



## HONORARY PROFESSOR / READER TITLE AWARD PROCEDURE

### 1. INTRODUCTION

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 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.

#### 1.1. Purpose

**1.1.1.** The University awards honorary titles to individuals of appropriate standing who are not members of the academic staff but who are associated with and willing to contribute to the works of its academic developments. In the case of Honorary, this will usually, but not exclusively, be in the research areas of a School's activities.

#### 1.2. Scope

**1.2.1.** The title of Honorary Professor/Reader is usually used for individuals associated with work at Keele, who do not hold University posts elsewhere at that level, but whom the University deems to be of an academic status appropriate to hold a title at professorial level.

**1.2.2.** Please note that in certain circumstances, due to international variations in ranking within institutions, candidates may be awarded a title of a different rank than that which they hold within their own institution.

**1.2.3.** This procedure does not cover individuals who carry out specific work for the University for which they are paid. Neither does it cover the 'joint appointments' of Clinical Academics between the University and a partner organisation such as 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.

**1.2.4.** There are specific honorary contracts in place to underpin these arrangements.

## **2. PROCEDURE**

### **2.1. Application Procedure**

**2.1.1.** All applications for Honorary Professor/Reader titles should be made by the candidate's sponsor; either the Head of School or Research Institute Director.

**2.1.2.** Applications should be made to the relevant Faculty Executive Dean in the first instance.

**2.1.3.** Following consultation with the Faculty Executive Dean and members of staff within the School/Research Institute, the Head of School/Research Institute Director should submit the following documentation to Human Resources:

Completed application form **\*HON PROF** which contains:-

- a) Supporting statement from the Head of School/Research Institute Director taking into account the criteria as detailed previously and advising that there will be no cost to the University School from the appointment. Statements should clearly state the benefits of the case to the University and detail what the candidate will be doing and clearly state under which of the criteria the case is being submitted
- b) A personal statement which sets out how the candidate feels that they have satisfied the relevant or chosen criterion and includes the applicant's academic plans for the period and the amount of academic time available. Clinical academics should refer to specific guidance which can be obtained from Human Resources
- c) Curriculum Vitae of the individual
- d) Publication list of the individual
- e) Grant Information (where appropriate)
- f) List of five independent assessors – of Professorial or equivalent standing. Details to include name, full postal address, telephone number, and email address

*\*All forms are available from the Human Resources website.*

**2.1.4.** In addition, this documentation **MUST** also be submitted electronically in Microsoft Word format, i.e., via email or Sharepoint.

### **2.2. Next Steps**

**2.2.1.** Cases will normally be considered at one of the two meetings of the Professorial & Readership Promotions Committee (usually December and February). The Committee will consider the case and ask Human Resources to contact names from the candidate's list of independent assessors; the Committee will agree an appropriate number of assessors for each case. Please note that the Committee reserve the right to contact additional assessors if considered appropriate.

**2.2.2.** It should be noted that when considering the award of an Honorary Chair/Reader, assessors' reports may not be taken up in every case and, if the candidate has been employed at Keele University in the preceding five years, the Committee might consider that it will not be necessary to request any reports.

**2.2.3.** At the subsequent meeting of the Professorial & Readership Promotions Committee (or by correspondence) the Committee will further consider the submission in light of the assessors' reports received and decide which individuals should be awarded titular Chairs/Readerships.

### **2.3. Unsuccessful Cases**

**2.3.1.** In the case of an unsuccessful application, the Professorial and Readership Promotions Committee will notify the case sponsor who should inform the candidate in person if possible.

### **2.4. Renewals**

**2.4.1.** Titles are awarded for a maximum period of three years (unless the case specifically requests for it to be of a shorter period of time) and the procedure for renewal remains the same as for an original submission, with the addition of the report of activities from the candidate and their sponsor, but reports from independent assessors will not normally be required.

**2.4.2.** All recommendations made by the Professorial and Readership Promotions Committee will be subject to approval by Senate and Council.

### **2.5. Procedure for Short-Term Titles**

**2.5.1.** Where an Honorary Professor or Reader title is required for twelve months or less, the following modified procedure may be used:

- a)** The Head of School/ Research Institute Director should submit a statement which clearly sets out any background to the case, what the candidate will be doing and how the University will benefit from this.
- b)** In addition to the statement, the Head of School/Research Institute Director should also submit a full CV from the candidate.
- c)** In most cases, the Chair of the Professorial and Readership Promotions Committee will take Chair's action. The Chair, however, reserves the right to consult more widely with other Committee members should they feel that the case is not straightforward.
- d)** As before, all recommendations are subject to approval by Senate and Council.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1. Obligations of Title Holders**

**3.1.1.** Six months prior to the end of the awarded title, Human Resources will write to individuals and ask them to provide a report 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 since the title was awarded. If appropriate, this report will form part of the renewal process. Titles will be withdrawn if there is no active involvement with the University.

