

**UNIVERSITY OF ABERDEEN  
POLICY FOR THE AWARD OF HONORARY  
STATUS**

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**1. POLICY STATEMENT**

Honorary status at the University of Aberdeen is awarded in recognition of an individual's contribution to teaching, research and service in the University. Honorary status is also awarded to those individuals based on campus who require access to buildings and/or facilities, but are not expected to make any contribution to the life and work of the University

**2. ELIGIBILITY FOR APPOINTMENT**

Nominees must broadly meet the relevant criteria and demonstrate an appropriate level of achievement in research, teaching (including clinical teaching if appropriate) or professional eminence. Appendix A provides a description of the criteria and benefits associated with each category of honorary status. Nominations for a particular honorary title will be considered against the criteria, where appropriate. The criteria are neither exhaustive nor prescriptive and are intended to act as indicators of the type of achievement expected of an honorary title holder. Candidates are not expected to match all aspects of the listed criteria.

**3. LENGTH AND NATURE OF AWARD**

Honorary status should be awarded for a period of no less than 3 months and no longer than 3 years. Such posts may be renewed for up to a further 3 year period. The length of award should be kept to the minimum appropriate period, and should reflect the length of time the individual is required to make their specific contribution to the University. The nature and length of the award should be justified by the Proposer in the application for honorary status. Proposers should discuss the length of the award with the relevant Head of School/Section when initially considering whether the application is suitable.

Honorary Partner and Honorary Associate appointments will automatically terminate when the individual ceases to be employed by or have active involvement with the external organisation or "spin-out company" that has a partnership with the University.

**4. REMUNERATION**

Holders of any honorary title cannot also be paid employees of the University. If the holders of such a status are receiving payment for services to the University, regardless of whether the work is in a different School/Section from where the honorary title was awarded, the honorary title will lapse. In such circumstances, the honorary titles may be re-awarded once the nominees have completed their paid work for the University.

## **5. ACCESS TO RESOURCES**

Individuals holding honorary status will not normally have access to resources, other than those appropriate to their honorary status, as detailed in Appendix A. Other resources, may be provided commensurate to the specific contribution of the individual, only following discussion with the Head of School/Section.

## **6. HOW TO APPLY FOR HONORARY STATUS**

There are four types of honorary status that can be awarded, being emeritus, honorary, honorary partnership and honorary associate. Appendix A provides further information and the criteria for each type.

### **❖ Emeritus**

Emeritus Status is automatic for all academic staff in good standing following retirement and will be communicated by Human Resources on behalf of Court. The appointment will normally have no end date and will therefore last for life. Exceptionally the University will award Emeritus Status to academic-related staff. If academic-related staff wish to receive Emeritus Status they are required to submit an application, as it is not automatically granted. The honorary status application process should be followed, as undernoted.

### **❖ Honorary Status**

Applications for Honorary Status for an individual should be initiated by a member of University staff (known as the Proposer). The Proposer should discuss any application and the grade of appointment with their Head of School/Section prior to discussion with the nominee. The Proposer should complete the application form in partnership with the nominee. Human Resources can provide advice with the application where required.

The Proposer should submit a copy of the nominee's Curriculum Vitae along with the application to the Head of School/Section. For Academic roles, a proposal must also include a list of recent publications as well as a CV. No application should be submitted without the approval of the Head of School/Section.

### **❖ Honorary Readership or Honorary Professorship Appointments**

If the request is for an appointment at Honorary Readership or Professorship level, in addition to the paperwork outlined above, 3 independent references must also be submitted as part of the application. These should be obtained by the Head of School/Section and should not be submitted by the Proposer or nominee. Once the application has been approved by the Head of School/Section, the full set of papers will be sent to the Senior Vice-Principal for final approval, prior to processing by HR Services, who will issue a letter confirming the level of honorary status awarded.

### **❖ Honorary Partnership Appointments**

Nominations for the award of Honorary Partner status should be submitted to the Head of School/Section in the first instance by completing the Proposal Form.

