

KEELE UNIVERSITY

HONORARY/VISITING TITLES

PROCEDURE

CONTENTS

Page

Introduction	3
Definitions	3
Honorary and Visiting Professors and Readers	5
Honorary and Visiting Senior Lecturers/Lecturers/Senior Research Fellows/Research Fellows (including short term titles three months or less)	6
Senior Clinical Lecturers/Clinical Lecturers/ Clinical Research Fellows/ Clinical Research Assistants	9
Clinical Teachers	12
Emeritus Professors	14
Fellow of the University	16

ANNEX

Application Form for grades below Professor/Reader	1SL
Application Form for Clinical Teacher	1CT

KEELE UNIVERSITY

HONORARY/VISITING TITLES

INTRODUCTION

1. The University awards honorary/visiting academic titles to persons of appropriate academic standing who are not members of the academic staff but who are associated with and willing to contribute to the work of its academic developments. This will be in the research and teaching areas of a Research Institute/School's activity. The proposal of level of title should be commensurate with the equivalent employment status and/or standing.
2. When applying for a title with the University, it is important that both the applicant and the supporting Research Institute/School give serious consideration to the reasons for the application. The applicant should outline the contribution that they will make to the University. The supporting Research Institute/School should clearly identify the reason for the application and the benefits to the University of awarding the title. Every honorary/visiting individual should have a Keele-employed sponsor who will have responsibility for ensuring that the titleholder's work is 'tied into' the Research Institute/School in an active way.
3. This policy does not cover individuals who carry out specific work for the University for which they are paid.
4. It also does not cover 'joint appointments' of Clinical Academics between the University and a partner organisation such as a an NHS Trust. There is a Joint Placement Procedure for the recruitment of Clinical Academics. For the purposes of this procedure, it is important to distinguish between honorary **contract** holders and honorary **titleholders**:
 - a. honorary 'contract' holders – are individuals who have been through a substantive University/Trust joint appointment process. They hold an honorary contract for academic sessions with Keele and have an employment contract with a Trust. There are clear recruitment procedures for appointing Clinical Academics; there are also mechanisms and documentation to cover the ongoing management and work of these individuals, including joint appraisals and joint job planning. These individuals may also be Primary Investigators on grants provided the University has joint appraisal and management arrangements with their employing NHS Trust.
 - b. Honorary 'title' holders – are clinicians who have gone through the formal University process for awarding titles but do not hold a contract with the University.
5. There are specific honorary contracts in place to underpin these arrangements.

DEFINITIONS

6. The title of Honorary/Visiting Senior Lecturer, Honorary/Visiting Lecturer etc will normally but not exclusively be applied in Schools and the title of Honorary/Visiting Senior Research

Fellow, Honorary/Visiting Research Fellow will normally but not exclusively be applied in Research Institutes. The words “Honorary” or “Visiting” usually precede the full title and these are defined as follows:

Honorary Professor/Reader/Senior Lecturer/Lecturer/Senior Research

Fellow/Research Fellow – An individual associated with the work at the University of Keele, but not an employee of Keele, who does not hold a University post elsewhere, but whom the University deems to be of an academic status appropriate to hold a title at this level. The individual will be deemed equivalent in standing to such a post holder at the University. The inclusion of ‘Senior’ takes into account their position in their own organization.

Visiting Professor/Reader/Senior Lecturer/Lecturer/Senior Research Fellow/Research

Fellow – Usually used for individuals who hold an academic post elsewhere at that level. However, consideration may also be given to someone who is employed by another “industrial” partner. The individual will be given a title of equivalent status. The inclusion of ‘Senior’ takes into account their position in their own organization.

Senior Clinical Lecturer – Has shown an outstanding contribution to the academic life of the Medical School

Clinical Lecturer – Has shown a demonstrable contribution to the academic life of the community.

Clinical Research Fellow – Someone who is employed by the NHS and who undertakes research either full-time or part-time under the supervision of a member of the academic staff of the University.

Clinical Research Assistant – Someone who is employed by the NHS and who takes part in research projects either full-time or part-time under the direction of a member of the academic staff of Keele. Eg metrologist who collects data.

