

## **HONORARY, VISITING AND EMERITUS TITLES POLICY**

### **1. INTRODUCTION**

- 1.1.1 This document sets out the University's Policy on the award of Honorary, Visiting and Emeritus titles. This Policy is supported by, and therefore should be read in conjunction with, the Honorary, Visiting and Emeritus Titles Procedure which outlines the steps to award, manage, renew and terminate a title. This policy is in accordance with the requirements of University Statute and Ordinance, where applicable.
- 1.1.2 An Honorary, Visiting or Emeritus title at the University is a prestigious award and made in recognition of extremely valuable contributions from individuals of appropriate academic standing who are not members of the University staff. Individuals must contribute significantly to the work the University's academic developments either in research, teaching or enterprise and professional services.
- 1.1.3 This policy sets out the criteria and circumstances in which a title may be considered and awarded. It applies to all Honorary, Visiting and Emeritus titles, hereafter referred to as titleholders.

### **1.2 Purpose**

- 1.2.1 The purpose of this policy is to:
- set out the principles and ensure that titles are considered and awarded only where there is a clear benefit to the University, and there is ongoing engagement and activity between the University and titleholder;
  - define the title classifications available and the eligibility criteria of each;
  - provide appropriate rigour in the award and management of titles;
  - outline the expectations of title holders and the associated access to resources.

### **1.3 Scope**

- 1.3.1 This policy applies to all Honorary, Visiting and Emeritus titleholders and those involved in administering and conferring awards.
- 1.3.2 Whilst it is expected that titleholders will support the activities of Schools and Faculties, by exception, titleholders can be supported in Directorates providing the criteria outlined is

adhered to. To this end, where reference is made to Head of School and Faculty Executive Dean, this should be read as Head of the Professional Service Area and Director in the case of Directorate activity.

- 1.3.3 This policy does not apply to clinical academics substantively employed by a partner NHS Trust and holding an honorary clinical contract with the University. These individuals have different arrangements governing their association with Keele and as outlined in their agreements.
- 1.3.4 The award of a title is a voluntary arrangement which allows individuals from other institutions and business, or who have retired, to collaborate with staff at Keele. Title awards should not be used as a means of providing other individuals with access to University facilities such as email, library or buildings, nor should it be used in the place of employment.
- 1.3.5 The award of a title does not indicate any form of employment relationship with a titleholder and they are not employees of the University.

## **2. POLICY**

- 2.1 The University recognises the significant contribution that titleholders can make to the University's academic profile. The University may confer Honorary, Visiting and Emeritus titles on those with whom the University wishes to collaborate with in its goals of excellence in education and research, or enterprise and professional service activities and which provide opportunity to enhance our external reputation as well as introducing new ideas.
- 2.2 Titles should only be awarded in limited circumstances to individuals of sufficiently high distinction and should bring clear benefits to both the University and the individual concerned. Honorary, Visiting and Emeritus titles should only be awarded to make available to the University a range of expertise, support and advice that could not otherwise be drawn upon.
- 2.3 In the case of Honorary or Visiting Professor titles, candidates should be judged against the same standard of output as for substantive University positions, albeit that activities with or on behalf of the University are secondary to an individual's substantive role and this should be taken into account when considering the appointment.
- 2.4 Whilst the award of a title and ongoing collaboration may bring many benefits to the University, there could also be risks where there is insufficient rigour in the award of a title and/or relationships are not appropriately managed. It is therefore the responsibility of all sponsors, Head of Schools, Head of Service Areas and Faculty Executive Deans, Directors, the Vice Chancellor and any individual involved in the award of titles, to ensure that this policy is adhered to.
- 2.5 The award of a title is an honour and a gift of the university. There is no appeal process if the University decides not to confer a title or terminate it early.

## **2.6 Length of Award**

- 2.6.1 A title should be awarded for a time-limited period and subject to a minimum of 3 months and maximum of 3 years, with the possibility of renewal where appropriate. The length of award should be kept to the minimum period and reflect the length of time the title holder is required to make their specific contribution to the University.
- 2.6.2 Titles may be renewed prior to expiry for further 3 year periods, or less where it is anticipated the activity will cease earlier. Decisions regarding extensions should be made in good time and the renewal process should commence 9 months in advance of the appointment end date. In the absence of the necessary approval, including Senate and Council, a title will expire and all associated privileges will end.

