

HONORARY APPOINTMENTS PROCEDURE

1. Introduction

The University has in place a procedure for granting honorary titles, the purpose of which is to acknowledge a voluntary, unpaid contribution to a School's or the University's activities. The procedure involves approval by the Senate on the recommendation of a Head of School, provided that some criteria are met, and these are outlined below.

The responsibility for due diligence on nominees for these appointments rests with the Head of School. Schools are required to submit a CV along with their nomination to Governance Services who will arrange for submission to Senate for approval. Honorary titles are normally awarded for a period of between 1 and 3 years but can be extended at the request of the School.

Senate meets on four occasions during the year, and nominations can be submitted to each meeting. Nominations should be received by Governance Services at least 10 working days before the date of the Senate.

2. Criteria for Awarding an Honorary Appointment

The following are the criteria agreed by the Senate in relation to the granting of honorary titles:

- No payment will be made for an individual's contribution.
- An individual awarded an Honorary title would not normally have access to the University's library or computing facilities. However, this can be requested by the School.
- An individual awarded an Honorary title is not entitled to office accommodation, however, with the agreement of the School, may share such facilities as the School is able to provide.
- It is expected that individuals nominated for such roles will make a regular contribution to the School and / or University. The contribution in this regard should be *significant*.
- By accepting an honorary title, the individual concerned will be required to agree to accept all rules, regulations and procedures of the University.
- Schools should ensure, when undertaking due diligence on an individual prior to submitting their nomination, that the individual holds a position of employment – or have some standing – externally within the field they are being nominated for, or to have retired from such a position.

3. Titles

The Senate Regulations and Special Cases Committee, on behalf of the Senate, has approved the following titles:

- **Honorary Lecturer/Senior Lecturer** – in respect of a contribution to teaching and learning

- **Honorary Professor** – in respect of a significant contribution to teaching, learning and / or research
- **Honorary Research Fellow/Senior Research Fellow** – in respect of a major contribution to research
- **Honorary Research Associate/Senior Research Associate** – in respect of a more modest contribution to research
- **Honorary Industrial Fellow/Senior Industrial Fellow** – in respect of a contribution to industrial liaison activities
- **Honorary Entrepreneurial Fellow/Senior Entrepreneurial Fellow** – in respect of a contribution to commercial or business-related activities
- **Honorary Associate/Senior Associate** – in respect of non-academic contributions.
- **Honorary Clinical Teacher** - in respect of a contribution to teaching and learning within the School of Medical and Health Sciences, and any other School involved in teaching the healthcare disciplines.
- **Visiting Lecturer, Visiting Researcher, Visiting Professor or Visiting Fellow** – in respect of a member of staff from another institution who is prominent in their field and who is invited to teach, lecture, or perform research at the University normally for a short period of time.

3. Procedure

- a) Once the due diligence process relating to an individual has been completed by the School a proposal should be submitted by the relevant Head of School, including a recent CV, to Governance Services. The form to be used for submission is available from the Governance Services website or from Leah Edge, Governance Services (l.edge@bangor.ac.uk).
- b) Governance Services are responsible for ensuring that the nomination goes forward to the Senate, and also for checking that the School has completed the relevant due diligence processes.
- c) The proposal will be considered and decided upon by the Senate at its next meeting.
- d) If approved by the Senate, a *letter of appointment* will be sent from Governance Services to the individual. The letter outlines the title granted to the individual, and the length of the honorary appointment. Issues of accountability and compliance with University policies and regulations are also outlined, in order that those appointed to honorary titles are covered by the University's "Employer's Liability" insurance. Schools are also required to ensure that a suitable induction process is undertaken with the individual before they begin their contribution to the School / University.
- e) Titles will be granted for an agreed period as requested by the School. It is the School's responsibility to ensure that an up-to-date record of the individuals who are granted honorary titles by the Senate is kept up to date. Where the School requires appointments to

be renewed the School should ensure that they are brought to the attention of Governance Services before the current appointment comes to an end.

- f) The Senate reserves the right to withdraw any honorary title before the end of the agreed period if it considers that there is evidence of non-compliance with the terms of the contract or non-fulfillment of the agreed contributions to the School and / or the University. The Senate's decision will be final.