Clinical Teacher – Undertakes a designated teaching task under direction from a module leader.

Emeritus Professor – Conferred on an individual who is a member of Academic staff at Professorial level within the University immediately prior to retirement.

Fellow of the University – Offered to all members of the (non-professorial) academic staff who, immediately prior to retirement, hold permanent contracts with the University. The title should also be made available to other candidates taking voluntary severance/early retirement as recommended by Senate.

PROCEDURES

7. Titles are usually awarded to individuals who establish collaborative links with members of staff within the University, normally, but not exclusively, in the field of Academic Research/Academic Collaboration.

HONORARY AND VISITING PROFESSORS AND READERS

8. For details on the criteria and procedure for applying for an Honorary/Visiting **Professorship & Readership**, please see the current version of the Promotions Procedure which is available on the Human Resources Website.

Benefits

9. HR will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:
 - a Reasonable use of the Library and other Information Services facilities
 - b The right to use the University as an academic address for specified academic purposes only.
 - c Such other privileges as the Vice-Chancellor or the appropriate Dean might make available from time to time.
 - d Titleholders may apply for research grants/funding through the official University channels but can not normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder (although an exception may be considered for a Clinical titleholder).
 - e Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.
10. The RI Director can agree to membership of an RI on an affiliate basis.

Obligations of Title Holders

11. HR will write to individuals annually and ask them to provide an annual report (September to August) on their academic activities such as participation in research grants, contribution to a school, publications etc. The report should include a statement from the sponsor commenting on titleholder's activities during the year. Titles will be withdrawn if there is no active involvement with the University.
12. HR will forward a copy of this report to the appropriate Dean (cc ORE for information) who can note any particular achievements or problems.
13. The Dean will agree any further expectations/forms of evidence of productivity with the titleholder and will notify HR so that these details can be incorporated into the relevant correspondence. Access to facilities may be withdrawn or not renewed unless it is felt that active participation is maintained.
14. It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Should the University consider at any time that it has been brought into disrepute, consideration will be given to removal of the title by an 'extraordinary' meeting of Council.
15. The titleholder is required to comply with the University's Policy for the Management of conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

HONORARY AND VISITING SENIOR LECTURERS/LECTURERS/SENIOR RESEARCH FELLOWS/RESEARCH FELLOWS

Criteria

16. 'Visiting' individuals will normally hold an academic post elsewhere, at that level. 'Honorary' individuals will hold a post of equivalent status at another institution. The inclusion of 'Senior' takes into account their position in their own organization. Lecturers will predominantly undertake teaching. Research Fellows will predominantly undertake research.

Application Process

17. Proposals for the award of such titles, below the rank of Professor/Reader, are sent to Human Resources (HR) by the Dean and should include:
- a. Completed and signed application form (Appendix 1SL)
 - b. "Supporting Statement" section of the Application Form completed by the Proposer (HOS/Dir RI) (Appendix 1SL)
 - c. Reason for nomination
 - d. Supporting statement from the Dean
 - e. Specific duties or services the individual will undertake for the University
 - f. Summary CV
 - g. Title proposed
 - h. Period of time requested (usually three academic years unless a shorter period is specified by the Research Institute/School)
 - i. An assurance that there will be no pay costs to the University

Consideration Process

18. HR will check that all supporting information has been submitted. The application will be put before Senate and Council for final approval.
19. Copies of Senate and Council papers are sent to HR from the Planning and Secretariat Directorate.
20. These titles are usually awarded for a maximum period of three years (unless a shorter period is specified by the Research Institute/School) in the first instance and can be renewed for a further period of three years following application from the Research Institute/School via the Dean. The procedure for renewal remains the same as for an original submission.
21. HR will enter the details on the Honorary database.

Short Term Titles (three months or less)

22. Where an Honorary/Visiting title is required for a period of three months or less, application forms should be completed in the normal way and submitted for final approval by the Dean of Faculty. All applications for short-term titles will be notified to Senate and Council for information.

