

Honorary and Visiting Academic Titles Policy and Procedure

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Honorary and Visiting Academic Titles Policy and Procedure

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Honorary and Visiting Academic Titles Policy and Procedure

SECTION A – POLICY

1. INTRODUCTION AND PURPOSE

- 1.1 The Mission of Teesside University is to generate and apply knowledge that contributes to the economic, social and cultural success of students, partners and the communities we serve. Through education enriched by research, innovation, and engagement with business and the professions, we transform lives and economies.
- 1.2 The University may confer visiting and honorary academic titles to recognise the contribution that individuals not employed by the University, have made or are expected to make to the delivery of its mission.
- 1.3 Individuals recommended for conferment of such titles must be hosted and supported through one of the Academic Schools of the University, who will act as the sponsor for the nomination and will be responsible for ensuring that appropriate induction, training and support are provided following conferment.
- 1.4 In accordance with its internal Academic Staff Promotions Pathways, Honorary and Visiting Academic Titles may be awarded to recognise appropriate standing and contribution to the University in Research (Including Clinical), Enterprise and Business Engagement or Learning and Teaching.

2. SCOPE

- 2.1 The titles governed by this Policy and Procedure are:

Honorary Professor	Visiting Professor
Honorary Fellow	Visiting Fellow
Honorary Associate	Visiting Scholar
Emeritus Professor	Visiting Researcher
Emeritus Fellow	

- 2.2 Academic Board may approve additional designated titles to be offered under this policy.

- 2.3 Visiting Titles are offered to individuals holding substantive roles in a University, Research Organisation, Education Provider, the Health Sector, Industry or Business outside Teesside University and who are hosted within the University to undertake an ongoing and defined programme of relevant activity of mutual benefit. This is typically facilitated through a secondment arrangement. Individuals holding these titles would normally be expected to spend a significant amount of time on campus on a regular basis during the period covered by the title.
- 2.4 Honorary Titles are offered to individuals of appropriate standing, who have an established or planned association with the University, and who are expected to make a significant contribution to the work of the University on an ongoing basis. Honorary titles would typically be held by individuals whose work with the University is more broadly defined than above, and whose contribution may be largely made remotely/off campus, including individuals holding Clinical roles.
- 2.5 Emeritus Titles are a particular form of Honorary title awarded to individuals to recognise the long-standing contribution of individuals who have fully retired from the University but who wish to and have the potential to make an ongoing contribution to its work on a voluntary basis.
- 2.6 Note - Honorary degrees of the University are not covered by this policy.

3. OBLIGATIONS AND PRIVILEGES

- 3.1 The conferment and acceptance of an Honorary or Visiting Academic Title carries with it a number of privileges and corresponding obligations to the University. It is amongst the most prestigious awards that the University can bestow.
- 3.2 The primary obligation associated with holding an Honorary or Visiting Title is that the individual conferred with the title continues to make a significant and ongoing professional and/or academic contribution to the University.
- 3.3 Individuals holding Honorary and Visiting Titles are expected to act in a way, which supports the reputation and standing of the University, and comply with all relevant University policies and procedures whilst undertaking activities representing the University. These include compliance with Health and Safety, Research Ethics, IT, Equal Opportunities and Data Protection policies.
- 3.4 There is a specific obligation that the individual respects the confidentiality of any information they receive from the University, and utilises such information only for the purpose for which it is supplied.

- 3.5 Individuals conferred with Honorary and Visiting Titles can to utilise the agreed designated title on a personal basis. This should be described as *“title conferred” of Teesside University*.
- 3.6 Individuals holding Honorary and Visiting Academic Titles are expected to acknowledge their title at the University in any academic publications.
- 3.7 Where work is conducted at or using the facilities of the University which has the potential to generate Intellectual Property, the individual is required to notify the Dean of the School hosting the work and agree in advance with the University the arrangements for the assignment and protection of any IP arising from the work.
- 3.8 Titleholders will be granted access to the University’s IT services and Library subject to compliance with the relevant conditions of use.