## **2.7 Obligations of titleholders**

- 2.7.1 Titleholders must continue to have active links with the University. Titles and access to facilities may be withdrawn if it is felt that active participation with the University has not been maintained.
- 2.7.2 Titles carry with it no other obligations on holders other than that of making themselves available, so far as in their own judgement is possible, for consultation by University colleagues. If the holder takes up another appointment and/ or connection and activity with the University reduces, the title will lapse.
- 2.7.3 Titleholders are in a position of trust and the University is committed to conducting business with honesty, integrity and expects all titleholders to adopt and maintain high standards of professionalism and ethical standards during their engagement and when carrying out activities under the University'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 it appropriate to do so.
- 2.7.4 Recipients of a title are welcome to use the title with the University, however recipients have an obligation to make clear the context in which the title has been awarded and state the Honorary, Visiting or Emeritus status of the title, and it must not be used after the date on which the conferral ends.
- 2.7.5 Title holders are required to comply with certain policies and procedures of the University which are made available via the University website. These include but are not limited to:
- Health and Safety Policy
  - Information Security Policy
  - IT Acceptable Use Policy
  - Personal Relationships at Work Policy & Professional Guidance
  - Intellectual Property Management Code of Practice
  - Conflicts of Interest Policy & Conflicts of Interest Procedure
  - Dignity and Respect Policy and Procedure
  - Research Ethics Policy

- Research Integrity Policy
- Use of Email Code of Practice
- IT Bring Your Own Device (BYOD) Policy
- Data Protection Policy

2.7.6 Title holders must complete any training stipulated by the Head of School within an appropriate timeframe, usually of no more than 3 months. It is the responsibility of the Head of School or Head of Professional Service Area to ensure any necessary training is completed in an appropriate timeframe and where this is not achieved, the title withdrawal process is commenced.

## 2.8 Access to Resources

2.8.1 For the duration of the title award individuals should be given access to resources in line with the activities they are fulfilling with the University. Resources should only be used for educational purposes and subject to the University's policies and guidelines. Schools should make the appropriate arrangements for individuals to gain access to the relevant resources. Resources may include, library services, shared office space and access to University electronic resources/systems and email.

2.8.2 The following benefits may be made available to a title holder:

- a) Reasonable use of the library for reasons associated with the title and subject to licence restrictions.
- b) Appropriate IT access according to the nature of the activities.
- c) The right to use the University as an academic address for specified academic purposes only.
- d) Titleholders may not apply for research grants through Keele is the Principal Investigator, though they may be named as a co-applicant.
- 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.

2.8.3 Titleholders have no duties or powers but on ceremonial occasions, an Emeritus Professor takes precedence after members of Senate. Title holders are not entitled to be members of the University Council, the Senate or any Board or to exercise any administrative function of the University.

## 2.9 Paid Work

2.9.1 The Honorary, Visiting and Emeritus agreement makes clear that it is not an employment relationship. It is however important that how we treat and engage individuals in practice supports this. Any activities undertaken must be on a voluntary basis and a titleholder cannot be compelled to complete any work or activity for the University.

2.9.2 Titleholders cannot also be paid employees of the University. There may be unusual circumstances where an Honorary, Visiting or Emeritus titleholder is appointed to undertake other paid work with the University. If the holders of such status are receiving payment for

services to the University, regardless of whether the work is in a different School/ Faculty from where the title was awarded, the title will lapse. In such circumstances, the title may be re-awarded once the recipients have completed their paid work for the University.

- 2.9.3 As Honorary, Visiting and Emeritus titleholders may be considered 'voluntary workers' the University must fulfil immigration duties and complete a right to work or visitor check.

## 2.10 Termination or Withdrawal of a Title

- 2.10.1 Whilst it is expected that a title will remain in place for the full period the status has been granted, the University reserves the right to remove a title. The circumstances under which the status may be suspended or withdrawn and how this should be managed is outlined in the Honorary, Visiting and Emeritus Titles Procedure.

## 3. ROLES AND RESPONSIBILITIES

### 3.1 Title Holders

- 3.1.1 In accepting the award of a title, an individual agrees to observe the University's policies and procedures, protect the reputation of the University, and conduct themselves in a manner consistent with the University's values and behaviours. They will be required to comply with the relevant policies and procedures, which relate to their activities.
- 3.1.2 Titleholders must:
- a) Adopt the highest professional and ethical standards when carrying out activities under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time they hold the title;
  - b) complete all training requirements set by the Head of School or sponsor;
  - c) comply with University policies and procedures, including Conflicts of Interest, and inform the University of any change in circumstances;
  - d) provide a report on their activities upon request and approximately 9 months prior to the end of their title award. The report must demonstrate their academic activities such as contribution to school, publications etc.

### 3.2 University Sponsor

- 3.2.1 The University sponsor is the member of staff who nominates the individual for a title and whom has day-to-day oversight of activities. They are responsible for:
- a) applying the criteria and obtaining necessary supporting evidence in order to progress an initial title or renewal thereafter;
  - b) managing activities and maintaining a reasonable level of contact. Should any concerns emerge or activities cease, to notify the Head of School/ Professional Service area;

c) ensuring titleholders are supported appropriately in their endeavours and that the titleholder's work is linked to the activities of the School or Faculty in an active way.

### 3.3 Head of School/ Professional Service Area

3.3.1 Heads of School/ Professional Service Area are responsible for:

- a) Supporting the implementation of this Policy and associated procedure and supporting an environment whereby titles are appropriately managed and only awarded where there is a clear benefit of so doing;
- b) ensuring that all titleholders within their area of responsibility are aware of this Policy and the requirements set out within relevant policy and procedure;
- c) ensuring an appropriate induction into activities and expectations. This is to include appropriate health and safety and data security consideration according to the nature of their activities;
- d) oversight of activities and ensuring that the boundaries of the role of a title holder and employment status do not become blurred.

### 3.4 Deans, Directors and Vice-Chancellor

3.4.1 Deans and Directors are responsible for:

- a) Leading on the implementation of this policy and associated procedure and the overall governance, ensuring titles are appropriately managed and awarded only where there is a clear and necessary benefit of doing so and the proposed activities fit with the overall School and Faculty plans;
- b) ensuring that all direct reports are aware of this Policy and its requirements and that titleholders are appropriately supported and managed and that titles are terminated where activities cease.

3.4.2 The Vice-Chancellor has oversight of all Professorial and Reader title approvals and must do so in accordance with this policy.

### 3.5 Senate and Council

3.5.1 In accordance with Statute and Ordinance, Council has responsibility for the conferment of the titles set out herein upon report from the Senate.

### 3.6 Human Resources

3.6.1 Human Resources will administer title awards.

3.6.2 Human Resources are available to provide advice on the policy and procedure. All requests for appointments, extensions and the ending of titles will be administered by Human Resources.

## 4. RELATED POLICIES AND PROCEDURES

4.1 This policy should be read in conjunction with the Honorary, Visiting and Emeritus Titles Procedure. The following policies, procedures and key documents may need to be considered:

- Health and Safety Policy
- Information Security Policy
- IT Acceptable Use Policy
- Personal Relationships at Work Policy & Professional Guidance
- Intellectual Property Management Code of Practice
- Conflicts of Interest Policy & Conflicts of Interest Procedure
- Dignity and Respect Policy and Procedure
- Research Ethics Policy
- Research Integrity Policy
- Use of Email Code of Practice
- IT Bring Your Own Device (BYOD) Policy
- Data Protection Policy

## 5. REVIEW, APPROVAL & PUBLICATION

- 5.1 The University will monitor and review the award of titles and the effectiveness of the policy and associated procedure on an ongoing basis.
- 5.2 As a general principle, the Policy alongside the Emeritus, Honorary and Visiting Titles Procedure, will be reviewed by the HR Department, or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.
- 5.3 A copy of this and related policies and procedures can be located on the University's Policy Zone.
- 5.4 Equality issues have been taken into account during the development of this policy and all protected characteristics considered as part of the Equality Impact Assessment undertaken.

