR will contact nominating manager 2 months before end of award period regarding possible extension. Where no extension is requested, system access will be revoked on 1 August.