### **❖ Clinical Staff/Honorary Associate Appointments**

When the University is notified by NHS Partners that they have appointed a member of staff as a Registrar or above (e.g. Consultant), the University of Aberdeen automatically awards Honorary Associate Status to the individual. This process is in recognition of the Partnership working that exists between the University and its NHS Partners and is formally stipulated in the Memorandum of Understanding in place between the two organisations.

## **7. TRANSITION OF STAFF TO HONORARY OR EMERITUS STATUS**

If a member of staff moves to either honorary or emeritus status, they will receive a new set of IT Account Credentials and must reregister for access to systems that they need to continue to use such as OneSource, team drives etc.

They may retain their existing email address however if they require the contents of their old email account or H drive, then they will need to register a request with the IT Services Helpdesk.

Staff should also discuss with their Head of School/Section in advance of the transition period which systems/resources they will still be authorised to access in light of the expected change in their role.

## **8. RENEWAL OF HONORARY STATUS**

With the exception of Emeritus status (which does not have a limited time period), all other awards of honorary status will lapse at the end of their specified time period and there should be no automatic renewal.

Shortly before an award is due to come to an end, Schools/Sections should follow a similar process as for the initial award in determining whether renewal of honorary status should be made. Renewal should only be considered if the individual is still required to make a contribution to the work of the School/Section. Such applications for renewal of honorary status should be discussed with the Head of School/Section and the normal application process should be followed.

Schools/Sections should consider whether the type of honorary status is still relevant or whether it might be appropriate to offer a different type of honorary status.

## **9. PERSONAL DETAILS**

It is the responsibility of the honorary holder to inform the School/Section of any change to their contact details.

## **10. WITHDRAWAL OF HONORARY STATUS**

Awards of honorary status are expected to last for the full period the status has been granted. However, there are circumstances under which the status may be withdrawn, as set out below:

- Where the requirement for the individual to retain honorary status for the full length of the award no longer exists, e.g. where the contribution they are required to make ceases earlier than expected or where a partnership arrangement has terminated
- Where the individual has accepted a contract of employment with the University (although the honorary status may be awarded again if the individual's employment with the University comes to an end)
- Where the actions of the individual have brought the University into disrepute, recognising the individual's right to academic freedom
- Where the individual has been found to have behaved in such a way that they breached University policies or procedures, and where that breach would have ordinarily led to formal disciplinary action if the holder of honorary status had been an employee of the University

Where any of the above apply, the relevant University staffing policies would require to be invoked. Any proposal to withdraw honorary status must be agreed by the relevant Head of School/Section, prior to HR Services informing the individual concerned

## **11. OTHER INFORMATION**

- It is the responsibility of each Head of School/Section to highlight to the individual receiving honorary status, that they observe other University policies that may be relevant to the duties they are undertaking e.g. research governance, academic quality etc.
- Individuals with honorary status should as a result of that status only undertake activities for which they have been proposed, unless approval has been given by relevant Heads of School/Section
- If undertaking University business on campus, the nominee will be covered by the University's normal insurance provision. If an Honorary member of staff is travelling on University business then they and the Head of School/Section is required to ensure that the relevant risk assessments and approvals are in place prior undertaking such travel. The honorary members of staff must inform the Head of School/Section, if they intend to undertake a trip on university business, to allow the Head of School/Section to undertake a risk assessment
- The Head of School/Section is the usual point of contact should any issues arise in relation to the operation of the appointment
- If an Honorary member, proposer or nominee has an issue with the appointment, they are encouraged to discuss this with the relevant Head of School/Section. This will usually mean that such issues can, be handled swiftly and informally. Should the issue not be resolved during such informal discussions, the Honorary member may follow the relevant review process operated by the University
- The Director of the Institute of Education, Medical and Dental Sciences will write to all Honorary Associates outlining their contribution to the University

## **12. INFORMATION GOVERNANCE**

The honorary member is required to take care of information to which they are granted access, for example, ensuring it is not disclosed to unauthorised persons. This includes compliance with University of Aberdeen policies and procedures on Information Security and Data Protection. Access to Information Technology facilities is subject to the University "Conditions for using Information Technology Facilities" and may be withdrawn at any time if the conditions are not met.