4. ELIGIBILITY AND AWARD CRITERIA

- 4.1. Eligibility for the award of an Honorary or Visiting Academic Title is based on the individual demonstrating equivalent standing to the corresponding academic title within the University, within their own professional field.
- 4.2. Equivalence should be broadly defined in this context. It is recognised that in many cases, the individuals considered for these awards will come from a professional background outside academia, and the evidence available in support of this standing is likely to be drawn from non-academic examples.
- 4.3. Primary criteria which would normally be considered when assessing the appropriateness of the title to be awarded would be:
 - Professional Esteem and Standing
 - Contribution to their Profession/Practice;
 - Professional Leadership
- 4.4 Normally currently registered students of the University would not be eligible to hold an honorary or visiting academic title.

5. CONFERMENT OF TITLE

- 5.1. Visiting and Honorary Academic Titles are offered by the University under the delegated Authority of Academic Board.

- 5.2. Professorial level appointments are initially reviewed by the Academic Titles and Awards Committee of Academic Board prior to conferment, and the award made by that committee.
- 5.3. Other academic titles below the level of Professor and the renewal of ALL academic titles may be awarded by the Vice-Chancellor on the basis of endorsement from a Dean of School and relevant Pro Vice-Chancellor and on the recommendation of the University's Research and Innovation Committee (Research Titles), Enterprise and Business Engagement Committee (for Titles relating to Business and Industry Engagement/Collaboration) or Student Learning and Experience Committee (for Teaching and Learning related titles) of Academic Board. Exceptionally such titles may be awarded by Chair's action of the Chair of the Relevant Committee.
- 5.4. All Titles conferred or withdrawn under this policy will be reported to Academic Board.

6. PERIOD OF AWARD AND RENEWAL

- 6.1 Visiting Academic appointments are normally made to allow progress on a specific programme of activity of a defined duration. A visiting title is normally conferred for a period of up to one calendar year but may be offered for up to three calendar years (subject to any UKVI visa restrictions where appropriate). The appointment may be renewed/extended should the ongoing activity warrant this, up to a total period of appointment of no more than five calendar years.
- 6.2 Honorary Titles are normally conferred for a period of four calendar years and may be renewed as required.
- 6.3 Emeritus Titles are not normally time limited.
- 6.4 The Host School is responsible for evidencing the ongoing contribution of the titleholder to support any request for renewal.
- 6.5 The Host School or individual may apply for the conferment of a more senior academic title at any point during the duration of the title or on renewal.

7. WITHDRAWAL/TERMINATION OF TITLE

- 7.1 Any individual offered or holding an academic title of the University may decline or withdraw from the title at any point by informing the University in writing.
- 7.2 The University has the right to withdraw and/or terminate any awarded title at its sole discretion.

7.3 The withdrawal or early termination of any title will be reported to Academic Board.

8. EMPLOYMENT STATUS AND VISA REQUIREMENTS

- 8.1 The Award of an Honorary or Visiting Academic Title does not constitute a contract of employment with the University. No remuneration is payable for these roles and the individual does not acquire any employment or worker rights. However, this does not preclude the holder of an Honorary or Visiting Academic title from undertaking paid employment with the university under a separate arrangement and contract, subject to the normal conditions on employment.
- 8.2 As holding these titles does not constitute employment, there is no requirement for non-UK/EU/EEA nationals to obtain a work visa. However, applicants from outside the UK/ EU/EEA will be required to comply with all necessary UKVI requirements and obtain any appropriate visitor visa. The University's Department of Human Resources will provide appropriate support and advice to applicants where this applies.