23. If there is a requirement for an extension of the title beyond the initial three months, the application for extension must be made to Senate and Council as if for a standard three-year title.

Benefits

24. HR will issue a letter to the individual confirming the following benefits that will be made available to the titleholder :

- a Reasonable use of the Library and other Information Services facilities
- b The right to use the University as an academic address for specified academic purposes only.
- c Such other privileges as the Vice-Chancellor or the appropriate Dean might make available from time to time.
- d Titleholders may apply for research grants/funding through the official University channels but can not normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder.
- e Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.

25. The RI Director can agree to membership of an RI on an affiliate basis.

Obligations of Title Holders

26. HR will write to individuals annually and ask them to provide an annual report (September to August) on their academic activities such as participation in research grants, contribution to a school, publications etc. The report should include a statement from the sponsor commenting on titleholder's activities during the year. Titles will be withdrawn if there is no active involvement with the University.

27. HR will forward a copy of this report to the appropriate Dean (cc ORE for information) who can note any particular achievements or problems.

28. The Dean will agree any further expectations/forms of evidence of productivity with the titleholder and will notify HR so that these details can be incorporated into the relevant correspondence. Access to facilities may be withdrawn or not renewed unless it is felt that active participation is maintained.

29. It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Should the University consider at any time that it has been brought into disrepute, consideration will be given to removal of the title by an 'extraordinary' meeting of Council.

30. The titleholder is required to comply with the University's Policy for the Management of conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

Renewals

31. At the end of the three year period, HR will write to the Dean to see if they wish for the title to continue for a further three years (or less where appropriate). If the Dean is supportive of this, HR will then write to the individual to ascertain whether or not they would like the title to continue. If the individual confirms their agreement to this, HR will make a recommendation to Senate, and then Council, for the continuation of the title for a further three years (or less where appropriate).
32. Subject to approval by Senate and Council, the title will be renewed for a further period of three years, or less where appropriate.

SENIOR CLINICAL LECTURERS/CLINICAL LECTURERS/CLINICAL RESEARCH FELLOWS/CLINICAL RESEARCH ASSISTANTS

Criteria

33. There are no formal benchmarks for the award of each grade of Clinical title and each application will be considered on their merits. However, reference could be made to the criteria used in the current Promotions documentation for this level of staff. In most cases titles will only be awarded on the basis of academic/research work that has been undertaken and not on the basis of work that will be undertaken. In cases of uncertainty proposers are invited to consult with the Head of the Medical School as to the level of award to be recommended.

Application Process

34. Proposals for the award of such titles are sent to Human Resources (HR) by the Dean and should include:
- a. Completed and signed application form (Appendix 1SL)
 - b. "Supporting Statement" section of the Application Form completed by the proposer (HOS/Dir RI) (Appendix 1SL)
 - c. Reason for nomination
 - d. Supporting statement from the Dean
 - e. Specific duties or services the individual will undertake for the University
 - f. Summary CV
 - g. Title proposed
 - h. Period of time requested (usually three academic years unless a shorter period is specified by the Research Institute/School)
 - i. An assurance that there will be no pay costs to the University

Consideration Process

35. HR will check that all supporting information has been submitted. The application will then be put before Senate and Council for final approval.
36. Copies of Senate and Council papers are sent to HR from the Planning and Secretariat Directorate.
37. These titles are usually awarded for a maximum period of three years (unless a shorter period is specified by the Research Institute/School) in the first instance and can be renewed for a further period of three years following application from the Research Institute/School via the Dean. The procedure for renewal remains the same as for an original submission, but referees are not normally required.
38. HR will enter details on the Honorary database.

Benefits

39. HR will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:

- a Reasonable use of the Library and other Information Services facilities
- b The right to use the University as an academic address for specified academic purposes only.
- c Such other privileges as the Vice-Chancellor or the appropriate Dean might make available from time to time.
- d Titleholders may not normally apply for research grants through Keele as the Principal Investigator, though they may be named as a co-applicant. In certain circumstances the University is willing to consider supporting a research grant application as a Principal Applicant and reserves the right to attach conditions to any such arrangement
- e Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.

