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**PD14**

**Honorary Appointment Proposal**

Please complete all sections of this form and attach an up-to-date CV. A passport-sized photograph will be required for an Honorary UniCard for new appointments.

You should allow two months for this process to be completed and longer where a Certificate of Sponsorship is required. As a result the proposed start date should be at least two months from the date the form is submitted.

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

**A: Details of proposed honorary appointment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Faculty |  | | | | | |
| Department |  | | | | | |
| Name of person proposed |  | | | | | |
| Title |  | | | | | |
| What is their gender? | Non-binary / Man / Woman / Other / Prefers 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 them to visit the campus/UK, we do need to know that they 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 Partner prior to arranging the visit date for all international appointments. HR 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 proposed |  | | | | | |
| Date when they will be in the UK | From |  | | To |  | |
| Period of appointment (precise dates if possible, max 3 years) | From |  | | To |  | |
| *Proposed start date should be 2 months from date form is submitted, longer where a CoS is required* | | | | | | |
| Is this a renewal? (please tick) | Yes – please give current username | |  | No, new appointment | |  |
| Period of renewal (if applic) | From |  | | To |  | |
| Subject area/nature of research |  | | | | | |
| Please state contribution/benefit to the Faculty of this Honorary appointment |  | | | | | |
| Campus they 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 |  |

1. **Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer (please print clearly) |  | | |
| Signature of Proposer |  | Date |  |
| *Proposals up to and including Senior Lecturer must be approved by the Head of Department* | | | |
| Name of HoD (please print clearly) |  | | |
| Signature of HoD |  | Date |  |
| *Proposals at Associate Professor level must be approved by the Deputy Pro Vice-Chancellor* | | | |
| Name of DPVC (please print clearly) |  | | |
| Signature DPVC |  | Date |  |
| *Proposals at Professor level will be referred to the appropriate Deputy Pro Vice-chancellor for sign off prior to review by the Faculty’s Promotions Panel* | | | |
| Name of DPVC (please print clearly) |  | Date |  |
| Signature of DPVC |  |  |  |
| Faculty Promotions Panel |  | Date |  |

When complete, please email this form, a copy of the CV and photograph (new appointments only) to [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk)