



UNIVERSITY OF
LINCOLN

**REGULATIONS AND PROCEDURES FOR THE APPOINTMENT OF
HONORARY FELLOW, HONORARY SENIOR FELLOW, HONORARY PROFESSOR
AND EMERITUS PROFESSOR**

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1. General

The University bestows Honorary Appointments of the following categories:

- a. Emeritus Professor
- b. Honorary Professor
- c. Honorary Senior Fellow/Honorary Lecturer
- d. Honorary Fellow

There is a requirement for the requisite criteria to be clearly established in each case to ensure that the University's titles for these roles are maintained as marks of distinction.

The aim of Honorary Appointments is to enable the strengthening of links with industry, commerce and the professions. They involve varying and flexible teaching duties (ie. occasional seminars or lectures), collaboration in research, or joint supervision for postgraduate research, but no executive or administrative functions. They confer a courtesy status, and the right to use University facilities and attend degree ceremonies.

Colleagues are expected to utilise this process to help the University achieve its strategic aims, through careful selection of recipients. Please note that the University encourages proposals which will enable us to achieve a more diverse range of Honorary Appointments.

2. Criteria and Titles of Appointment

2.1 Professor

2.1.1 The title 'Professor' recognises the academic distinction of a permanent employee and their contribution to the work of the University. There is an expectation that an international standard and reputation has been achieved.

2.1.2 The criteria to be fulfilled for the appointment of a professor are:

- a) A substantial contribution to research of international standing. A candidate for a personal chair can be appointed as a professor in the University through published research and/or other accepted research outputs in their discipline or published research in the teaching and learning of that discipline or a combination of both. A track record of research grants would also normally be expected.

And/or

- b) A significant national or international impact on either learning and teaching or enterprise engagement in their subject and/or industry/profession.

2.1.3 The following guidelines and criteria shall normally be observed:

- Candidates should be internationally known in their field.
- Candidates must demonstrate their ability to maintain the repute and standing associated with the title of Professor.
- Candidates must demonstrate actual achievement rather than future promise.
- The criteria shall be interpreted in the light of peer group standards applicable to the area of expertise.
- The candidate's area of work must be appropriate to the aims of the University.
- Successful candidates will have fulfilled and will continue to fulfill a leadership role in the School to which they are appointed.
- Additional titles for substantive post holders must be agreed by SLT through an Additional Academic Title Request Form.

2.2 Emeritus Professor

2.2.1 The title of Emeritus Professor may be conferred on Professors of the University, on retiring, who have served the University with particular distinction and who can demonstrate an active and continuous link with the University which contributes to its reputation for teaching, research, scholarship, professional standing, public benefit and/or entrepreneurial activity.

2.2.2 The Emeritus appointment is deemed to be an honour for the recipient and to reflect the University's status as a centre for distinguished scholarship and research. Accordingly, it is not automatically conferred on all retiring professors; and is not normally awarded to those who have held the role of Honorary Professor. Where granted, the title is normally held in perpetuity by the individual but it (or any benefits related to it) may be revoked at the absolute discretion of the University.

2.2.3 Emeritus Professor appointments are unpaid, and confer no formal duties, functions or powers on behalf of the University. When taking part in any activity as an Emeritus Professor of the University of Lincoln, individuals must demonstrate the highest professional and ethical standards and ensure that they do nothing that could reflect negatively upon the University. As appropriate, appointees are required to observe University Rules and Regulations, including those relating to professional conduct; and may be required to make the same periodic declarations of interest as permanent University staff.

2.2.4 Candidates for appointment as Emeritus Professor must:

- Be nominated by their Head of College.
- Be recognised as exceptional within their academic disciplines and should have brought distinction to themselves and to the University in research and publications and/or teaching and learning or other forms of scholarship, and/or have given outstanding service to the University.
- Have normally have served this University for at least five years.
- Have an excellent record of ethical and professional conduct.
- Be approaching retirement or recently retired from full professorial appointments at the University of Lincoln. Emeritus appointments will not normally be contemplated for individuals who are taking up posts at other universities.