40. The RI Director can agree to membership of an RI on an affiliate basis.

Obligations of Title Holders

41. HR will write to individuals annually and ask them to provide an annual report (September to August) on their academic activities such as participation in research grants, contribution to a school, publications etc. The report should include a statement from the sponsor commenting on titleholder's activities during the year. Titles will be withdrawn if there is no active involvement with the University.
42. HR will forward a copy of this report to the appropriate Dean (cc ORE for information) who can note any particular achievements or problems.
43. The Dean will agree any further expectations/forms of evidence of productivity with the titleholder and will notify HR so that these details can be incorporated into the relevant correspondence. Access to facilities may be withdrawn or not renewed unless it is felt that active participation is maintained.
44. It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Should the University consider at any time that it has been brought into disrepute, consideration will be given to removal of the title by an 'extraordinary' meeting of Council.
45. The titleholder is required to comply with the University's Policy for the Management of conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

Renewals

46. At the end of the three year period, HR will write to the appropriate Dean to see if they wish for the title to continue for a further three years (or less where appropriate). If the Dean is supportive of this, HR will then write to the individual to ascertain whether or not they would like the title to continue. If the individual confirms their agreement to this, HR will make a recommendation to Senate, and then Council, for the continuation of the title for a further three years (or less where appropriate).

47. Subject to approval by Senate and Council, the title will be renewed for a further period of three years, or less where appropriate.

CLINICAL TEACHERS

Criteria

48. Usually involved in a designated teaching task under the direction of a module leader.

Application Process

49. Completed proposals for the Award of Clinical Teachers should be signed off by the Head of School and then forwarded to Human Resources:

- a. Completed Application form (Appendix 1CT)
- b. "Supporting Statement" section of the Application Form completed by proposer (HOS/Dir RI) (Appendix 1CT)
- c. Reason for nomination
- d. Supporting statement from the Dean
- e. Specific duties or services the individual will undertake for the University
- f. Summary CV
- g. Period of time requested (usually three academic years unless a shorter period is specified by the School)
- h. An assurance that there will be no pay costs to the University

Consideration Process

50. Human Resources will issue the necessary correspondence.

51. These titles are usually awarded for a maximum period of three years (unless a shorter period is specified by the School) in the first instance. The procedure for renewal remains the same as for an original submission, but referees are not normally required.

52. HR will enter details on the Honorary database.

Benefits

53. HR will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:

- a. Reasonable use of the Library and other Information Services facilities
- b. The right to use the University as an academic address for specified academic purposes only.
- c. Such other privileges as the Vice-Chancellor or the appropriate Dean might make available from time to time.

Obligations of Title Holders

54. HR will write to individuals annually and ask them to provide an annual report (September to August) on their academic activities such as participation in research grants, contribution to a school, publications etc. The report should include a statement from the sponsor

commenting on titleholder's activities during the year. Titles will be withdrawn if there is no active involvement with the University.

55. HR will forward a copy of this report to the appropriate Dean (cc ORE for information) who can note any particular achievements or problems.
56. The Dean will agree any further expectations/forms of evidence of productivity with the titleholder and will notify HR so that these details can be incorporated into the relevant correspondence. Access to facilities may be withdrawn or not renewed unless it is felt that active participation is maintained.
57. It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Should the University consider at any time that it has been brought into disrepute, consideration will be given to removal of the title.
58. The titleholder is required to comply with the University's Policy for the Management of conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

Renewals

59. The title of Clinical Teacher is usually awarded for their involvement in a designated teaching task under the direction of a module leader. Therefore, renewal of the title will normally be in line with the requirement for the continuation of the teaching.