9. UNIVERSITY VALUES AND EQUAL OPPORTUNITIES

- 9.1 Through our University Values, the University is committed to ensuring equality of opportunity for all irrespective of race, religion, gender, or other protected characteristics, including the adoption of the principles under the Equality Challenge Unit's Athena Swan Charter. Further information on our University Values, Equal Opportunities Policy and our commitment to Equality and Diversity can be found at:
www.tees.ac.uk/sections/about/public_information/mission.cfm and
<http://www.tees.ac.uk/depts/hr/equalopportunities.cfm>.
- 9.2 Any individual awarded an Honorary or Visiting Academic Title of the University will be expected to respect and adhere to the University Values.
- 9.3 All applications received under this policy will be assessed against the same criteria, but applications from under-represented groups will be particularly welcomed.
- 9.4 All applications made under this policy will be asked to include relevant details to enable the University to collate relevant data for statistical analysis. This will not be included in, or form any part of the assessment of applications.

10. DATA PROTECTION AND CONFIDENTIALITY

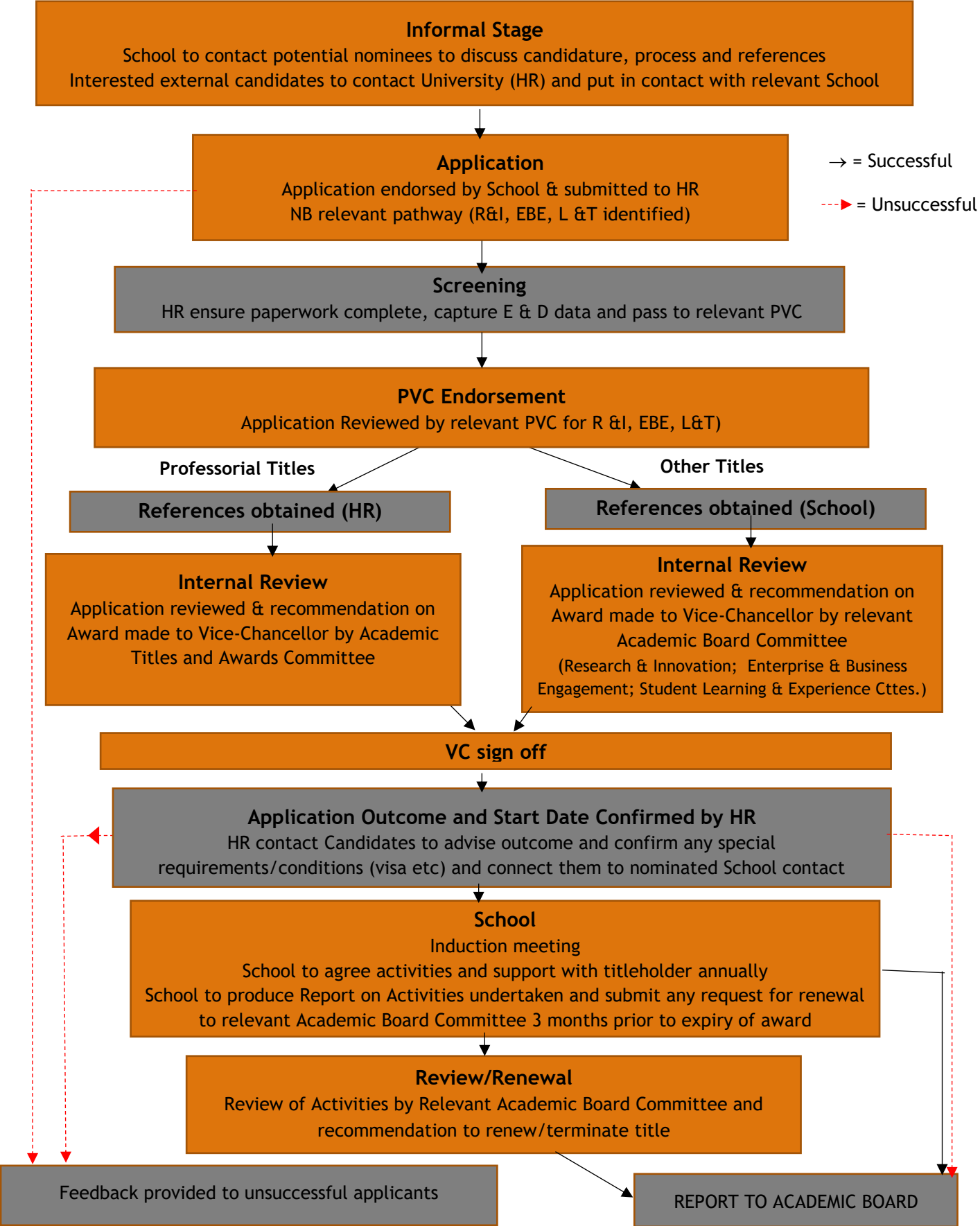
- 10.1 All information held on or obtained by individuals in connection with a Visiting or Honorary Academic Title of the University will be subject to the UK Data Protection Act and/or General Data Protection Regulation (GDPR).
- 10.2 Applications submitted for the award of Honorary and Visiting Titles will include personal data to allow the applications to be evaluated. This data will be held securely within the University in accordance with its data protection policies and will be used only in accordance with the purpose for which it is provided, ie the application and review/renewal process, or such other use as the University has set out in in any relevant fair processing notice. Destruction of personal data will also be in accordance with the University's data protection policies (available at www.tees.ac.uk/docs/index.cfm?folder=Freedom%20of%20information). Please note however, that the University may publish the names of individuals on whom titles under this policy are conferred.
- 10.3 On occasion, an individual holding a visiting or Honorary Academic Title may encounter information about the University, its activities, staff, students, customers and suppliers which is confidential or commercially sensitive and which may not be readily available to external organisations or the public. Such information should under no circumstances be used or disclosed to any person or organisation without the explicit prior written agreement of the University. This obligation will remain in place during and after the termination of any such title.