## **13. HEALTH & SAFETY**

Honorary staff are required to work safely and not put their health and safety or that of the others at risk through your actions or omissions. That includes compliance with University of Aberdeen policies and procedures on health and safety. It is the responsibility of each Head of School/Section to ensure the health and safety of the persons being proposed. This includes ensuring health and safety induction, information and training as appropriate and identified by any risk assessment.

## **14. EQUALITY AND DIVERISTY**

The honorary member is required comply with the University of Aberdeen Equality and Diversity policy. It is the responsibility of each Head of School/Section to highlight that the individual receiving honorary status observe the University's policy on Equality and Diversity.

### HONORARY PROFILES, CRITERIA AND BENEFITS

#### ❖ **Emeritus Status**

The award of Emeritus Status is automatic for all academic staff following retirement, in good standing and will be communicated by Human Resources on behalf of Court. The appointment will normally have no end date and will therefore last for life. Exceptionally the University will award Emeritus Status to academic related staff. If academic related staff wish to receive Emeritus Status they are required to submit an application, as it is not automatically granted.

Emeritus staff will receive the following privileges:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (please note this includes a University email account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak membership at Aberdeen Sports Village
- ID badge to access the University's buildings
- The right to use the University as an academic address for specified academic purposes only
- Titleholders may apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovation at an early stage.
- Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill
- Eligible to book weddings in the University Chapel

#### ❖ **Honorary Status**

Honorary Status is awarded in recognition of an individual's contribution to teaching, research and service in the University. Honorary appointments have a maximum appointment period of 3 years. At the end of one honorary appointment, an individual may apply to renew their honorary status if required.

Indicative criteria for different levels of honorary academic positions are provided below. Proposers must discuss with the Head of School which level of honorary appointment would be most suitable before any discussion with the nominee. Human Resources can also advise on the most suitable grade of appointment with regard to applications for honorary status.

Individuals holding Honorary Status will have access to the following University facilities:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (please note this includes a University email account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak membership at Aberdeen Sports Village
- ID badge to access the University's buildings
- The right to use the University as an academic address for specified academic purposes only
- Can apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovation at an early stage.
- Can form part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill
- Eligible to book weddings in the University Chapel

## **Honorary Readership or Honorary Professorship Appointments**

If the request is for an appointment at Honorary Readership or Professorship level, in addition to the paperwork outlined above, the Head of School will call for 3 independent references, which require to be submitted as part of the application. Proposers/nominees should not supply references themselves. Once the application has been approved by the Head of School, the full set of papers will be sent to the Senior Vice Principal for final approval before the request can be processed by HR Services, who will issue a letter confirming the level of honorary status awarded.

### **Criteria for Appointment of Honorary Readership or Honorary Professorship**

#### *Teaching*

- Evidence of a successful contribution to teaching, including clinical teaching
- Evidence of a contribution to course development
- Innovative methodologies/pedagogy
- Subject text book(s)
- Clear technical/subject expertise

#### *Research/Scholarship*

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate
- Significant research output over career
- Successful external funding over career, including as lead applicant in grants
- External referees' support
- Invited speaker at international conferences
- Member of international research groups
- Successful postgraduate supervision
- Referee, editor or member of editorial board for major journals
- Invited assessor for major grant awarding bodies
- National/international subject association executive.
- Leading expert in subject field.
- Research council sub-committees.

### **Criteria for Appointment of Honorary Senior Lecturer**

#### *Teaching*

- Evidence of a successful contribution to teaching, including clinical teaching
- Evidence of a contribution to programme/module development
- Innovative methodologies/pedagogy
- Subject text book
- Clear technical/subject expertise

#### *Research/Scholarship*

- Evidence of a productive collaboration with the School or clear evidence of intention to collaborate
- Significant research output over career
- Successful grant applicant over career
- Significant refereed publications over career
- Invited/refereed papers at national/international conferences
- Successful postgraduate supervision
- Member of significant research groups
- Invited referee for external research applications
- Referee for external publications
- Consultancies
- Major journal editorship
- Member of editorial board

## **Criteria for Appointment of Honorary Lecturer**

### *Honorary Teaching/Research*

- Evidence of, or potential to make, a successful contribution to teaching, including clinical teaching, if applicable
- Evidence of, or potential to make, a contribution to programme development