EMERITUS PROFESSORS

Criteria

56. The title of Emeritus Professor may be conferred on an individual who is a member of Academic staff at Professorial level within the University immediately prior to retirement. The title of Emeritus Professor will be awarded to individuals who can evidence that they still have a continuous link with the University which is both active and contributes positively to the University's strategy or profile in relation to teaching, research, scholarship and/or enterprise and standing in their profession.
57. Whilst University employees who hold the title of Professor immediately prior to retirement may continue to use the title when they have retired, it does not convey an active link with the University. Additionally, an individual who does not apply for the title of Emeritus Professor will not be afforded the benefits outlined in paragraph below entitled "Benefits".
58. Normally, the University does not award the title of Emeritus Professor to individuals who hold the title of Honorary/Visiting Professor.

Application Process

59. For details on the criteria and procedure for applying for an Honorary/Visiting Professorship & Readership, please see the current version of the Promotions Procedure which is available on the Human Resources Website.

Benefits

60. HR will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:
- a Reasonable use of the Library and other Information Services facilities
 - b The right to use the University as an academic address for specified academic purposes only.
 - c Such other privileges as the Vice-Chancellor or the appropriate Dean might make available from time to time.
 - d Titleholders may not normally apply for research grants through Keele as the Principal Investigator, though they may be named as a co-applicant. In certain circumstances the University is willing to consider supporting a research grant application as a Principal Applicant and reserves the right to attach conditions to any such arrangement.
 - e Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.
61. The title is awarded for a period of three years. However, continued access to resources within the University will be measured on an annual basis against academic activities.
62. If the titleholder was previously a full member of a Research Institute, the RI Director can agree to continued membership on an affiliate basis.
63. An Emeritus Professor has no duties or powers.

64. On ceremonial occasions, an Emeritus Professor takes precedence after members of Senate.
65. They shall not as such be entitled to membership of the Court, the Senate or any Board or to exercise any administrative function in the University.

Obligations of Title Holders

66. HR will write to individuals annually and ask them to provide an annual report (September to August) on their academic activities such as participation in research grants, contribution to a school, publications etc. The report should include a statement from the sponsor commenting on titleholder's activities during the year. Titles will be withdrawn if there is no active involvement with the University.
67. HR will forward a copy of this report to the appropriate Dean (cc ORE for information) who can note any particular achievements or problems.
68. The Dean will agree any further expectations/forms of evidence of productivity with the titleholder and will notify HR so that these details can be incorporated into the relevant correspondence. Access to facilities may be withdrawn unless it is felt that active participation is maintained.
69. It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. The University reserves the right to withdraw the title should it consider appropriate to do so.
70. The titleholder is required to comply with the University's Policy for the Management of conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

Renewals

71. At the end of the three year period, HR will write to the Dean to see if they wish for the title to continue for a further three years (or less where appropriate). If the Dean is supportive of this, HR will then write to the individual to ascertain whether or not they would like the title to continue. If the individual confirms their agreement to this, HR will make a recommendation to Senate, and then Council, for the continuation of the title for a further three years (or less where appropriate).
72. Subject to approval by Senate and Council, the title will be renewed for a further period of three years, or less where appropriate.

FELLOW OF THE UNIVERSITY

Criteria

73. Academic staff who, immediately prior to retirement, hold permanent non-professorial contracts with the University. Director of Research Institute/Head of School should support application with a recommendation made to the Dean.
74. Academic staff taking early retirement/voluntary severance (recommended by Senate), supported by Director of Research Institute/Head of School.
75. If the retired employee is re-employed by the University, the title of Fellow will not be confirmed until the employee has ceased all paid employment with the University.

Application Process

76. No formal application is required for this title, however, there is a requirement for the support of the Director of Research Institute/ Head of School and approval of the Dean.

Consideration Process

77. HR will check the monthly Payroll report for imminent retirees (at least a month in advance) and/or academic staff taking early retirement/voluntary severance.
78. HR will request a formal letter of support from the relevant Director of Research Institute/Head of School, along with approval from the Dean.
79. HR will issue a letter immediately following retirement, inviting the member of staff to become a Fellow of the University. The letter requests a response from the employee confirming their wish to become a Fellow.
80. If the employee confirms to HR that he/she wishes to become a Fellow, HR will send out a personalized letter to the individual confirming the title. The letter will also confirm the benefits that the title holds and the responsibilities that the titleholder must undertake. HR will forward a copy of this letter to the Dean.
81. HR will then enter the details onto the Honorary Database.