2.2.5 Emeritus Professors will not be remunerated for their work, but will benefit from the following:

- The right to use the University as an academic address for specified academic purposes only.
- Reasonable use of the Library and other ICT facilities.
- Titleholders may be part of a supervision team for a PhD student (but not the Director of Studies).
- Titleholders may not normally apply for research grants through the University as the Principal Investigator, though they may be named as co-investigator.
- Such other privileges as the Vice Chancellor or the appropriate Head of College might make available from time to time.

2.3 Honorary Professor

2.3.1 This title of Honorary Professor is conferred upon persons of distinction who satisfy the criteria for appointment as a Professor and are prepared to undertake a regular commitment to the activities of a School. The post itself is normally unpaid.

- 2.3.2 The title of Honorary Professor can be conferred where candidates are deemed to be outstanding in an academic or applied area and have an association with the University. It is typically conferred on a three-year renewable basis. The title lapses with the termination of the appointment.
- 2.3.3 Honorary Professors should meet either criteria a. or b. set out in section 2.1.2, as well as the relevant criteria outlined in section 2.1.3.
- 2.3.4 Where the nominee is already a Professor in their own right, the title shall be 'Honorary Professor at the University.'
- 2.3.5 Where the appointment confers upon the nominee the designation of Professor, the title shall be 'Honorary Professor of the University.'
- 2.3.6 Where successful candidates are not already Professors, they should make clear externally that their title is that of a Honorary Professor.

2.4 Honorary Senior Fellow

- 2.4.1 The appointment of a Honorary Senior Fellow is used to formalise the University's association with individuals who do not meet the Honorary Professor criteria and is intended to strengthen the University's links with other academic institutions, industry, commerce and the professions.
- 2.4.2 The titles of Honorary Senior Fellow may be bestowed where a significant research and/or other profile is in evidence at regional/national level.
- 2.4.3 Honorary Senior Fellows will be expected to be skilled and reputable practitioners in the fields relevant to the work of the University.
- 2.4.4 Honorary Senior Fellows will be expected to make a regular commitment to the work within a school.

2.5 Honorary Fellow

- 2.5.1 The title Honorary Fellow may be bestowed where a demonstrable research and/or other profile is in evidence at regional/national level. Honorary Fellow appointments are awarded and maintained within Colleges subject to appropriate due diligence and approval by the College Leadership Team.
- 2.5.2 Honorary Fellows will be expected to make a regular commitment to the contribute within a school.
- 2.5.3 The College Leadership Team may recommend, when considering an individual nomination for a Honorary Fellow appointment, that the appointee be officially designated as Honorary Fellow (in ... (subject/discipline)).
- 2.5.4 Honorary Fellows will usually retain their titles for a period of three years subject to renewal, have access to designated University facilities and in some circumstance receive remuneration by prior agreement for work conducted on behalf of the University.
- 2.5.5 PPC and Pro Vice Chancellor's Executive Office shall establish and maintain a current register of the College's Honorary Fellow appointments to be reviewed on a regular basis to ensure ongoing engagement and account access.

2.6 Visiting Researcher

2.6.1 The arrangement of Visiting Researchers falls under a different process. If information is required please contact the People Business Partner to discuss.

2.7 Students and Other Visitors

2.7.1 This policy does not cover individuals who come to the University to undertake some form of study or research which contributes towards a qualification a University or at another institution. These visitors are classed as students and include exchange students and visiting research students. Visiting students are managed via internationaladvice@lincoln.ac.uk

3. Appointment process

3.1 Emeritus Professor process

3.1.1 The Nomination Form for Emeritus Professor must be completed for all nominations.

3.1.2 After consultation and endorsement by a College Leadership Team, the Head of College may submit a nomination form for review by the designated Pro Vice Chancellor. Nominations must be made using the Emeritus Professor nomination form, together with a Supporting Statement signed by the Head of College, setting out the candidate's record of service to the University and detailing how an active and beneficial relationship will continue after their retirement. The title of Emeritus Professor shall be conferred by the Vice Chancellor on the advice of the designated Pro Vice Chancellor (Such appointments shall not commit the University to any financial outlay.)

