

PS Connect

Honorary Appointment Form Questions

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MS Form

Identify who is completing the form

Honorary Appointment Proposal (PD14)

Please use this form to propose an esteemed individual from another institution or business as an Honorary.

Before completing and submitting this form, please **first** carefully read the information found at <https://www.exeter.ac.uk/staff/employment/honorary/> and the process guidance found at <https://www.exeter.ac.uk/staff/employment/honorary/approval/>, where you will also find a PDF of the PD14 form questions (in the section title 'Honorary appointment proposal form documents') which can be used for information gathering purposes ahead of completing the form.

Hi, Fiona. When you submit this form, the owner will see your name and email address.

* Required

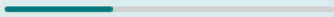
Details of proposed honorary appointment

1. Are you completing this form on behalf of an established member of academic staff at the University? * 

☐ Yes

☐ No

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If yes, provide the University email address of the academic staff who is proposing the honorary appointment

2. Please provide the University email address of the member of academic staff who is proposing the honorary appointment * 

This is their full email address as it appears on Office365. The request will be rejected if this is not valid.

Select Faculty

3. Name of Faculty * 

☐ Faculty of Environment, Science and Economy

☐ Faculty of Health and Life Sciences

☐ Faculty of Humanities, Arts and Social Sciences

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Select Department

4. Department (ESE) * 

☐ Computer Science

☐ Earth and Environmental Science

☐ Ecology and Conservation

☐ Economics (Business School)

☐ Engineering

☐ Finance and Accounting (Business School)

☐ Geography

☐ Management (Business School)

☐ Mathematics and Statistics

☐ Physics and Astronomy

4. Department (HLS) *

- ☐ Biosciences
- ☐ Clinical and Biomedical Sciences (Medical School)
- ☐ Health and Care Professions
- ☐ Health and Community Sciences (Medical School)
- ☐ Psychology
- ☐ Public Health and Sport Sciences (Medical School)

4. Department (HASS) *

- ☐ Archaeology and History
- ☐ Classics, Ancient History, Religion and Theology
- ☐ Communications, Drama and Film
- ☐ English and Creative Writing
- ☐ HASS Penryn
- ☐ Institute of Arab and Islamic Studies
- ☐ Languages, Cultures and Visual Studies
- ☐ Law School
- ☐ School of Education
- ☐ Social and Political Sciences, Philosophy, and Anthropology

Honorary personal details

5. Title of person proposed * 

e.g. Mr, Mrs, Ms, Dr, Drs, Professor, Associate Professor

Note: this is NOT the Honorary Appointment title

Enter your answer

6. Given name of person proposed * 

e.g. John

Enter your answer

7. Last name of person proposed * 

e.g. Smith

Enter your answer

8. Please state contribution / benefit to the Faculty of this Honorary Appointment * 

This question is the most common reason for an Honorary Appointment to be rejected and/or delayed. If you cannot explicitly describe the contribution / benefit to the Faculty, please reconsider submitting this application

Enter your answer

9. Nationality of person * 

Enter your answer

10. What is their gender? * 

This is required to support gender equality reporting and, please remember, there must be an equality split across your Faculty.

- ☐ Male
- ☐ Female
- ☐ Unspecified

11. Academic qualifications of person proposed * 

Please include the name of the awarding institution

Enter your answer

12. Present post held by person proposed * 

Enter your answer

13. Current employer of person proposed * 

Enter your answer

14. Correspondence Address Line 1 

Their Unicaard will be sent to this address

Enter your answer

15. Correspondence Address Line 2 

Enter your answer

16. Correspondence Address Line 3 

Enter your answer

17. Correspondence Address Line 4 

Enter your answer

18. Correspondence Address Line 5 

Enter your answer

19. Correspondence Address Post Code 

Enter your answer

20. Email address of person proposed * 

Enter your answer

New appointment details

21. Does the person proposed already have a University IT account? * 

This may be because this is a renewal or they have previously been employed by the University as an Associate.

☐ Yes

☒ No

22. Is this a renewal? * 

☐ Yes

☒ No

23. Period of Appointment - From * 

When specifying the proposed start date, please allow two months for the process to be completed and longer where a Certificate of Sponsorship is required.

Please input date (dd/MM/yyyy)



24. Period of Appointment - To * 

Maximum of 3 years from the Start (From) date.

Please input date (dd/MM/yyyy)



Renewal details

21. Does the person proposed already have a University IT account? * 

This may be because this is a renewal or they have previously been employed by the University as an Associate.

☒ Yes

☐ No

22. Current IT account * 

Their usual University username e.g. AB123.

Enter your answer

23. Is this a renewal? * 

☒ Yes

☐ No

24. Period of renewal - From * 

This should be the day after the end date of their current appointment.

Please input date (dd/MM/yyyy)



25. Period of renewal - To * 

Maximum of 3 years from the Start (From) date.

Please input date (dd/MM/yyyy)



Honorary supporting information

26. Please upload a passport-sized photograph of them (Non-anonymous question) 

This is required if they need an Honorary Unicaard.

This must be a separate file from their CV and include the Honorary's name in the file name.

 Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

27. Please upload an up-to-date copy of their CV (Non-anonymous question) * 

This must be a separate file from their photo and include the Honorary's name in the file name.

For guidance on the format and content of the CV please contact your Faculty office.

 Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

28. Subject area/nature of research * 

Enter your answer

29. Campus they will be linked to 

This is the main campus that they will be linked to. They may or may not visit one or more campuses during their appointment.

☐ Exeter

☐ Cornwall

☐ Knowledge Spa

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Honorary appointment level

Nature of Honorary Appointment



30. Level of Honorary Appointment 

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

- ☐ Honorary Professor
- ☐ Honorary Associate Professor
- ☐ Honorary Senior Lecturer
- ☐ Honorary Lecturer
- ☐ Honorary Senior Research Fellow
- ☐ Honorary Research Fellow
- ☐ Honorary Associate Research Fellow
- ☐ Honorary Clinical Professor (HLS only)
- ☐ Honorary Clinical Associate Professor (HLS only)
- ☐ Honorary Clinical Senior Lecturer (HLS only)
- ☐ Honorary Clinical Lecturer (HLS only)
- ☐ Honorary Clinical Senior Research Fellow (HLS only)
- ☐ Honorary Clinical Research Fellow (HLS only)
- ☐ Honorary Clinical Associate Research Fellow (HLS only)

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Confirmation

Confirmation



Before you submit this form, please ensure you have explicitly described the contribution / benefit to the Faculty as it is the most common reason for an Honorary Appointment to be rejected.

By submitting this form, you are confirming that the proposer has undertaken due diligence in relation to this appointment.

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Submit

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Confirmation message on submission

Honorary Appointment Proposal (PD14)

 Thanks!

Your request will now be forwarded for approval to your HOD and, if required, your Department's DPVC and the Faculty Promotions Panel.

[Submit another response](#)