Section B – PROCEDURE

11. PLANNING AND SCHEDULING

- 11.1 Applications for the Award of Honorary and Visiting Titles will be considered on an ongoing basis throughout the year. The stages in the process are outlined in figure 1.
- 11.2 All such applications will be made through one of the Academic Schools of the University, who will act as sponsor for the nomination and be responsible for ensuring that appropriate induction, training and support are provided following conferment.
- 11.3 All applications must be supported by the Dean of the Host/Sponsoring School.
- 11.4 Potential candidates for the award of an Honorary or Visiting Titles may be identified by Schools who would then informally discuss this with the individual concerned. Alternatively, an individual wishing to be considered for the award of such a title may independently submit an expression of interest to the University (via the Executive Director of Human Resources) who will then pass this to the relevant School(s).
- 11.5 Schools considering nominating individuals for such titles should be clear that all applications need to be reviewed and agreed by the University before any title can be agreed and ensure that a copy of this Policy and Procedure is provided to applicants.
- 11.6 Where applicants are non-UK /EU/EEA nationals, the School should contact the Department of Human Resources for advice on any visa related issues.
- 11.7 The procedure for agreement of honorary and visiting academic titles follows two processes. The first for Professorial level titles, and the second for all other titles.

FIGURE 1. APPLICATION & REVIEW FLOWCHART (Honorary or Visiting Academic Title)