3.2 Honorary Appointment process

3.2.1 A 'New Honorary Appointment Approval Form' can be found in must be completed for all nominations.

3.2.2 A current curriculum vitae evidencing the qualifications, experience and interests of the nominee must be provided with the nomination form. The Head of School will, after appropriate consultation, prepare suitable nominations for appointment with reference to the University criteria for appointees. In particular, the nominee's expected contribution to the work of the School should be explained. Honorary Appointments are required to make an ongoing commitment to the School which could involve, for example, a series of lectures, postgraduate seminars or research support. The nature and level of the commitment will be agreed between the Head of School and the Honorary Appointee. The Head of School should include this information in the nomination form. Due diligence should be completed before the form is completed for approval.

3.2.3 All nominations for Honorary Appointments will require the initial approval of the College Leadership Team. Details of the CLT discussion and approval must be provided on the Visting Appointment Nomination form. Once approved by the CLT and signed by the PVC the form must be submitted to PPC. The conferred Honorary Professor will be notified of the appointment by the Vice Chancellor's Office.

3.2.4 The procedure for nominating Honorary Appointments should be progressed with due consideration of the need for confidentiality. There is no requirement to seek references or assessors' reports.

3.2.5 A Visitor Application form must then be made by the sponsoring department on the online Visitor Registration request, this form will be used by PPC to register a supernumerary visitor with guest access to email/ICT systems, an ID badge and to establish the right to work/visit permissions.

3.3 Medical School Honorary Appointment process

3.3.1 It is normal custom and practice for medical schools to offer 'Honorary' titles. To assist with comparability across other institutions, such appointments in the medical school should follow this convention.

3.3.2 Where the appointee is medically-qualified, the word 'Clinical' will be added to the title (e.g. Honorary Clinical Professor, Honorary Clinical Fellow, etc.).

3.3.3 The process for nomination of individuals for all titles in the Medical School shall follow the same procedures as outlined above for equivalent titles in other Schools. Until Lincoln Medical School is independent, when considering the suitability of the candidate for an Honorary title, the University should take into account the criteria published by our partner the University of Nottingham for similar titles before confirming the appointment.

3.3.4 Within the Medical School honorary appointments are not usually paid. There are arrangements whereby the Trusts are paid for the contribution of consultants to teaching.

4. Due Diligence

To protect the University's brand, reputation and image against the potential negative impact of the Honorary Appointment, a due diligence report will be completed for every nomination for all Honorary Appointments. Due diligence will be completed prior to conferment of the appointment.

5. Terms and Conditions

5.1 Honorary Appointments

5.1.1 Honorary Professor, Emeritus Professor, Honorary Senior Fellow and Honorary Fellow are all honorary appointments conferred at the discretion of the University and the conferment of any of these titles does not constitute a contract of employment, payment or benefit in kind.

5.1.2 It is a condition of all Honorary Appointments that if the activity is being carried out within the UK, then the appointee must have the right to work or right to visit in the UK in line with current statutory requirements for the anticipatory duration of the appointment. Documentary evidence of the right to work or right to visit in the UK must be provided to the People, Performance and Culture department. Please refer to the right to work guidance notes [here](#) and for the right to visit guidance [here](#).

5.1.3 If the right to work or right to visit status changes at any point, it must be disclosed to the People, Performance and Culture Department.

5.1.4 Honorary Appointments will usually retain their titles for a period of three years subject to renewal, have access to designated University facilities.

5.1.5 In some circumstances honorary appointments receive expenses or remuneration by prior agreement for services conducted on behalf of the University, in which they will invoice the University for payment. In these circumstances the honorary appointee (whether in the United Kingdom or elsewhere) will duly pay the tax and National Insurance contributions; and indemnify the University in respect of all and any tax and

National Insurance contributions which may be found due from the University on any payments made under this Agreement.

5.1.5 No one with a contract of employment with the University or a contract for services with the University shall also hold a Honorary Appointment.

5.1.6 The University reserves the right to terminate a Honorary Appointment at any time and for any reason prior to its expiry. Honorary Appointments are regularly reviewed to ensure access to accounts are removed after periods of no engagement.

