

Honorary Awards and Appointments Policy and Procedure

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Version History

Version	Author	Revisions made	Date

1. Introduction

1.1 Awards

In accordance with Statute 19, the Senate may, without examination, confer an Honorary Degree of Doctor or Master in any subject on any person whom it may deem worthy of such a distinction. In accordance with the Scheme of Delegation, this power is delegated to the Honorary Awards and Appointments Committee.

1.2 Appointments

Appointments In accordance with Statute 18.2, the Senate may confer the title of Emeritus Professor, Honorary Professor or Honorary Fellow and stipulate which honorary titles may be assigned to visitors of the University. In accordance with the Scheme of Delegation, these powers are delegated to the Honorary Awards and Appointments Committee.

2. Honorary Awards of the University

2.1 Current Awards

- Doctor of Arts (DA)
- Doctor of Education (EdD)
- Doctor of Laws (LLD)
- Doctor of Letters (DLitt)
- Doctor of Medicine (MD)
- Doctor of Science (DSc)
- Doctor of the University (DUniv)
- Master of Arts (MA)
- Master of Science (MSc)

2.2 Specification – All Awards

Duration: Lifetime

Criteria: To recognise the contribution of a person who aligns with the University's vision, mission and/or values, has given meritorious service to the University or who is a high-profile alumnus / alumna., with which the University may wish to be aligned and/or identified.

Eligible for Upgrade: N/A

Eligible for Renewal: N/A

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be

provided
CV / Publications List Required: Yes
Statement of First Year Activities Required: No

3. Honorary Appointments of the University

3.1 *Honorary Lecturer*

Available Domains: Research; Teaching; Clinical; Professional Practice
Term: Up to 3 years
Criteria: Good standards of performance, as evidenced by positive responses from students and colleagues, within one or more of the applicable categories of contribution: learning, teaching and assessment; research and scholarship / professional practice; academic citizenship.
Eligible for Upgrade: Yes
Eligible for Renewal: Yes
Seconders and References Required: for new appointments only, a seconder should be provided
Nomination Information Required: for new appointments only, a rationale should be provided
CV / Publications List Required: Yes
Statement of First Year Activities Required: Yes

3.2 *Honorary Senior Lecturer*

Available Domains: Research; Teaching; Clinical; Professional Practice
Term: Up to 3 years
Criteria: Sustained good standards of performance, as evidenced by positive responses from students and colleagues, as evidenced by positive responses from students and colleagues, within one or more of the applicable categories of contribution: learning, teaching and assessment; research and scholarship / professional practice; academic citizenship as well as evidence of leadership and/or development of one or more of the categories.
Eligible for Upgrade: Yes
Eligible for Renewal: Yes
Seconders and References Required: for new appointments only, a seconder should be provided
Nomination Information Required: for new appointments only, a rationale should be provided
CV / Publications List Required: Yes
Statement of First Year Activities Required: Yes

3.3 *Honorary Junior Fellow*

Available Domains: Research; Teaching; Clinical; Professional Practice
Term: 3 years
Criteria: postdoctoral or equivalent; early career; strong research/ teaching/ clinical

profile and promising publications list.

Eligible for Upgrade: Yes

Eligible for Renewal: Yes

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Yes

Statement of First Year Activities Required: Yes

3.4 *Honorary Fellow*

Available Domains: Research; Teaching; Clinical; Professional Practice

Term: 3 years

Criteria: early-to-mid career; good employment history and research/ teaching/ clinical publications track record; previous successful term of appointment as hon. JRF.

Eligible for Upgrade: Yes

Eligible for Renewal: Yes

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Yes

Statement of First Year Activities Required: Yes

3.5 *Honorary Senior Fellow*

Available Domains: Research; Teaching; Clinical; Professional Practice

Term: 3 years

Criteria: mid-to-late career; strong employment history and research/ teaching/ clinical publications track record; previous successful term of appointment as hon. RF.

Eligible for Upgrade: Yes

Eligible for Renewal: Yes

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Yes

Statement of First Year Activities Required: Yes

3.6 *Honorary Professorial Fellow*

Available Domains: Research; Teaching; Clinical; Professional Practice

Term: 3 years

Criteria: late career; excellent employment history and research/publications track

record; previous successful term of appointment as hon. SRF or RF.

Eligible for Upgrade: Yes

Eligible for Renewal: Yes

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Yes

Statement of First Year Activities Required: Yes

3.7 *Honorary Visiting Professor; Honorary Professor of Professional Practice*

Available Domains: Research; Teaching; Clinical; Professional Practice

Term: 3 years

Criteria: late career; excellent employment history and research/publications or professional practice track record.

Eligible for Upgrade: Yes

Eligible for Renewal: Yes

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Yes

Statement of First Year Activities Required: Yes

3.8 *Emeritus / Emerita Fellow*

Term: Lifetime

Criteria: Persons who, at the time of their retirement, hold or have held appointments as Readers or Senior Lecturers in the University and have rendered exceptional service or made a significant or outstanding contribution, including philanthropic support, to the University.

Eligible for Upgrade: No

Eligible for Renewal: No

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Optional

Statement of First Year Activities Required: Optional

3.9 *Emeritus / Emerita Professor*

Term: Lifetime

Criteria: Persons who, at the time of their retirement, hold or have held appointments

as Professors in the University and have rendered exceptional service or made a significant or outstanding contribution, including philanthropic support, to the University.

Eligible for Upgrade: No

Eligible for Renewal: No

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Optional

Statement of First Year Activities Required: Optional

3.10 *Emeritus / Emerita Chancellor*

Term: Lifetime

Criteria: Persons who, at the time of their retirement, hold or have held appointments as Chancellor in the University and have rendered exceptional service or made a significant or outstanding contribution, including philanthropic support, to the University.