### *Research/Scholarship*

- Evidence of, or potential to make, productive research collaboration
- REF quality publications
- Evidence of potential to publish conference papers
- External funding secured
- Teaching Research Scholarship
- Academic qualifications at an appropriate level.
- Professional activity
- Clinical work (where appropriate)
- Membership of learned societies / professional bodies

## **Criteria for Appointment of Honorary Teaching Fellow**

### *Teaching*

- Evidence of, or potential to make, a successful contribution to teaching, including clinical teaching, if applicable
- Evidence of, or potential to make, a contribution to programme/module development
- evidence of academic scholarship to a level equivalent of a lecturer, where appropriate

### *Research/Scholarship*

- Academic qualifications at an appropriate level
- Professional activity
- Clinical work (where appropriate)
- Professional Eminence
- Membership of learned societies/professional bodies

## **Criteria for Appointment of Honorary Research Fellow**

### *Teaching*

- Not applicable although some support teaching may be appropriate

### *Research/Scholarship*

- Evidence of (productive) research collaboration that will be undertaken
- Evidence of research supervision/independence with respect to design and implementation of research project(s)
- Evidence of obtaining grant funding
- Evidence of potential to publish conference papers
- REF quality publications
- Academic qualifications at an appropriate level - e.g. PhD
- Professional activity
- Clinical work (where appropriate)
- Membership of learned societies/professional bodies, where appropriate

## **Criteria for Appointment of Honorary Research Assistant**

### *Teaching*

- Not applicable although some support teaching may be appropriate

### *Research/Scholarship*

- Evidence of (productive) research collaboration, in the form of research support and/or assistance with research that will be undertaken
- Evidence of potential to publish conference papers



- REF quality publications
- Academic qualifications at an appropriate level- e.g. graduate or recent PhD
- Professional activity
- Clinical work (where appropriate)

*Professional Eminence*

- Membership of learned societies/professional bodies

❖ **Honorary Partner Status**

Due to the changing nature of activities which are undertaken within the University, there has been an increase in (i) the number of spin-out companies being established and (ii) the volume of collaborative work with external organisations which is being undertaken on campus. It is therefore, acknowledged that there will be an increasing number of individuals who are based on campus who require access to buildings and/or facilities, but are not expected to make any regular contribution to the life and work of the University.

As these individuals do not meet the criteria for the award of Honorary Status, they can be offered Honorary Partner Status. Individuals may not be in receipt of any remuneration from the University whilst holding Honorary Partner Status. Honorary appointments will end on the expiry date (normally after a maximum period of 3 years), unless an extension is approved by the Head of School/Section following confirmation of the individual's continuing interaction with the University. If an individual ceases to be employed or involved with an external organisation/spin-out company, their status as an Honorary Partner will also terminate. External organisations/spin-out companies should inform the relevant Head of School and Human Resources when a member of their organisation no longer requires Honorary Partner status.

Individuals holding Honorary Partner Status will receive the following privileges:

- ID card
- Access to relevant University buildings
- Access to chargeable car parking facilities, excluding Foresterhill

❖ **Clinical/Honorary Associate**

When the University is notified by its NHS Partners that they have appointed a member of staff as a Registrar or above (e.g. Consultant) the University of Aberdeen automatically awards Honorary Associate Status to the individual. This process is in recognition of the Partnership working that exists between the University and NHS Grampian and is formally stipulated in the Memorandum of Understanding in place between the two organisations.

Honorary Associate status is accompanied by the following benefits:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (please note this includes a University email account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak membership at Aberdeen Sports Village
- ID card to access relevant University buildings
- The right to use the University as an academic address for specified academic purposes only
- Titleholders may apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovation at an early stage
- Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill

Should an Honorary Associate wishes to have their honorary appointment upgraded to reflect an Academic title such as Lecturer, Senior Lecturer etc., they will be required to submit a formal application. A copy of the application form will be included in the letter Honorary Associates receive outlining their Honorary Associate status. In such circumstances, individuals must discuss their request to upgrade their honorary academic title with the relevant Head of School/Section, prior to submitting an application.