

R3 VISITING, HONORARY AND EMERITUS TITLE

Purpose and scope

- 3.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains how people may receive honorary titles from the College, and how the College will consider nominations for these titles.
- 3.2 This policy applies to the award of honorary titles only. For the conferring of honorary degrees, please refer to regulations about academic awards.
- 3.3 The policy does not apply if the proposed nominee is a currently employed member of its academic or professional staff or member of its regulatory committees (whether employed or not).
- 3.4 It is exceptional for the College to confer an honorary title on anyone who is wholly absent from the daily academic community. Honorary titles are normally conferred on people present at the College for at least ten (10) working days annually.
- 3.5 The policy aims to uphold the College's beliefs in social justice and inclusion, and seeks to maintain public confidence in the integrity of its awards.

NOTE: The College does not currently promote anyone to Associate Professor or Professor. The Provost may recommend individual appointments to these titles if the person has previously been appointed to the title by a competent body in the UK, and exceptionally in other countries. Instead, the College may make appointments to Principal Lecturer, and in these appointments will follow a similar promotion process to that described below for Associate Professors.

Definitions

- 3.6 'Emeritus' means a mark of distinguished service, awarded on retirement. The term Emeritus does not necessarily signify that a person has given up all the duties of their former position, and they may continue to exercise some of them.

Introduction

Overview

- 3.7 As an academic community, it is important that the College can recognise others for their academic and professional achievements. The College may therefore award honorary titles as approved by the Academic Board. These awards must be consistent with the terms of the College's degree-awarding powers. The title's area and post-nominal designation (e.g., Visiting Professor of Creative Industries) will be agreed by the Provost.

Principles

- 3.8 An honorary title must only be conferred on people of distinction who will enhance the College's reputation and strengthen its mission.
- 3.9 An honorary title must not be capable of being regarded as reciprocating a gift or political intervention on the College's behalf. In conferring titles on people in political life, the College should seek to avoid endorsing individual political candidature or raising suspicion of favouring a political party or person.

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- 3.10 A reasonable test of a candidate's suitability for an honorary award at any level should be the 'goodness of fit' of the candidate with the community of honorary fellows already appointed by the College.

Visiting titles

- 3.11 Visiting status may be conferred at Lecturer level and above. Visiting status may be conferred on those who hold standing in the academic community. The title must include a pre-title reference to the status of the appointment (e.g., Visiting Lecturer).
- 3.12 Applications for Visiting status to the Honorary Awards and Titles Committee will be assessed against the criteria specified for the level of appointment.

Fellowship titles

- 3.13 Honorary Fellowships may be conferred on people whose outstanding work or action has contributed significantly (whether by benefaction, achievement or service) to furthering the College's work or interests.
- 3.14 Conspicuous service to the College by academics is normally recognised by awarding the title of Emeritus Professor. However, in exceptional circumstances, former staff may be awarded an Honorary Fellowship.

Honorary Professorships

- 3.15 Honorary Professorships will be awarded to those who have an established association with the College but who fall outside the criteria for Visiting Professor in their specific contribution. They should be of national and international standing in their field, equivalent to that expected of professors in their field.
- 3.16 Nominees need not be academics. Criteria other than research and educational publications are thus relevant. Such criteria will relate to national and international achievement in areas such as business, policy and society. Examples may include outstanding professional achievement; recognition as a leading expert in their profession or occupation; and entrepreneurial or social benefit activity.
- 3.17 Recommendations for nomination to the Provost for conferment of the Honorary Professor title should be accompanied by a supporting statement from within the College and by two (2) external references from national or international leaders in their professional area. These must confirm that the individual is of such intellectual and leadership calibre that they are of equivalent merit to a professor.
- 3.18 Only then may the Provost put forward the award of Honorary Professor to the Honorary Awards and Titles Committee.

Emeritus Professorships

- 3.19 Emeritus Professorships will be awarded to people who have been members of the College's academic community and have made exceptional contributions to the College's development or may do so in the future. They should be of national and international standing in their field, equivalent to that expected of professors in their field.
- 3.20 Recommendations for nomination to the Provost for conferment of the Emeritus Professor title should be accompanied by a supporting statement from within the College and by two (2) external references from national or international leaders in their professional area. These must confirm that the individual is of such intellectual

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and leadership calibre that they are of equivalent merit to a professor, if this has not been an appointment made through the College's own procedures.

- 3.21 Only then may the Provost put forward the award of Emeritus Professor to the Honorary Awards and Titles Committee.
- 3.22 A reasonable test of a candidate's suitability for an Emeritus award at any level should be the 'goodness of fit' of the candidate with the professoriate already created by the College.

