

GUIDELINES FOR PROPOSER AND HEAD OF SCHOOL/SECTION

Responsibilities of Head of School

- Provide advice and guidance to Proposers regarding the suitability, nature and length of any honorary status nomination
- Seek independent references for nominations at Honorary Readership or Honorary Professorship level
- Approve any applications (with reference to published criteria) prior to submission of documentation to Human Resources or Senior Vice Principal (where appropriate).
- Host an initial meeting with the nominee, either in person or virtually, to outline the scope of their appointment
- Identify a member of school staff to act as an informal point of contact and to answer any queries a member of honorary staff may have
- Provide suitable resources to the honorary member of staff commensurate with their responsibilities/duties within the School/Section
- Be responsible for health & safety of the honorary member and ensure they are aware of and observe other University policies relevant to their role
- Consider any case for renewal or withdrawal of honorary status
- Ensuring the health and safety of the persons being proposed while they are at the University or working for the University. This includes ensuring health and safety induction, information and training as appropriate and identified by any risk assessment

Responsibilities of Proposer

- Discuss the application with Head of School/Section prior to submission
- Complete the application form and collate other relevant documentation in collaboration with the nominee
- Act as a point of contact to deal with enquiries relating to their appointment, unless alternative arrangements are made by the Head of School/Section)
- Inform Head of School/Section if Proposer feels that the nominee's honorary status is no longer required
- Inform the Head of School/Section if Proposer feels that the nominee's honorary status may expose the University to risk (i.e. non-compliance with health and safety policies, reputational damage etc.)

Advice for Schools/Sections

- Schools/Sections should regularly review and update their list of Honorary staff
- Schools/Sections should create and maintain an honorary e-mail list and utilise this to communicate relevant news, events, training opportunities and updates to honorary staff
- Schools/Sections may provide a list of their honorary staff on their website if appropriate
- As honorary status is linked to Clinical and Honorary Associate appointments, this will end with the individual's employment with the NHS and therefore renewal is not required
- For renewal appointments, only an application will be require to be submitted