HONORARY AND ADJUNCT ACADEMIC APPOINTMENTS POLICY

Purpose:
The University recognises the importance of retaining esteemed retiring academic staff and attracting eminent commercial and industry experts to honorary or adjunct academic positions, which serve to enhance the University’s research and teaching expertise and standing.

Policy:
The University shall, from time to time, appoint retiring academic staff and recognised industry experts to honorary or adjunct research and teaching positions. Appointment will be subject to a requirement to observe professional standards including University policies on conduct, research, teaching and public commentary. Feedback should be given to nominators of unsuccessful nominations. Appointments may be in the following categories and titles:

a) Professors Emeriti
The title “Professor Emeritus” is normally conferred on members of the professoriate:
   (1) on retirement; and
   (2) who are recognised nationally as having been outstanding in their discipline; and
   (3) who have made an outstanding contribution to scholarship or the University or both; and
   (4) who are held in the respect and esteem of colleagues:—
      (all of the above criteria being required to have been met); and
   (5) who will in normal circumstances be likely to maintain a continuing association within the University.

Procedure:
   (i) Nominations for Professor Emeritus may be made confidentially to the Vice-Chancellor by any professor or any member of the Academic Board or other senior executives of the University.
   
   (ii) Each nomination shall be accompanied by a statement of the nominee’s career and the grounds for the conferment of the title (addressing each of the criteria in 1-5 above). The Vice-Chancellor shall bring each nomination and the accompanying statements first before the Honorary Awards Committee.
   
   (iii) The Honorary Awards Committee awards the title of Professor Emeritus under the delegated authority of Council (delegation enacted on 4 September 2009) and reports delegations exercised to Council.

The position of Emeritus Professor is not an established one, nor is any emolument attached to it.
b) Honorary Teaching and Research Fellows  
Nominees shall be persons of distinction (equivalent to Associate Professor) and/or who has made an outstanding contribution to their field (the latter allows recognition for those who do not have an academic research background) and whose expertise and interests lie in a field related to a subject included in the scope of the College concerned and who can contribute to teaching or research at a University level. Nominees may be persons in part-time or full-time employment in senior positions outside the University or may be retired senior staff of this and other universities or from other learned institutions or research centres.

Nominations of persons to be appointed as Honorary Teaching Fellows or as Honorary Research Fellows may be submitted by a Head of School (or equivalent) to the relevant Pro Vice-Chancellor.

Appointments to Honorary Fellowships shall normally be for three years and appointees will be eligible for reappointment. Honorary Fellows may be appointed to one or more Colleges. The criterion for continued appointment is related to the ongoing effectiveness of the individual’s contribution.

Appointees will be required to indicate their willingness either to give lectures or demonstrations to students or staff of the College or act in capacities which make definite contributions to the University’s teaching, or to join an existing research team, or assist in developing new research initiatives within the relevant College or Colleges.

The position of Honorary Fellow is not an established one, nor is any emolument attached to it.

Honorary Fellows may be appointed under the general title, or as Honorary Research Fellows.

c) Honorary Teaching and Research Associates  
Persons appointed to these positions are normally expected to possess qualifications and experience equivalent to those held by applicants eligible for appointment to full-time academic positions up to and including the level of Senior Lecturer.

Nominations of persons to be appointed as Honorary Teaching Associates or Honorary Research Associates may be submitted by a Head of School (or equivalent) to the relevant Pro Vice-Chancellor. Honorary Associates may be appointed to one or more Schools (or equivalent).

Appointments to Honorary Associates shall normally be for three years and appointees will be eligible for reappointment. Recommendations for reappointment may be made by the Head of School (or equivalent) directly to the relevant Pro Vice-Chancellor.

Persons appointed as either first, second or third Supervisors of PhD candidates, shall on their appointment by the Doctoral Research Committee and in consultation with the Head of School (or equivalent), also be eligible to be appointed as Honorary Associates of the University.