Eligible for Upgrade: No

Eligible for Renewal: No

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Optional

Statement of First Year Activities Required: Optional

3.11 *Fellow of the University*

Term: Lifetime

Criteria: Persons who, hold or have held professional services appointments in the University and have rendered exceptional service or made a significant or outstanding contribution, including philanthropic support, to the University.

Eligible for Upgrade: No

Eligible for Renewal: No

Seconders and References Required: for new appointments only, a seconder should be provided

Nomination Information Required: for new appointments only, a rationale should be provided

CV / Publications List Required: Optional

Statement of First Year Activities Required: Optional

4. Procedure for Approval

4.1 Submissions should normally not be made until the requisite Honorary Awards and Appointments Nomination Form has been completed in full.

4.2 Submissions should normally be submitted and supported by members of academic staff. Where the member of staff is not a member of the HAAC committee the nomination should be discussed and supported by a member of HAAC also.

4.3 *Rationale*

Each nomination requires a rationale. This may include service to the University, service to the mission with which the University is associated, alignment of values and/or whether the nominee is a high-profile or high-achieving alumnus / alumna.

4.4 *Curriculum Vitae*

Where applicable, a recent CV, which provides a full but succinct and factual account of professional achievements, should be included.

4.5 *Publications List*

Where applicable, any published work cited in support of a nomination should be in its final form. The CV *may* include work that has not been published but which has been accepted for publication, demonstrated either through the provision of a DOI or editor's letter confirming that the material has been fully accepted but awaits printing. Material that is still undergoing review and funding applications that are pending should *not* normally be included in the CV, but brief details *may* be added separately as supplementary evidence of works in progress.

4.6 *Outline of Proposed Year of Activities*

Where applicable, the outline should detail the intended specific areas of focus for the first year of appointment.

4.7 *References*

Where applicable, these should be provided with your nomination and should include two independent and unequivocal references specifically tailored to the nomination. At the discretion of the Committee, appointments will not normally be granted where one or more references are equivocal. In such circumstances the Committee may seek reports from one or more additional references.

4.8 *Essential Information*

The following details are required when completing and submitting nomination forms:

- I. The proposed appointment title. This should be selected from the titles listed in section 6 only (NB: where a new title is required, the proposer must submit a case for this to the Honorary Awards and Appointments

Committee);

- II. The status of the nominee as a new, renewed or upgraded appointee;
- III. The complete supporting documentation as outlined in section 6; and
- IV. The length of term (in accordance with those specified under this Policy unless specifically agreed otherwise by the Honorary Awards and Appointment Committee.
- V. Full contact details for the nominee.

- 4.9 Submissions will be treated as a gathered field and considered by the Honorary Awards and Appointments Committee at its quarterly meeting or, in cases of urgency, by correspondence.
- 4.10 For Honorary Awards, the Honorary Awards and Appointments Committee Servicing Officer will notify the nominee and invite them to attend a graduation ceremony to receive their award. Registry will maintain a record of all recipients of Honorary Awards.
- 4.11 For Honorary Appointments, the Honorary Awards and Appointments Committee Servicing Officer will action Human Resources to notify the nominee and issue the template letter and contract. Upon acceptance of the appointment, Human Resources will note the appointment in the University Staff Records system.
- 4.12 Where applicable, a minimum of three months before expiry of an appointment, Human Resources will contact the original proposer(s) or Dean of Faculty to request a report of the postholder's activities and establish whether a renewal/upgrade is sought.
- 4.13 Where a renewal or upgrade is sought, this will be treated as a gathered field and considered by the Honorary Awards and Appointments Committee at its quarterly meeting or, in cases of urgency, by correspondence.
- 4.14 If no renewal or upgrade is sought, Human Resources will notify the appointee of the end of their term.

5. Procedure for the Revocation of Honorary Awards and Appointments

- 5.1 Honorary awards or titles may be revoked in accordance with the good cause provisions of Ordinance 3.67.
- 5.2 The Vice-Chancellor shall at any time request the Senate to consider the removal of an honorary award or title where:
 - The Vice-Chancellor considers that there are grounds for such removal under the good cause provisions of Ordinance 3.67;
 - The Vice-Chancellor has received a written request from any member of the Senate seeking the removal and the Vice-Chancellor considers that it raises sufficient grounds under the good cause provisions of Ordinance 3.67 for the matter to be referred to the Senate for decision; or
 - The Vice-Chancellor has received written request(s) seeking the removal under

the good cause provisions of Ordinance 3.67 from five or more members of the Senate.

- 5.3 Where the Senate shall be asked to consider the removal of an honorary award or title, the Vice-Chancellor shall notify the recipient of said award or title as soon as is practicable.
- 5.4 Where applicable, following consultation with the Registrar and/or Director of Human Resources, the Vice-Chancellor may suspend said recipient from their duties and may exclude them from the precincts of the University.
- 5.5 Before taking any decision on the proposed removal of an honorary award or title, the Senate shall require the Honorary Awards and Appointments Committee to investigate any matter or establish any facts and make a written report and recommendation to the Senate. Should a member of the Honorary Awards and Appointments Committee be in conflict with the proceedings of the investigation then that member shall recuse themselves from the investigation. The Honorary Awards and Appointments Committee shall determine how any such investigation shall be progressed, before reporting back to the Senate.
- 5.6 The Honorary Awards and Appointments Committee shall present a written report and supporting evidence from the investigation at any meeting of the Senate at which the removal of said award or title is to be considered under this procedure.
- 5.7 The Senate is required to ascertain if there are grounds for removal of said award or title under the good cause provisions of Ordinance 3.67. A ballot shall be held, which shall be determined by a simple majority of the members present and voting on the question. The Senate's decision shall be final.