Procedures

- 3.23 The process for nominating for an individual for an honorary title has five (5) stages:
- Stage 1 – Discussing a proposal.
 - Stage 2 – Submitting a proposal.
 - Stage 3 – Considering the application.
 - Stage 4 – Discussion with the nominee.
 - Stage 5 – Approving the nomination.

Stage 1 – Discussing a proposal

- 3.24 A staff member of the College or member of the Board of Directors may raise a proposal by discussing the possible nominee with a member of the Honorary Awards and Titles Committee.
- 3.25 Following this discussion, any individual may submit a request for a preliminary review. All preliminary review submissions must be made through the Provost's Office by a Dean or Head of Department.
- 3.26 No nominee should be approached without the prior agreement of the Honorary Awards and Titles committee, or exceptionally of the Provost acting as its Chair.

Stage 2 – Submitting a proposal

- 3.27 A proposal may be submitted to the Honorary Awards and Titles Committee:
- a) in writing on the prescribed form with the proposer's full name and signature;
 - b) by 4pm at least five (5) working days before the date scheduled for the meeting; and
 - c) to the place and person in line with written instructions.
- 3.28 The application must include:
- a) a brief biography. This may be augmented by an extract from a published biography such as 'Who's Who';
 - b) a supporting statement from the proposer indicating how the nominee meets the College's criteria; and
 - c) a risk assessment for each nominee before formal submission.
- 3.29 Due to the confidential nature of the information, the forms will not be circulated, but tabled at the start of the meeting. Afterwards, the forms will be returned for shredding with only the Clerk of the committee and proposer retaining a copy.
- 3.30 Exceptionally, if a member cannot attend and the committee wishes to have their views on a proposal, a copy of the proposal may be provided, in confidence, for comment, but it should then be destroyed.

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Stage 3 – Considering the application

- 3.31 In considering the proposal, criteria that are not essential but may be relevant include:
- active in areas of business and the professions that the College serves;
 - local connection with the College community area (not essential but the award must benefit the College);
 - prior or planned connection with the College's activities;
 - affinity with disciplines studied at the College; or
 - providing a role model for students.
- 3.32 The Honorary Awards and Titles Committee will consider the proposal and decide that:
- the nomination should be recommended for approval by the Academic Board;
 - the nomination should be deferred pending the receipt of further information; or
 - the nomination should be rejected, in which case the proposer should be informed and the matter closed.

Stage 4 – Discussion with the nominee

- 3.33 After the Honorary Awards and Titles Committee meeting, the relevant Dean or Head of Department should contact the approved nominee and ascertain if they will accept the award and can attend on the proposed date.
- 3.34 If the nominee rejects the invitation, the Dean or Head of Department should inform the Provost's Office and the person who made the proposal. The matter should be reported to the next committee meeting and then closed.
- 3.35 If the nominee wishes to accept but is unable to attend on the date(s) suggested, the Dean or Head of Department should explore the possibility of deferring conferment to a future occasion. Any deferred conferment should be reported back to the next committee meeting.
- 3.36 If the nominee wishes to accept and can attend on the date(s) suggested, the Dean or Head of Department should notify the Provost's Office immediately.

Stage 5 – Approving the nomination

- 3.37 The Chair of the Academic Board must then formally approve the nomination recommended by the Honorary Awards and Titles Committee and notify the nominee.
- 3.38 The CEO and Provost's Office must then notify:
- the Clerk to the Academic Board so that the recommendations can be reported to the Academic Board for information; and
 - the nominating Dean or Head of Department.
- 3.39 The detailed arrangements for conferring the Honorary Fellowship or Honorary Professorship are made by the Faculty concerned.

Advice and support

- 3.40 Advice for staff on honorary and emeritus title is available from their nominated Academic Policy Partner. More complex queries may be referred to appropriate individuals.

Fees

- 3.41 No additional fees or charges are associated with this policy.

Legal and regulatory context

- 3.42 This policy has been developed having regard to the principles and obligations as outlined in the Equality Act 2010.
- 3.43 Additionally, this policy has particularly regarded the United Nations Educational, Scientific and Cultural Organisations (UNESCO) *Recommendation concerning the Status of Higher-Education Teaching Personnel* (11 November 1997) and the principles of any signatory country under this recommendation.

Enforcement, monitoring and review

- 3.44 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Provost. They will take such action to enforce this policy as they think necessary.
- 3.45 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.
- 3.46 Every three (3) years, the College must review this policy to ensure that:
- a) it remains up to date and continues to meet the expectations of the UK Quality Code, applicable legislation or guidance;
 - b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
 - c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Head of Registry and Administration
Approved by: Board of Directors and Academic Board
Version: 1.0
Date: 25 November 2015
Monitoring and Review Body: Faculty Board
Effective From: 01/06/2017
Next Scheduled Review: Oct 2019