In certain cases, honorary appointments may be given to persons possessing special and specific expertise.

Honorary Associates may be appointed from those employed full or part-time outside the University or from staff employed in general sections of the University. Retired academic staff of sub-professorial level may also be eligible for appointment as Honorary Associates.

The criterion for continued appointment is related to the ongoing effectiveness of the individual’s contribution.
Honorary Associates are expected to enter a working relationship with a School (or equivalent), such that they offer research assistance or vocational, professional or practical work contacts, which otherwise students would not enjoy. The nature of this relationship, and the expectancies of the School (or equivalent), should be specified in the documentation in which nominees are presented for appointment, together with a statement summarising the qualifications and the experience of the nominee.

The position of Honorary Associate is not an established one, nor is any emolument attached to it.

Honorary Associates may be appointed under the general title or as Honorary Research Associates.

**Note:** The University awards both these titles as recognition of the high academic qualities and/or expertise of the individuals concerned. Appointment to an Honorary Fellowship is only made in the case of individuals whose contributions to the University can be expected to be at the highest levels of excellence.

**d) Appointment to Adjunct Positions**

Distinguished members of the community with relevant academic and/or professional qualifications may be nominated for appointment to adjunct positions in a College or School (or equivalent) to carry out teaching, supervision and/or other duties.

The object of these appointments is to associate with a College or School (or equivalent) a qualified person who can:
- provide a link between vocational and practical work and scientific and academic teaching;
- provide through special expertise, qualifications, or experience an additional teaching or research input to the College or School (or equivalent);
- provide students with the opportunity to interact with an effective and experienced professional.

**e) Adjunct Professors**

Appointment as an Adjunct Professor will only be made when the nominee is a person of eminence as demonstrated by excellence of scholarship, the highest level of vocational or professional achievement, and proven capacity of leadership in the field where the appointment is sought. The candidate must also possess high-level skills in teaching, supervision and research, and in the practical application of her/his discipline, as appropriate.

Nomination for appointment as Adjunct Professor will be proposed by a Head of School (or equivalent) through an appropriate Pro Vice-Chancellor. The nomination should take the form of a recommendation for appointment and should include:
- a CV of the person nominated;
- a report by the Head of School (or equivalent) and Pro Vice-Chancellor on the person nominated, which specifies the grounds on which the nomination is made; and
- a proposed contract for duties of the nominee which also specifies the recommended emolument should the nomination be successful.

The nomination shall be considered by the Leave and Ancillary Appointments who, in making a recommendation to the Vice-Chancellor, will consider the written nomination, interview the nominator(s) and may seek confidential opinions of persons from within and/or outside the University who could properly be expected to know the nominee and/or the nominee’s professional work.
Appointments to positions as Adjunct Professor shall normally be for three years and appointees will be eligible for reappointment. Upon cessation of appointment, the Professorial title shall not be retained.

f) Adjunct Lecturers/Senior Lecturers

Appointments to positions as Adjunct Lecturers or Adjunct Senior Lecturers will be made to an appropriate School (or equivalent) of persons who have relevant academic or professional qualifications and experience, and who can offer specialist teaching, supervisory or practical work services to that School (or equivalent).

Nominations for appointment as Adjunct Lecturer or Adjunct Senior Lecturer will be made in the normal manner for academic appointment.

Nominations for adjunct positions should be accompanied by a proposed contract for duties of the nominee, specifying also the recommended emolument should the nomination be successful.

Appointments to positions as Adjunct Lecturers and Adjunct Senior Lecturers shall normally be for three years and appointees will be eligible for re-appointment.

Audience:

Pro Vice-Chancellors
Heads of Academic Schools (or equivalent)

Relevant legislation:

None

Legal compliance:

None

Related procedures / documents:

None

Document Management Control:

Prepared by: Manager Remuneration and Reporting
Authorised by: AVC, People & Organisational Development
Approved by: SLT 13/08/174
Date issued:
Last review: July 2013
Next review: August 2015