

## Ordinance 24

# Appointment of Honorary and Visiting Staff

**Approving Body:** Council

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**Policy owner:** University Secretary

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## **ORDINANCE 24**

### **APPOINTMENT OF HONORARY AND VISITING STAFF**

1. The University may appoint Honorary or Visiting Professors, Readers, and Lecturers. All appointments shall be for a period of up to five years, with the possibility of renewal.
2. Criteria
  1. Honorary Appointments
    1. Honorary appointees should normally be distinguished academics from other institutions with existing links to the University, including as previous employees, and who will continue to make a substantial contribution on a regular basis to the academic work (teaching and/or research) of the institution.
    2. Honorary titles may also be conferred upon individuals external to the University who are not academics to encourage liaison with other sectors, with appointees invited to advise as appropriate on research projects and to lecture in their particular fields of interest.
  2. Visiting Appointments
    1. Visiting appointees should normally be distinguished academics from other institutions who do not have existing links to the University, and who will make a substantial contribution on a regular basis to the academic work (teaching and/or research) of this institution.
    2. Visiting titles may also be used to formally recognise suitable individuals as members of the University's academic community for defined periods.
  3. Honorary or Visiting titles shall not be conferred upon staff who have retired (as defined in Ordinance 25) from employment at the University. In such cases, an Emeritus title shall usually be conferred.
3. Procedure
  1. Professor- or Reader-level Appointments
    1. Such appointments shall be approved by the Vice-Chancellor and reported for information to the Governance and Compliance Committee.
    2. Any proposal should be brought forward by a Faculty via the Human Resources department for consideration by the Vice-Chancellor and shall contain a Curriculum Vitae of the person recommended for appointment, the proposed duration of the appointment, and a clear statement of the expected involvement of the person in the work of the Faculty and/or the University.
  2. Other Appointments
    1. All other appointments shall be approved by the relevant Pro Vice-Chancellor (as Head of the Faculty to which the Honorary or Visiting appointment relates).

2. All appointments approved by a Pro Vice-Chancellor should be communicated to the Human Resources department, accompanied by a Curriculum Vitae of the person recommended for appointment, the duration of the appointment, and a clear statement of any expected involvement of the person in the work of the Faculty.

4. Remuneration

No stipend is attached to an Honorary or Visiting appointment. However, expenses may be reimbursed by the Faculty in which the appointment is held at approved University rates. Access to resources and office space may also be provided by the Faculty in question.