12. APPLICATION FOR HONORARY AND VISITING PROFESSORIAL TITLES

- 12.1 This is the highest academic title that the University can bestow, and applicants at this level would normally be able to demonstrate a professional contribution in their field that might be considered internationally excellent as a minimum.
- 12.2 Applications will be reviewed by the Academic Titles and Awards Committee of Academic Board following endorsement by the relevant Pro Vice-Chancellor. The committee will assess the information provided and recommend the award (or otherwise) and duration of the appropriate title to the Vice-Chancellor.
- 12.3 Applicants will be expected to evidence their current and/or planned contribution to the University's work in Research, Enterprise and/or Learning and Teaching.
- 12.4 Applicants at this level would normally be able to demonstrate a professional contribution in their field that might be considered internationally excellent as a minimum. (See Table 1).
- 12.5 Applications will comprise (* = not required for Emeritus titles)
- A letter requesting award of the title and indicating that the candidate has discussed with the sponsoring School and is willing to accept the obligations and expectations associated with the award as set out in this Policy.
 - A completed Visiting or Honorary Academic Title Application Form (see Appendix 1) outlining the areas of activity to which the applicant is anticipated would contribute. This must be endorsed by the Dean of the relevant School of the University.
 - A short CV*, which should include explicit sections evidencing the main assessment criteria of:
 - Professional Esteem and Standing
 - Contribution to Profession/Practice;
 - Professional Leadership
 - The names of two referees who can comment on the professional activities and standing of the applicant*.
- 12.6 Additionally, in the case of Visiting Professorial Titles, the application should include brief details of the planned work to be undertaken at the University to include:
- Role held outside the University
 - Title of project/activity to be undertaken at the University

- Expected start and Finish Dates
- Name of Teesside University collaborators
- Expected outcomes/outputs

12.7 Applications will be submitted via the University Department of Human Resources who will also request information relating to equality and diversity statistics, which will be collated anonymously.

Table 1 – Summary of Criteria for Award of Honorary and Visiting Academic Titles

Title	Description
<p>Honorary or Visiting Professor</p> <p>Supporting</p> <ul style="list-style-type: none"> ▪ Research and Innovation ▪ Enterprise and Business Engagement and ▪ Learning and Teaching 	<p>An Honorary or Visiting Professor of the University would be expected to be an individual of the highest standing in their profession typically recognised as operating at a level that would be considered excellent or leading against international comparators.</p> <p> Holders of these titles would be expected to make a significant contribution to the work of the University, for example through undertaking research with/through the University or undertaking a strategic advisory role.</p>
<p>Emeritus Professor</p>	<p>This title is reserved for staff retiring from Professorial level academic or leadership roles of the University in recognition of their contribution to and continued association with the institution.</p>
<p>Emeritus Fellow</p>	<p>This title can be awarded to for staff retiring from senior, non-Professorial academic or leadership roles in recognition of their contribution to and continued association with the institution.</p>
<p>Honorary or Visiting Fellow</p> <p>Supporting</p> <ul style="list-style-type: none"> ▪ Research and Innovation ▪ Enterprise and Business Engagement and ▪ Learning and Teaching 	<p>An Honorary or Visiting Fellow of the University would be expected to be an individual operating at a demonstrable level of excellence in their profession, typically holding a leadership role.</p> <p> Holders of these titles would be expected to contribute to the work of the University by sharing their professional skills, expertise and contacts in the academic environment on issues of mutual professional interest. For example in tackling research and innovation challenges, assisting with the design and development of professionally relevant education and training programmes, providing specialist expertise into programmes supporting graduate employability and professional development.</p> <p>The professional level is broadly equivalent to the University's academic roles of Reader, Enterprise Fellow and Learning and Teaching Fellow.</p>

Visiting Researcher	<p>A Visiting Researcher of the University would be expected to be an established independent researcher, from an academic, clinical industry or other similar background with a recognised reputation in their field.</p> <p>The professional level is broadly equivalent to the University's academic roles of Senior Research Associate or a research active Senior Lecturer.</p>
Visiting Scholar	<p>A Visiting Scholar of the University would be expected to be an established academic scholar with a recognised reputation in their field. It is normally but not exclusively used for individuals contributing to Learning and Teaching. The professional level is broadly equivalent to the University's academic role of Senior Lecturer.</p>
Honorary Associate	<p>An Honorary Associate of the University would typically be an individual from outside academia who has the potential and interest to make a contribution to the work of the University. The professional level is broadly equivalent to the University's academic roles of Lecturer or Research Associate.</p>

13. APPLICATION FOR NON-PROFESSORIAL HONORARY AND VISITING ACADEMIC TITLES

13.1 The Titles of Fellow, Associate, Researcher and Scholar of the University are offered to individuals with a significant reputation in their field and who are anticipated to make an ongoing contribution to the activities and work of the University.