## 6. ANNEXES

Annex A – Title Classification

## 7. DOCUMENT CONTROL INFORMATION

|   |   |
|---|---|
| <b>Document Name</b>                          | Emeritus, Honorary and Visiting Titles Policy |
| <b>Owner</b>                                  | Chief People Officer                          |
| <b>Version Number</b>                         | 1   |
| <b>Equality Analysis Form Submission Date</b> | June 2025                                     |
| <b>Approval Date</b>                          | 25 March 2025                                 |
| <b>Approved By</b>                            | University Executive Committee                |
| <b>Date of Commencement</b>                   | 11 September 2025                             |

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| <b>Date of Last Review</b>                           | n/a  |
| <b>Date for Next Review</b>                          | March 2028   |
| <b>Related University Policy Documents</b>           | <p>Emeritus, Honorary and Visiting Title Procedure</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Information Security Policy</li> <li>• IT Acceptable Use Policy</li> <li>• Personal Relationships at Work Policy &amp; Professional Guidance</li> <li>• Intellectual Property Management Code of Practice</li> <li>• Conflicts of Interest Policy &amp; Conflicts of Interest Procedure</li> <li>• Dignity and Respect Policy and Procedure</li> <li>• Research Ethics Policy</li> <li>• Research Integrity Policy</li> <li>• Use of Email Code of Practice</li> <li>• IT Bring Your Own Device (BYOD) Policy</li> <li>• Data Protection Policy</li> </ul> |
| <i>For Office Use – Keywords for search function</i> | Honorary, visiting, emeritus.  |



## Annex A - Title Classifications

There are 5 classifications of title at Keele University:

| Title              | Awarded To  |
|--------------------|---|
| Visiting Academic  | <ul style="list-style-type: none"> <li>• This title may be awarded to individuals of academic standing employed at another HEI.</li> <li>• Titleholders will collaborate in a significant way with University staff members on research and/ or teaching programmes to produce measurable results.</li> <li>• The majority of visiting titleholders will be one of the following: <ol style="list-style-type: none"> <li>1. A member of staff who has recently left Keele's employment but has active PhD duties</li> <li>2. Where a title is specified within the terms of a grant</li> <li>3. Physically visiting Keele University for a defined period from an overseas institution.</li> </ol> </li> </ul>  |
| Honorary Fellow    | <ul style="list-style-type: none"> <li>• Professionals of equivalent standing employed as leaders in business, industry and the public sector who have an established track record of excellence in their area of expertise.</li> <li>• Prospective titleholders will collaborate in a significant way, contributing to school plans through talks, presentations of their work, career guidance, mentoring, professional advice etc.</li> </ul>  |
| Visiting Professor | <ul style="list-style-type: none"> <li>• The Visiting Professor title is usually reserved for distinguished academics from other Universities, where they already hold the title of professor or equivalent status.</li> <li>• Visiting Professors will engage with the University for a defined period and for a clear purpose contributing to research or education activities that complements the School's strategy.</li> <li>• The majority of visiting title holders will be one of the following: <ol style="list-style-type: none"> <li>1. A member of staff who has recently left Keele's employment but has active PhD duties</li> <li>2. Where a title is specified within the terms of a grant</li> <li>3. Physically visiting Keele University for a defined period from an overseas institution.</li> </ol> </li> </ul> |
| Honorary Professor | <ul style="list-style-type: none"> <li>• Awarded to individuals who have regular and significant involvement with the University.</li> <li>• Appointments at this level are reserved for professionals who hold equivalent status in a comparable profession. They will be eminent leaders in business and industry who contribute to the enterprise activities and in some cases the education and research.</li> <li>• They will collaborate with the University in a significant way and for a defined period and for a clear purpose, contributing to research or education activities that complements the School strategy and delivering measurable results.</li> </ul>   |

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|-------------------------------|--|
|                               |  |
| Emeritus Professor/<br>Reader | <ul style="list-style-type: none"> <li>• Distinguished Professors and Readers who retire from the University and wish to have a continuing active and professional relationship with the University may apply for an Emeritus title.</li> <li>• They must demonstrate potential and intention to continue on a voluntary basis to contribute to the University's strategic aims and have clear objectives that complement the Schools activities i.e. guest lecturers, research activities etc.</li> </ul> |

There should be no deviation from the above titles, other than the addition of the word 'clinical', or where necessary use of 'honorary senior clinical academic' for individuals who have shown a demonstrable contribution to the academic life of the Faculty of Medicine and Health Sciences and for whom this title is justified and necessary. The word 'clinical' may also be added to titles for the Harper Adams Vet School where appropriate.