

## TERMS AND CONDITIONS & INFORMATION FOR HONORARY APPOINTMENTS

### HONORARY POLICY

The Policy for Honorary Appointments can be found at this link [Honorary-Status-Policy-Feb-21.pdf \(abdn.ac.uk\)](#)

### CONFIRMATION OF HONORARY APPOINTMENT

The honorary member of staff will be provided with a letter confirming their appointment. The appointment is not valid without all the necessary signatories having given their approval of the proposal form.

The approvals required are:

- Head of School/Section (or nominated deputy)
- Senior Vice-Principal (or nominated deputy) – (for Honorary Readerships or Professorships only)
- Human Resources

### OTHER APPOINTMENTS

Employees of the University cannot usually hold an honorary appointment in addition to their paid position unless it has been agreed for operational reasons.

Former employees may hold an honorary appointment on conclusion of their employment.

If an honorary member of staff is offered and accepts a paid position in the University their honorary appointment will automatically end. It is the responsibility of the honorary appointment holder to inform their School/Section that they have accepted a paid position in the University, particularly if it is in another School/Section.

If an honorary member of staff accepts a paid position that is temporary or short term the honorary appointment may recommence after the paid position ends.

### REMUNERATION

No remuneration will be made to an honorary member of staff.

### DATES OF APPOINTMENT

The honorary appointment commences on the start date noted on the Honorary Proposal Form.

The honorary appointment will end automatically on the expiry date noted on the Honorary Proposal Form unless an extension request is approved **before the end date**.

Honorary appointments are made for a **maximum of 3 years**. A new proposal form must be submitted for any subsequent appointments required.

### COMPLETING THE APPLICATION FOR HONORARY STATUS FORM

All sections of the form should be fully completed, detailing the personal details of the proposed honorary appointee, their contribution to the University and a CV should be attached.

For proposed Honorary Partnerships, any third party organisation they work for needs to be included and the buildings that they need access to.

## **UNIVERSITY FACILITIES**

**Staff who have been granted honorary status have access to the following University facilities:**

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (this includes a University e-mail account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak memberships at Aberdeen Sports Village
- 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 Innovations 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

**Honorary Partners will receive access to the following facilities:**

- ID card
- Access to University buildings
- Car parking facilities ( excluding Foresterhill Campus)

## **CONCLUSION OF APPOINTMENT**

On conclusion of your appointment, your user/e-mail account will close and your access to University facilities will cease. It is essential that you transfer all data, documents and relevant e-mail to which you require access beyond this date. It is also essential that you return to your Head of School/Head of Section, all University property (including laptops, mobile phones, keys, ID cards and car parking labels).

## **ACCESS TO IT FACILITIES**

If you are granted Honorary Partnership status, you may be granted IT access during your appointment if this has been agreed with the School/Section.

For other Honorary appointments you will require your IT account username and a password to access University computing facilities, e.g. email and calendaring, filespace, printing, etc. IT Services will send you two separate emails containing, (1) your IT account username, (2) a temporary password, with a link to our password reset portal.

You should log in to the portal using your IT account username and the temporary password we provide, then reset your password. Should you have any problems accessing this information, please email our IT Service Desk at [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk).

You are required to undertake and pass both the IT Security Awareness Training Course and Data Protection Awareness course within one month of taking up your Honorary appointment. The training can be accessed at: <https://cloud.metacompliance.com/>. Training should be made a priority and undertaken as soon as you receive your IT credentials. The training courses should be refreshed on an annual basis. Failure to complete the training may result in your IT account being deactivated.

### **DATA PROTECTION**

You are required to take care of information to which you are granted access, for example, ensuring it is not disclosed to unauthorised persons. That 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.

### **HEALTH AND SAFETY**

Whilst acting in your honorary capacity, you are required to work safely and not put your 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. For further information, please refer to the University’s Health & Safety policy which can be found here [HSW POLICY FINAL.pdf \(abdn.ac.uk\)](#)

### **EQUALITY AND DIVERSITY**

The University is fully committed to equality for all its staff and students. For further information, please refer to the University’s Equality and Diversity Policy which can be found at this link [Equality Diversity Inclusion Policy.pdf \(abdn.ac.uk\)](#)