13.2 Applications will be assessed by the relevant Sub-Committee of Academic Board depending on the route through which the application is made, who will consider the information provided and recommend the relevant award title to the Vice Chancellor.

Applications primarily related to:

- Research Activity will be reviewed by Research & Innovation Committee
- Other activity with Business, Industry and the 3rd Sector will be reviewed by Enterprise and Business Engagement Committee
- Activity relating to Learning, Teaching and Pedagogical developments will be reviewed by Student Learning and Experience Committee

13.3 Applicants will be expected to evidence their current and/or planned contribution to the University's work in Research, Enterprise and/or Learning and Teaching.

- 13.4 Applicants would be expected to demonstrate a professional contribution in their field consistent with the award title and broadly consistent with the equivalent expectations for Teesside University staff at this level (See Table 1).
- 13.5 Applications will include: (* = not required for Emeritus titles)
- A letter requesting award of the title and confirming the applicant is willing to accept the obligations and expectations associated with the award as set out in this Policy
 - A completed Visiting or Honorary Academic Title Application Form (see Appendix 1) outlining the areas of activity to which they would contribute. This must be endorsed by the Dean of the relevant School of the University
 - A short CV*
 - A recommendation from the sponsoring School of the University
 - A reference from an external referee who can confirm the professional activities and standing of the applicant*
- 13.6 Additionally, in the case of Visiting Titles, the application should include brief details of the planned work to be undertaken at the University to include:
- Role held outside the University
 - Title of project/activity to be undertaken at University
 - Expected start and Finish Dates
 - Name of Teesside University collaborators
 - Expected outcomes/outputs
- 13.7 Applications will be submitted via the University Department of Human Resources who will also request information relating to equality and diversity statistics, which will be collated anonymously.

14. CONFIRMATION & COMMENCEMENT OF TITLES

- 14.1 Following confirmation of the decision of the relevant committee by the Vice Chancellor, the Department of Human Resources will contact the host School and applicant and advise them of the outcome of the application, and where applicable the start and end dates of their title conferment, together with details of the nominated School contact who will be responsible for the support of the individual within the University.
- 14.2 In the case of individuals awarded Honorary and Visiting Titles who are not UK nationals, the Department of Human Resources will also provide within this communication contact details of a nominated HR adviser who will assist

in ensuring that any necessary visa requirements (for example application for/award of Visitor Visa) are in place before commencement of any activities.

15. REFERENCES

- 17.1 Applications for Visiting and Honorary Academic Titles received by ATAC or the Academic Board Committees will normally be expected to be accompanied by a referee's report. Given that applicants for these roles would normally hold a substantive post outside the University, these would normally be requested through the applicant's line manager in that post.
- 17.2 The purpose of these references is to provide assurance to the committee recommending the award of the title that the information on which it is making its decision is accurate, and as a form of due diligence prior to award of the title and association of the title-holder with the University.
- 17.3 The request for reports from referees will be formally issued via the University/s Human Resources department (normally as per the template in Appendix B).
- 17.4 It would normally be expected that the applicant and/or the School would contact the referee prior to this request being issued to confirm that the referee is aware that this reference request will be sent to them and that they understand the purpose of it. Schools may additionally be requested to follow up with referees where references are not received to help expedite applications.

16. FEEDBACK

- 16.1 The University's HR department will act as the formal point of contact for all applications prior to conferment of any title. In addition to receiving the application and passing to the relevant committee for consideration, they will advise all applicants of the outcome of their application.
- 16.2 Where applications are successful, they will advise the candidate and provide the contact details of a nominated member of staff in the host School, with the School assuming responsibility for managing the relationship from that point forward, including updating Academic Board (via relevant subcommittees of the work undertaken by the title holder and requesting renewal of these titles on expiry).
- 16.3 Where an application for a Visiting or Honorary Academic title is unsuccessful, the HR contact point will formally advise the applicant of the

outcome, and provide details of a nominated individual in the school who can provide more detailed feedback on request.

