

# Honorary, Visiting and Courtesy Titles

## Introduction

Honorary, Visiting and Courtesy titles may be conferred upon persons, other than current members of staff, who are of appropriate distinction and who have an on-going association with the University in the areas of teaching and/or research. The title should reflect their contribution to the University.

An honorary appointment is not a contract of employment and honorary appointments will not receive any remuneration for work they undertake in their honorary capacity

Honorary status should be reviewed at intervals of no longer than three years. Any title (save that of Honorary Fellow) will be tenable for a further period provided that the Head of School is able to demonstrate that the individual in question maintains an active connection from which the University continues to derive benefit. Status should only be maintained for as long as the individual's contribution remains consistent with the title conferred and may be withdrawn at any time and for any reason at the University's sole discretion prior to its expiry.

Any change to this policy is to be agreed by the University Executive Board.

## Titles and process of appointment and re-conferment

In order to avoid the proliferation of titles the following titles set out below only shall be used.

The normal wording for a title will be, for e.g. Visiting Professor in the School/Department/Institute/Centre of ..... Titles in specific subjects are not normally conferred.

Reminders will be sent to Heads of School on a termly basis for those appointments due to expire.

Any queries in regard to the use of titles should be directed to the Head of Governance.

### **Honorary Titles:**

**Professor Emeritus** – conferred by the Senate upon all Professors of the University (including those who hold the personal title of Professor) on retirement. Recommendation for the title is automatic and requires no case to be made. The title is held in perpetuity.

**Honorary Fellow** – conferred by the Senate upon all members of the Academic Staff other than Professors who retire. Recommendation for the title is automatic and requires no case to be made. The title is held for a period of five years.

### **Visiting Titles:**

**Visiting Professor** – In order to safeguard Professorial status, the University takes particular care upon whom it confers the title of Visiting Professor. Those proposed for the title should have the standing of a credible candidate for appointment (or promotion) to a Professorship in this University or,

exceptionally, have achieved equal distinction or status in a professional field germane to the academic interests of the University.

Proposals should be made by the Head of School using a request for conferment of Honorary/Visiting Title form ([link](#)). Visiting titles will be conferred only on the basis of a reasoned case stressing the expected benefits of the proposed association to the University as opposed to the advantages to the individual. A summary CV (not exceeding four sides) should also be submitted. Once approved by the Head of School cases should then be submitted to the Head of Governance who will pass the case to the Deputy Vice-Chancellor, and relevant Pro-Vice-Chancellor's if necessary, for a decision. Once agreed the Head of Governance will write to the individual notifying them of the agreed title and the period it applies (a copy of the letter will be sent to the Head of School). Conferment of the Title will be reported to the Senate.

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**Visiting Research Fellow** – This is the standard such title. It is to be emphasised that cases should stress the expected benefits of the proposed association to the University as opposed to the advantages to the individual.

**Visiting Fellow** – As above, but where research is not the predominant reason for the association.

**Executive Fellow** – As above, but reserved for external practitioners involved in the delivery of Executive Education programmes within the Henley Business School.

**Senior/Principal prefixes** – may be attached to 'Visiting Research Fellow' and 'Visiting Fellow' only on the basis of a reasoned case which sets the School/Departmental context for a hierarchy of such titles.

**Visiting Member of the Academic Staff of the University** – Usually reserved for senior members of staff at Associated Institutions of the University. In addition to the usual benefits enjoyed by the holders of visiting titles (see below) it permits the individual concerned to act as an Internal Examiner of the University and/or to supervise research students.

**Status of Recognised Teacher of the University** – Usually reserved for senior members of staff at Affiliated Institutions of the University or those employed in the Research Grades whom the University wishes to act as an Internal Examiner and/or to supervise research students.

Proposals should be submitted to the Head of School using a request for conferment of Honorary/Visiting Title form ([link](#)). Visiting titles will be conferred only on the basis of a reasoned case stressing the expected benefits of the proposed association to the University as opposed to the advantages to the individual. A summary CV (not exceeding four sides) should also be submitted. The Head of School will take the decision as to whether to confer a title. Once the Head of School has approved the proposal cases should be submitted to the Head of Governance who will write to the individual notifying them of the agreed title and the period it applies (a copy of the letter will be sent to the Head of School).

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**Postdoctoral Visiting Fellows** - Usually reserved for research students who hold teaching positions (lecturers or senior Lecturers) in their home overseas institutions.

Proposals should be made by the Head of School to the Dean of Postgraduate Research Studies.

**Status of Recognised Teacher of the University (NUIST)** - Reserved for members of staff at NUIST who have met specified requirements.

Proposals should be made by the Head of School using a request for conferment of Honorary/Visiting Title form ([link](#)). A summary CV (not exceeding four sides) should also be submitted. Cases should be submitted to the Head of Governance for checking, who will pass to the relevant Teaching and Learning

Dean for decision. Once agreed a letter will be sent to the individual notifying them of the agreed title and the period it applies (a copy of the letter will be sent to the Head of School).

### **Privileges**

Those holding visiting or courtesy titles are:

- (a) entitled to a username issued by IT where their sponsoring School/Department so requests.
- (b) entitled, save in the case of those accorded the title of Executive Fellow or Recognised Teacher at NUIST, to an Associate Library membership where their sponsoring School so requests, allowing them to borrow up to ten items. They can access electronic periodicals and databases to which the Library subscribes provided they sign the terms and conditions of use agreement on the relevant licensed e-resources access request form.
- (c) entitled to participate in staff training and development activities on occasions when, in the judgement of the Head of Learning and Development, their participation would not be to the exclusion of a member of staff of the University.
- (d) **not** entitled to remission of fees for degree, diploma and certificate programmes.

Louise Sharman  
Head of Governance  
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