**Honorary Appointment Proposal**



**PD14**

Proposals for appointment/renewal of Honorary Appointments must be approved by the Pro Vice Chancellor & Executive Dean on this form prior to the individual being advised by Human Resources.

Honorary Professorships who do not hold a full professorship elsewhere will be referred to the Academic Probation & Promotions Committee for approval prior to the individual being advised by Human Resources. All sections of this form should be completed and an up-to-date CV must be included with the proposal.

For new appointments a passport-sized photograph is required for Honorary UniCard (attach to this proposal or email [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk)).

An honorary appointment is not a contract of employment and honorary appointments will not receive any remuneration for work they undertake in their honorary capacity. If, in the future, the honorary appointment is appointed to a substantive role within the University, their honorary appointment will cease. The honorary appointee may however undertake separate ad hoc work paid on a claims basis which is not directly related to their honorary appointment. For further information about honorary appointments, see [www.exeter.ac.uk/staff/employment/honorary/](http://www.exeter.ac.uk/staff/employment/honorary/)

1. **Details of proposed honorary appointment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| College |  | | | | | |
| Discipline |  | | | | | |
| Name of person proposed |  | | | | | |
| Title |  | | | | | |
| What is your gender? (circle as appropriate) | Non-binary / Man / Woman / Other / Prefer not to say | | | | | |
| Academic qualifications (including the name of the awarding institution) of person proposed |  | | | | | |
| Present post held by person proposed |  | | | | | |
| Current employer of person proposed\* |  | | | | | |
| Address for correspondence  (UniCard will be sent to this address) |  | | | | | |
| Email address of person proposed |  | | | | | |
| *Most honorary appointments maintain their collaboration with the University without visiting the campus but if it is necessary for you to visit the campus/UK, we do need to know that you have the right to work in the UK. Please review the visa rules for honorary appointments* [*here*](http://www.exeter.ac.uk/staff/employment/honorary/visarules/) *and contact your HR Business Partner* ***prior*** *to arranging the visit date for all international appointments. HR Business Partners will advise on whether appointments require either a Business Visitor Visa or a Certificate of Sponsorship. To support this process please answer the questions below* | | | | | | |
| Nationality of person |  | | | | | |
| Dates when they will be in the UK | From |  | | To |  | |
| Period of appointment (precise dates if possible, maximum 3 years) | From |  | | To |  | |
| Is this a Renewal? (please tick) | Yes (please give current username) | |  | No, new appointment | |  |
| Period of Renewal | From |  | | To |  | |
| Subject area/nature of research |  | | | | | |
| Please state contribution/benefit to the College of this Honorary Appointment |  | | | | | |
| Campus you will be visiting (select one only) | Exeter / Cornwall / Knowledge SPA | | | | | |

1. **Nature of Honorary Appointment**

Tick the appropriate box

For criteria see <http://www.exeter.ac.uk/staff/employment/honorary/approval/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Level of Honorary Appointment** | | **Medical School Only** | |
| Honorary Professor |  | Honorary Clinical Professor |  |
| Honorary Associate Professor |  | Honorary Clinical Associate Professor |  |
| Honorary Senior Lecturer |  | Honorary Clinical Senior Lecturer |  |
| Honorary Lecturer |  | Honorary Clinical Lecturer |  |
| Honorary Senior Research Fellow |  | Honorary Clinical Senior Research Fellow |  |
| Honorary Research Fellow |  | Honorary Clinical Research Fellow |  |
| Honorary Associate Research Fellow |  | Honorary Clinical Associate Research Fellow |  |

Note: an Honorary appointment is not necessary to give an individual a University IT account and Library access. Colleges should create an associate account for this purpose. Go to <http://directory.exeter.ac.uk/>

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer (please print clearly) |  | | |
| Signature of Proposer |  | Date |  |
| Signature (PVC) |  | Date |  |

\*In recognition of the fact that the award of Honorary Appointments to staff of the partner NHS Trusts of the University of Exeter Medical School could impact on the University of Exeter Medical School, even if the appointment is made into another College, it has been agreed that when such an appointment is recommended, the PVC of the University of Exeter Medical School will be invited to comment before the appointment is approved. Human Resources will forward such recommendations to the PVC for comment before writing to the individual (or, for proposals for Honorary Professors) passing them to the Academic Probation & Promotions Committee for approval.

**This form should now be sent to:** Employee Services, Human Resources, Northcote House **or email:** [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk)

**For HR use only: AP&PC APPROVAL for HONORARY PROFESSOR**

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by Academic Probation & Promotions Committee |  | Date |  |