Benefits

82. This title is awarded for a period of three years in the first instance. If the Dean has given their support for the title to be awarded, HR will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:
 - a Reasonable use of the Library and other Information Services facilities
 - b The right to use the University as an academic address for specified academic purposes only.
 - c Such other privileges as the Vice-Chancellor or the appropriate Dean might make available from time to time.

- d Titleholders may apply for research grants/funding through the official University channels but can not normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder.
- e Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.

83. If the titleholder was previously a full member of a Research Institute, the RI Director can agree to continued membership on an affiliate basis.

Obligations of Title Holders

84. HR will write to individuals annually and ask them to provide an annual report (September to August) on their academic activities such as participation in research grants, contribution to a school, publications etc. The report should include a statement from the sponsor commenting on titleholder's activities during the year. Titles will be withdrawn if there is no active involvement with the University.

85. HR will forward a copy of this report to the appropriate Dean (cc ORE for information) who can note any particular achievements or problems.

86. The Dean will agree any further expectations/forms of evidence of productivity with the titleholder and will notify HR so that these details can be incorporated into the relevant correspondence. Access to facilities may be withdrawn or not renewed unless it is felt that active participation is maintained.

87. It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Should the University consider at any time that it has been brought into disrepute, consideration will be given to removal of the title by an 'extraordinary' meeting of Council.

88. The titleholder is required to comply with the University's Policy for the Management of conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

Renewals

89. At the end of the three year period, HR will write to the Dean to see if they wish for the title to continue for a further three years (or less where appropriate). If the Dean is supportive of this, HR will then write to the individual to ascertain whether or not they would like the title to continue. If the individual confirms their agreement to this, HR will make a recommendation to Senate, and then Council, for the continuation of the title for a further three years (or less where appropriate).

90. Subject to approval by Senate and Council, the title will be renewed for a further period of three years, or less where appropriate.

AJP
29/01/10

KEELE UNIVERSITY

APPLICATION FOR HONORARY/VISITING TITLE
(NOT PROFESSORIAL/READERSHIP)

To be completed by Applicant

Level of Title Applied for:

School/Research Institute:

Applicant Name:

Dates of Honorary Title From: To:

Current Substantive Appointment

Date of Appointment:

Contact Details:

Work: Address:

.....

Phone:

Fax:

e-mail:

Home: Address:

.....

Phone:

Fax:

e-mail:

**APPLICATION FOR HONORARY/VISITING TITLE
(NOT PROFESSORIAL/READERSHIP)
DECLARATION**

To be completed by applicant

I (insert name) wish to apply for the title of (insert appropriate title) within (School/Research Institute).....

I confirm that:

- a) the details contained within the application are correct.
- b) I will make an annual return of my academic activity to the University.
- c) I agree to abide by all the relevant policies and procedures within the University (available on the University's website).
- d) A full curriculum vitae is enclosed for information (format attached Annex 1a)
- e) I will notify the University of any change in my circumstances that may impact on my obligations to the University.
- f) I will maintain the highest professional and ethical standards when working under Keele's name, and will not bring the University into disrepute during the time that I hold the title.

Signed:

Date:

NB. Every titleholder should have a Keele-employed sponsor who will have responsibility for ensuring that the titleholder's work is tied into the Research Institute/School in an active way.

Please confirm the details of your sponsor:

Name (Print)

Role within the University

**APPLICATION FOR HONORARY/VISITING TITLE
(NOT PROFESSORIAL/READERSHIP)
SUPPORTING STATEMENT**

To be completed by 'Proposer'

(Head of School/Director of Research Institute)

The 'proposer' should state the grounds on which the application is made. For Lecturer the teaching, research, administration and general life of the university sections should be completed. For Senior Lecturer the outstanding achievements section should be completed additionally:

Teaching

Research

Administration

Wider Role of the University

Outstanding Contribution (for Senior Lecturer/Senior Fellow only)

****There will be no pay costs to the University****

Signed

Position within University
(Head of School/Director of RI)

Date:

Signed

(Dean)

Date

Supporting statement by the Dean:.....

