



University of  
St Andrews

## Rights and responsibilities of honorary appointees

<b>Document type</b>	<b>Guidance</b>
<b>Scope (applies to)</b>	All schools
<b>Applicability date</b>	31/05/2014
<b>Review / Expiry date</b>	31/07/2024
<b>Approved date</b>	26/07/2023
<b>Approver</b>	Proctor's Office
<b>Document owner</b>	Administrative Officer
<b>School / unit</b>	Education and Student Experience
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Academic policies/Assessment, examination and award/Honorary appointments
<b>Purpose</b>	This document describes the rights and responsibilities of Honorary Appointees.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>

**UNIVERSITY OF ST ANDREWS**  
**POLICY ON HONORARY APPOINTMENTS**

**Duties**

Honorary staff:-

- 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;
- will receive a University staff card and IT account and will be given use of the Library facilities;
- will not be remunerated (at the discretion of the appropriate Head of School, reasonable expenses may be paid);
- will receive office accommodation only at the discretion of the Head of School;
- may only use their title for the period specified in their letter of appointment and may not continue to use the title at the end of this period without a formal letter of renewal from the University;
- should raise any matter of concern relating to their appointment with their Head of School in the first instance.

**Safety**

Honorary staff are advised to have regard to the health and safety of themselves and other in the conduct of their University duties. Information about health and safety can be obtained from the relevant Head of School.

**Equal Opportunities**

Honorary staff are required to observe the University's policy on diversity which outlines the responsibility for promoting inclusive environments free from discrimination for our national and international staff; students; and anyone associated with the University (e.g. visitors, contractors and service providers).

**Data Protection**

In carrying out their work, honorary staff are required to comply with the provisions of the Data Protection Act concerning personal data.

**Confidentiality**

Honorary staff must not disclose to any unauthorised person any personal or confidential information regarding students or other members of staff unless in accordance with the requirements of the Data Protection Act.

**Use of Computing Facilities & ID Cards**

Honorary staff are required to comply with the University's current conditions of use - see <http://www.st-andrews.ac.uk/its/> for details. For details on how to obtain a **staff ID card** for access to the Library and other materials, please see <http://www.st-andrews.ac.uk/staff/tech/idcards/>.

## **Conflicts of Interest**

Honorary staff are required to notify their Head of School of any matter which may conflict with or prejudice their ability to carry out their duties in a safe, fair and effective manner.

## **Resignation**

Honorary staff may terminate their appointment by giving adequate notice to Head of School. A copy of the resignation must be forwarded to the Director of Human Resources.

## **Termination**

The University has the right to withdraw an appointment at any time for good reason.

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