



University of
St Andrews

Honorary appointments

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Purpose	This policy includes eligibility and criteria. approval authority, procedures, duration, rights and responsibilities and Academic Profiles for Honorary Appointments.

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UNIVERSITY OF ST ANDREWS
POLICY ON HONORARY APPOINTMENTS

1. General

An Honorary appointment is an arrangement which allows distinguished individuals from other institutions and organisations to collaborate with academic staff at the University of St Andrews and have access to certain University facilities to further their own research, cooperate on joint research or contribute to the teaching of the University. It recognises an ongoing association with the University.

The following titles may be conferred in recognition of such an agreed contribution to the research and/or teaching of the University:-

- Honorary Professor
- Honorary Reader
- Honorary Senior Lecturer
- Honorary Lecturer
- Honorary Teaching Fellow
- Honorary Research Fellow
- Honorary Research Assistant

The titles may be conferred both on individuals who are not members of the University and on members of University staff who hold non-academic appointments but whose post has a substantial research and/or teaching dimension.

Individuals whose length of stay in St Andrews is less than six months should apply for Visiting Scholar status, rather than an honorary appointment.

Conferral of the title of Emeritus Professor is considered under a separate process (contact the Master's Office).

2. Eligibility and Criteria for Award

Nominees must match one of the academic profiles and must demonstrate an appropriate level of achievement in one of research, teaching (including clinical teaching if appropriate) or professional eminence. They should also be making, or intend to make, a significant contribution to the work of the University. Proposals should include sufficient information to determine the standing of the person proposed and their connection to the work of the School.

Nominations for a particular honorary title will be considered against the academic profiles. The

activities contained in these profiles are neither exhaustive nor prescriptive and are intended to act as indicators of the type of achievement expected of an honorary title holder. Candidates are not expected to match all aspects of a profile. The honorary title should normally match the nominee's current position at his/her home institution. Heads of Schools wishing to make a case for an honorary title which is more senior to the nominee's current position, must make a case based on the University's academic promotions criteria.

Honorary appointees may co-supervise postgraduate students. However, if this is the case, the Head of School must submit a bank worker contract to Salaries.

3. Approval Authority

Honorary appointments are approved by the Master under delegated authority from Senate/Academic Council. No subsequent validation by Academic Council (or Court) is required. The Master may further delegate powers to other officers, including the Deans, but is responsible for any decision taken.

4. Procedures

Heads of School may approach potential nominees to discuss the possibility of an honorary title. If a nomination is to be taken forward, the candidate must provide a two-page CV along with details of referees where appropriate and the case will be considered under the procedures set out below.

Individuals who make or wish to make a significant contribution to the research and/or teaching of the University who hold a non-academic appointment and who wish to be considered for an honorary title in recognition of such work should submit a CV to the relevant Head of School in the first instance. The Head of School will consult with senior colleagues as appropriate and will forward a proposal form electronically to the Master.

The Master will consider all proposals from Schools, including those where the recommendation is that a title be removed or changed. Proposals will be evaluated against the academic profiles and formal recommendations. The Master may request additional information from the School.

The Master shall consider all recommendations and will notify the Head of School and Human Resources of the outcome. The Master has the right to recommend a different title from that originally proposed if he believes that a candidate best meets a different category profile from those stated in the policy.

Formal appointment letters will be sent out from the Master and copied to the Head of School and Human Resources. Human Resources will arrange for details to go onto the staff database to enable the appointee to gain IT, email and library access.

For renewal appointments Schools will submit the renewal form to the Master at least 3 months prior to the end of the period of appointment. It is the responsibility of Schools to notify the Master and Human Resources of any changes to the dates of appointments.

5. Duration

Honorary posts may be held for an initial fixed period not exceeding three years. Such posts may be renewed, for up to a further three years at a time, where the appointee continues to contribute to the University. Nominations for renewals shall be brought forward through Heads of Schools using the procedures as set out above. The Head of School's statement should clearly state the contribution that the appointee has made since the title was originally conferred.

The Master may withdraw an honorary appointment where there is evidence of dereliction of duty, conduct likely to bring the University into disrepute, conduct unbecoming the post on the part of a title-holder, or violation of any of the University's codes of conduct.

6. Rights and Responsibilities

Holders of honorary appointments:-

- are bound by the terms and conditions stated in their letter of appointment and accompanying documentation;
- must only undertake duties which are in accordance with the instructions and guidelines set out by the relevant Head of School and in accordance with relevant University policies;
- may use their title for the period specified in their letter of appointment, but may not continue to use the title at the end of this period without a formal letter of renewal from the University;
- may receive a University of St Andrews staff card/University IT account and use of the library;
- are bound by the University rules and regulations (the title confers no rights in regard to the eligibility for appointment to University committees);
- receive no automatic entitlement to office accommodation;
- will not be remunerated unless through a separate contract (at the discretion of the appropriate Head of School, reasonable expenses may be paid).