.....

.....

APPLICATION FOR HONORARY/VISITING TITLE
(NOT FOR PROFESSORIAL/READERSHIP)
FORMAT FOR CURRICULUM VITAE

CURRICULUM VITAE

NAME Ann Other Candidate

HIGHER EDUCATION *with degrees and dates awarded*

1970-73 University of Lowlands, BSc (I Hons) Applied Audiology 1973
1973-76 University of Texas, PhD (Thinking Science) 1977

OTHER ESTEEM INDICATORS

1979 Booker Prize for Literature

MEMBERSHIP OF LEARNED BODIES & PROFESSIONAL ASSOCIATIONS

1980 Fellow of Royal Society of Thinkers

APPOINTMENTS HELD *with dates*

Oct 1976- Lecturer, Dept of Applied Thought, That University
Sept 1981

Oct 1981- Lecturer, Keele University
Present

OTHER DETAILS OF CAREER

In this section you may choose to include items which are not contained in any of the categories within the grant list or publications list e.g. conferences papers, membership of an editorial board, editor of a book series, newspaper articles.

KEELE UNIVERSITY
APPLICATION FOR HONORARY TITLE
OF CLINICAL TEACHER

To be completed by Applicant

School:

Faculty:

Applicant Name:

Dates of Honorary Title From: To:

Current Substantive Appointment:

Contact Details:

Work: Address:

.....

Phone:

Fax:

e-mail:

Home: Address:

.....

Phone:

Fax:

e-mail:

**APPLICATION FOR HONORARY TITLE
OF CLINICAL TEACHER
DECLARATION**

To be completed by applicant

I (insert name) wish to apply for the title of Clinical Teacher within
(School)

I confirm that:

- g) the details contained within the application are correct.
- h) I will make an annual return of my academic activity to the University.
- i) I agree to abide by all the relevant policies and procedures within the University (available on the University's website).
- j) A full curriculum vitae is enclosed for information (format attached Annex 1a)
- k) I will notify the University of any change in my circumstances that may impact on my obligations to the University.
- l) I will maintain the highest professional and ethical standards when working under Keele's name, and will not bring the University into disrepute during the time that I hold the title.

Signed:

Date:

NB. Every titleholder should have a Keele-employed sponsor who will have responsibility for ensuring that the titleholder's work is tied into the Research Institute/School in an active way.

Please confirm the details of your sponsor:

Name (Print)

Role within the University

**APPLICATION FOR HONORARY TITLE
OF CLINICAL TEACHER
SUPPORTING STATEMENT**

To be completed by 'Proposer'
(Head of School)

The 'proposer' should state the grounds on which the application is made.

Teaching

Administration

Wider Role of the University

****There will be no pay costs to the University****

Signed
(Head of School)
Print Name

Date:

Signed
(Dean)
Print Name

Date

Supporting statement from the Dean:
.....
.....
.....

APPLICATION FOR HONORARY TITLE
(NOT FOR PROFESSORIAL/READERSHIP)
FORMAT FOR CURRICULUM VITAE

CURRICULUM VITAE

NAME Ann Other Candidate

HIGHER EDUCATION *with degrees and dates awarded*

1970-73 University of Lowlands, BSc (I Hons) Applied Audiology 1973
1973-76 University of Texas, PhD (Thinking Science) 1977

OTHER ESTEEM INDICATORS

1979 Booker Prize for Literature

MEMBERSHIP OF LEARNED BODIES & PROFESSIONAL ASSOCIATIONS

1980 Fellow of Royal Society of Thinkers

APPOINTMENTS HELD *with dates*

Oct 1976- Lecturer, Dept of Applied Thought, That University
Sept 1981

Oct 1981- Lecturer, Keele University
Present

OTHER DETAILS OF CAREER

In this section you may choose to include items which are not contained in any of the categories within the grant list or publications list e.g. conferences papers, membership of an editorial board, editor of a book series, newspaper articles.