6. Renewal of Honorary Appointments

Renewal of extant Honorary Appointments is not automatic and must be completed by the respective School prior to the expiry of the current three year term and shall follow the same procedure established for new appointments as outlined above. Honorary Appointments that are not renewed within two months of their expiry date will conclude. The relevant Head of School must evaluate the previous appointment and seek approval by the designated Pro Vice Chancellor

7. Register of Conferment

The University maintains current records of the University's Honorary Appointments and Emeritus Professors.

8. Rules and procedures

8.1 Selected relevant University policies

8.1.1 It is a condition of the appointment that the relevant policies and procedures are adhered to:

- [Visitors' Policy](#)
- [One Community Values](#)
- Equality, Diversity and Inclusion policies
- Health and Safety policies
- Whistleblowing Policy
- Safeguarding Policy
- University Financial Regulations
- Information Security Policy
- Code of Practice on Freedom of Speech

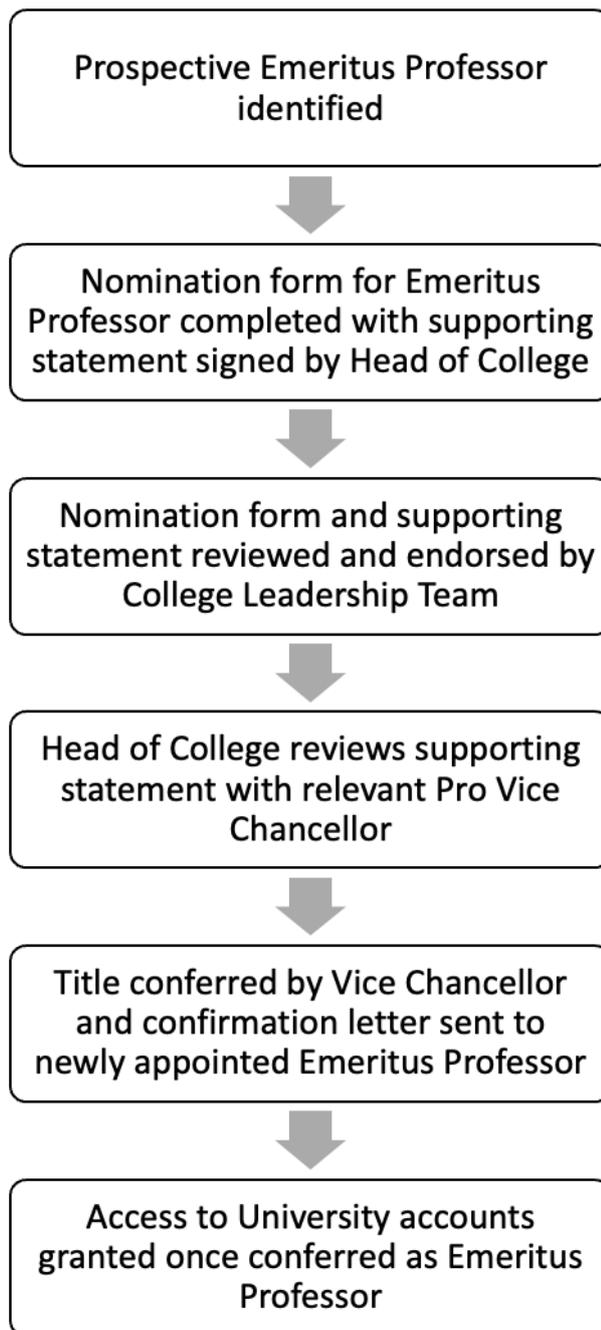
8.1.2 The University is committed to protecting personal data and being transparent about what information is held. The University of Lincoln's Privacy Policy outlines how it handles and uses the data and can be found [here](#).

Honorary Appointees are bound by GDPR regulations for the use of computing facilities and any misuse of computing facilities may result in immediate termination of the appointment.

Any property, original or copy documents, software or data provided for use are property of the University of Lincoln and shall be returned to the Head of School at any time on request and in any event on the termination of the appointment.

For the duration of the Honorary Appointment the appointee is bound by the University of Lincoln regulations relating to intellectual property.

Appendix 1. Emeritus Professor Appointment Process



Appendix 2. Honorary Appointment Process Map