Heads of Schools should ensure that the honorary appointee:-

- is given adequate information about the School, its programmes and the appointee's anticipated contribution to the work of the School;
- is sufficiently informed about specific subject changes in procedures and practices which may affect their contribution;
- formally agrees the access rights for facilities within the School;
- formally agrees any additional privileges, ie payment of expenses.

7. Academic Profiles

Please note the contents below are not checklists, they are indicators.

For conferral of the title 'Honorary Professor'

Teaching

- Evidence of a successful contribution to teaching, including clinical teaching, in the School.
- Evidence of a contribution to course development in the School.
- Innovative methodologies/pedagogy.
- Subject text book(s).
- Scarce technical/subject expertise.

Research/Scholarship

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate.
- Significant research output over career.
- Successful external funding over career, including as lead applicant in grants.
- External referees' support.
- Invited speaker at international conferences.
- Member of international research groups.
- Successful postgraduate supervision.
- Referee, editor or member of editorial board for major journals.
- Invited assessor for major grant awarding bodies.
- National/international subject association executive.
- Leading expert in subject field.
- Research Council sub-committees.

Professional Eminence

- Outstanding professional achievement.
- Occupational status.
- Academic qualifications at an appropriate level.
- Professional contributions.
- Successful technology transfer.
- Entrepreneurial activity.

[NB: Applications for the title "Honorary Professor" must be accompanied by details of a referee from an academic of professional standing not from within the University of St Andrews]

For conferral of the title 'Honorary Reader'

Teaching

- Evidence of a successful contribution to teaching, including clinical teaching, in the School.
- Evidence of a contribution to programme/module development in the School.
- Innovative methodologies/pedagogy.
- Subject text book.
- Scarce technical/subject expertise.

Research/Scholarship

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate.
- Significant research output over career.
- Successful grant applicant over career.
- Significant refereed publications over career.
- Invited/refereed papers at national/international conferences.
- Successful postgraduate supervision.
- Member of significant research groups.
- Invited referee for external research applications.
- Referee for external publications.
- Consultancies.
- Major journal editorship.
- Member editorial board.

Professional Eminence

- Occupational status.
- Academic qualifications at an appropriate level.
- Professional contributions.
- Successful technology transfer.

- Entrepreneurial activity.

For conferral of the title 'Honorary Senior Lecturer'

Teaching

- Evidence of a successful contribution to teaching, including clinical teaching if applicable, in the School.
- Evidence of a contribution to programme/module development in the School.
- Innovative methodologies/pedagogy.
- Subject text book.
- Scarce technical/subject expertise.

Research/Scholarship

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate.
- REF returnable.
- External funding secured.
- Invited/refereed national conference papers.

Professional Eminence

- Occupational status.
- Academic qualifications at an appropriate level.
- Professional contributions.
- Successful technology transfer.
- Entrepreneurial activity.
- Clinical work (where appropriate).
- Membership of learned societies / professional bodies.

For conferral of the title 'Honorary Lecturer'

Teaching

- Evidence of, or potential to make, a successful contribution to teaching, including clinical teaching, if applicable, in the School.
- Evidence of, or potential to make, a contribution to programme/module development in the

School.

Research/Scholarship

- Evidence of, or potential to make, productive research collaboration with the School.
- REF quality publications.
- Evidence of potential to publish conference papers.
- External funding secured.

Professional Eminence

- Occupational status.
- Academic qualifications at an appropriate level.
- Professional activity.
- Clinical work (where appropriate).
- Membership of learned societies / professional bodies.

For conferral of the title 'Honorary Teaching Fellow'

Teaching

- Evidence of, or potential to make, a successful contribution to teaching, including clinical teaching, if applicable, in the School.
- Evidence of, or potential to make, a contribution to programme/module development in the School.
- Not generally applicable although evidence of academic scholarship to a level equivalent of a lecturer would be appropriate.

Research/Scholarship

- Occupational status.
- Academic qualifications at an appropriate level.
- Professional activity.
- Clinical work (where appropriate).

Professional Eminence

- Membership of learned societies/professional bodies.

For conferral of the title 'Honorary Research Fellow'

Teaching

- Not applicable although some support teaching may be appropriate.

Research/Scholarship

- Evidence of (productive) research collaboration that will be undertaken with the School.
- Evidence of research supervision/independence with respect to design and implementation of research project(s).
- Evidence of obtaining grant funding.
- Evidence of potential to publish conference papers.
- REF Returnable Quality publications.
- Occupational status.
- Academic qualifications at an appropriate level - eg PhD.
- Professional activity.
- Clinical work (where appropriate).

Professional eminence

- Membership of learned societies/professional bodies.

For conferral of the title 'Honorary Research Assistant'

Teaching

- Not applicable although some support teaching may be appropriate.

Research/Scholarship

- Evidence of (productive) research collaboration, in the form of research support and/or assistance with research that will be undertaken with the School.
- Evidence of potential to publish conference papers.
- REF Returnable Quality publications.
- Occupational status.
- Academic qualifications at an appropriate level- e.g. graduate or recent PhD.
- Professional activity.
- Clinical work (where appropriate).

Professional Eminence

- Membership of learned societies/professional bodies.

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