**3.1.2.** Human Resources will forward a copy of this report to the appropriate Faculty Executive Dean who can note any particular achievements or problems.

**3.1.3.** The Faculty Executive Dean will agree any further expectations/forms of evidence of contribution/participation with the titleholder and will notify Human Resources 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.

**3.1.4.** 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.

**3.1.5.** 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.

## **3.2. Benefits of Title Holders**

**3.2.1.** The following benefits will be made available to an Honorary Professor/Reader:

- a)** Reasonable use of the Library and other Information Services facilities
- b)** Such other privileges as the Vice-Chancellor or the appropriate Faculty Executive Dean might make available from time to time.
- c)** Titleholders may apply for research grants/funding through the official University channels but cannot 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).
- d)** 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.

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

**3.2.3.** Following agreement to award a title, Human Resources will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:

## **4. RELATED POLICIES AND PROCEDURES**

**4.1** This procedure should be read in conjunction with the following Policies and Procedures (as may be required):

- a)** Emeritus Professor Title Award Procedure
- b)** Visiting Professor and Reader Title Procedure
- c)** Policy for the Management of Conflicts of Interest

## **5. REVIEW, APPROVAL & PUBLICATION**

**5.1.** As a general principle, the Procedure will be reviewed by the HR Department, in consultation with recognised Trade Unions, after three years or where operational and/or legislative

requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

## 6. ANNEXES

Annex A – Criteria for An Honorary Chair and An Honorary Readership

## 7. DOCUMENT CONTROL INFORMATION

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|---|---|
| <b>Document Name</b>                          | Honorary Professor / Reader Title Award Procedure   |
| <b>Owner</b>                                  | Chief People Officer, Human Resources   |
| <b>Version Number</b>                         | 1.1   |
| <b>Equality Analysis Form Submission Date</b> | [Decision from Equality Analysis and form submission date]  |
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| <i>For Office Use – Keywords</i>              | Honorary Professor<br>Honorary Reader   |

### CRITERIA FOR AN HONORARY CHAIR

- a) outstanding achievement in original research, teaching and academic leadership (defined as the ability to influence and inspire others); **or**
- b) exceptional and internationally recognised achievement in original research, of either a pure or applied nature; **or**
- c) exceptional and nationally/internationally recognised achievement in teaching, **or**
- d) nationally acknowledged academic achievement in a professional discipline, for example, the development of professional practice, policy or public understanding beyond and within the University.

#### ONLY ONE OF THE CRITERIA LISTED ABOVE MAY BE USED

#### NOTE

- In all applications for an Honorary Professorial title from any discipline the individual should be asked whether they envisage an application for transfer to Keele in the foreseeable future.
- If the answer is yes, the normal enquiry should be made as to whether or not the University would accept this transfer. This would include seeking the views of the relevant Head of School/Research Institute Director, in consultation with the Faculty Executive Dean, as whether a transfer at Professorial level would be appropriate.
- If Keele is likely to accept the transfer and the Head of School/Research Institute Director and Faculty Executive Dean are of a view that a Professorial appointment might be appropriate, the individual will be advised to go through the full promotions assessment process.
- If the Head of School/Research Institute Director and Faculty Executive Dean feel that the possible level of appointment is below Professorial level, the individual should be advised to wait until the transfer has taken place and then apply for promotion through the normal route at the appropriate time in the future.

### CRITERIA FOR AN HONORARY READERSHIP

- a) outstanding distinction and achievement in the conduct, outcome, dissemination and impact of research whether basic and/or applied, and/or enterprise, beyond the level expected for a Senior Lecturer.
- b) outstanding distinction and achievement in the conduct, outcome, scholarship and dissemination of learning and teaching, beyond the level expected for a Senior Lecturer.

A successful candidate should provide evidence that their contribution to the advancement, application and dissemination of knowledge distinguishes them as an acknowledged expert in their discipline, endorsed by recognised authorities. Where appropriate this may also include proven success in leadership and/or management of a team.

#### ONLY ONE OF THE CRITERIA LISTED ABOVE MAY BE USED