

**GUIDELINES FOR THE APPOINTMENT OF HONORARY STAFF**

**Authority to Appoint**

1. By Charter and Statute the authority to appoint honorary staff resides in the University Court. The Court exercises that authority through Ordinance 22. It has delegated its power in this regard to the Principal.

**Criteria for Appointment**

2. The purpose of honorary appointments is to make available to the University a range of expertise, support and advice that it could not otherwise draw upon. It is expected that honorary staff will demonstrate a commitment to, and actively promote the objectives of, the University.

3. An honorary member of staff should be in a position significantly to improve a Faculty’s capacity to produce high-quality research outputs, to generate research income, to engage in knowledge exchange or to play a role in public arenas. It is not sufficient for them to make an occasional contribution to programme delivery. Honorary appointments are not made to retiring members of staff in recognition of long or meritorious contribution but in recognition of a continued contribution to teaching and research activities.

4. Nominees to readerships will be academics but honorary professorships are open to persons of distinction who fill appropriate senior roles in other professions.

**Process**

5. Deans of faculties should submit nominations for honorary posts through Academic Registry. Proposals should include a brief case stating clearly the contribution that the nominee is expected to make to the achievement of the school’s strategic objectives and the duration of the appointment. Nominations should be accompanied by a full CV.

6. Nominations are considered by the Senior Deputy Principal who consults as appropriate. In the case of nominations to honorary readerships or professorships, this consultation will include a professorial member elected to Academic Council.

7. Nominations that are supported by the Senior Deputy Principal are recommended to Academic Council for its endorsement.

8. Appointments are notified to the University Court at its June meeting each year.

**Terms and Conditions**

9. Honorary appointments are not remunerated. Appointees will get use of library facilities and an email account. Access to facilities and payment of expenses is at the discretion of the appropriate dean of faculty. Rooms are not provided for honorary staff save, exceptionally, on a project-related and temporary basis. If people are contracted to undertake paid work which involves remuneration they must be engaged by contractual agreement, in this case please contact HR&OD for advice.

10. Honorary appointments are for a fixed term status, usually no more than three-years.

11. HR&OD will write to individuals advising that honorary status has been granted. A list of honorary appointments is maintained by HR&OD and Academic Registry.

Academic Registry

February 2017

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| Proposal for Honorary Appointment |  |

Please email the completed form and CV to Academic Registry at [quality@stir.ac.uk](mailto:quality@stir.ac.uk)

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| Name: |
| Position (e.g. Honorary Professor, Honorary Lecturer): |
| New appointment  Renewal |
| Duration of appointment: |
| Statement in support of case stating clearly the contribution that the nominee is expected to make to the achievement of the faculty’s strategic objectives. (Maximum 300 words) |
| Proposer:       Division: |
| Dean of Faculty signature:       Faculty: |
| Date:       Full CV attached: |

Please email the completed form and CV to Academic Registry at [quality@stir.ac.uk](mailto:quality@stir.ac.uk)