17. COMPOSITION OF ACADEMIC TITLES AND AWARDS COMMITTEE

15.1 The University Academic Titles and Awards Committee is a formally constituted subcommittee of Academic Board.

The committee membership is as follows:

- Vice-Chancellor (Chair)
- Pro Vice-Chancellor (Research & Innovation)
- Pro Vice-Chancellor (Business and Engagement)
- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (International)
- Executive Director of Human Resources
- External Professor
- Internal Professor

Where necessary the Committee may co-opt additional members to provide specific advice on applications.

HONORARY & VISITING ACADEMIC TITLES APPLICATION FORM



REQUEST FOR CONFERMENT OF HONORARY/VISITING PROFESSOR TITLE

Please refer to the Policy and Procedure for Honorary and Visiting Titles.

School:	
NAME OF PERSON FOR WHOM THE TITLE IS REQUESTED	
Title:	
Forename(s):	Surname:
Address:	
Title requested	
Period of conferment (see policy for maximum period)	
Starting date	
Reason for conferment of title, and details of contribution which nominee will make towards the work of School (continue overleaf if necessary)	
Signed: (Dean)	Date:
<i>I confirm that I wish to be considered for conferment of the above Honorary or Visiting Title of Academic Board, and confirm that I have discussed with the University the obligations and privileges associated with holding this title and that I understand and am willing to accept these</i>	
Signed: (Applicant)	Date:

Please send completed form, together with any other required documentation to: Honorary and Visiting Titles, Department of Human Resources, Teesside University.

Supported for submission (PVC)	Date:
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HONORARY & VISITING ACADEMIC TITLES APPLICATION - STANDARD TEMPLATE FOR REFERENCE REQUEST

Date: AAAA

Visiting/Honorary Academic Title Conferment Reference Request – Dr XXXXXXXXXXXXXXXX

Dear XXXX

We are currently considering an application from the above candidate for consideration of approval of the title of XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

To remove if School issuing themselves - We understand that you have already been contacted by the Academic School supporting this application within the University and have agreed to be approached in this regard.

Given that these are external applicants, frequently from professions outside academia and of whom the panel may have little personal knowledge, the Academic Titles and Awards Committee normally requests that the University seeks in confidence a reference from a professional of at least a similar level of seniority to the applicant, and who is familiar with them – confirming *that the applicant is in good standing within their profession and that the award of the title requested would be appropriate and acceptable within their professional field.*

We are therefore writing to request, if you would be willing to provide such a reference in the strictest confidence for the consideration of the University Academic Titles and Awards Committee.

Typically such requests are made via the applicant's professional line manager in their normal employment, and in this case we also ask the manager to confirm that it would be acceptable to the employer for the University to offer the requested visiting or honorary title to the employee (the duties and obligations associated with holding such titles are set out in the accompanying document).

The application is due to be received by the panel in XXXX this year, and we would be very grateful if you could provide your comments by the last day of the previous month to allow this to be circulated to the panel members in advance.

Please could you address your response to: *HR- Honorary & Visiting Titles, at Human Resources, Teesside University, Borough Road, Middlesbrough, Tees Valley TS1 3BA or send via e-mail to HR@tees.ac.uk.*

I am sure you will appreciate the need for these communications and the information supplied to you to be considered as strictly confidential.

Thank you in advance for your time and support to this important process, and to supporting us in making what are some of the most important academic judgements that we have to make as a University. Your assistance is hugely appreciated.

Yours Sincerely

Pro Vice-Chancellor (From relevant PVC as appropriate to title applied for)

Attachments: 1. Teesside University Visiting and Honorary Titles- Policy & Procedure,
2. Candidate's Application & CV