



## HONORARY, VISITING AND EMERITUS TITLES PROCEDURE

### 1. INTRODUCTION

- 1.1.1 This document sets out the University's procedures for the award, management, renewal and termination of Honorary, Visiting and Emeritus titles and is in accordance with the requirements of University Statute and Ordinance. This Procedure is supported by, and therefore should be read in conjunction with, the Honorary, Visiting and Emeritus Titles Policy.
- 1.1.2 The granting of a title is intended to facilitate collaboration with distinguished individuals from other universities or external organisations, or who are retiring, and with whom the University wishes to work to further its goal of excellence in research, education, or enterprise and professional services and who are not employees of the University. A title carries no privileges other than access to agreed University facilities and must be conferred strictly in line with the criteria set out herein and in accordance with the Honorary, Visiting and Emeritus Titles Policy.
- 1.1.3 Honorary, Visiting and Emeritus status should be offered in limited circumstances to individuals of sufficiently high distinction and where there is a clear benefit to the University and individual concerned.
- 1.1.4 When applying for a title with the University, it is important that the applicant and the supporting Head of School, Faculty Executive Dean and Vice-Chancellor/ approving committee, where applicable, give serious consideration to the reasons for the application. The contribution that the applicant will make to the University should be clear and significant.
- 1.1.5 To be awarded a title applicants must demonstrate an appropriate level of achievement in research, teaching or professional reputation. It is intended, once appointed, that the titleholder should make a significant contribution to the work of the University for the full duration of the title awarded.

### 1.2 Purpose

- 1.2.1 Keele University recognises the significant contribution that titleholders can make to the University's academic profile. Honorary, Visiting and Emeritus titleholders contribute to teaching, research, enterprise and professional service activities and provide an opportunity to enhance our external reputation as well as introducing new ideas.

1.2.2 This procedure sets out the process for conferring titles, both new titles and renewals, and the steps to take if a title should cease prior to the intended end date. The criteria outlined within the Honorary, Visiting and Emeritus Titles Policy must be applied strictly and fully to maintain standards of excellence. It also details what title holders can expect from the University and what the University expects in return. This includes title classification, tenure and access to resources associated with a title.

1.2.3 The purpose of this procedure is to:

- set out the principles of title holders;
- provide appropriate rigour in the award and management of titles;
- set out the terms, conditions and faculties provided during the appointment period;
- detail the process to award a title; and
- set out the procedure for renewing or ending these appointments.

### 1.3 Scope

1.3.1 This procedure applies to the award, renewal and termination of all Honorary, Visiting and Emeritus titles.

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 taken as Head of the Professional Service Area and Director in the case of Directorate activity.

1.3.3 This document outlines the criteria and procedure to be followed in awarding Honorary, Visiting and Emeritus titles. All titles must be conferred in line with this procedure and activities linked to a title, including the granting of access to University facilities, cannot commence until full approval and a formal agreement setting out the obligations and entitlements of titleholders is in place.

1.3.4 Whilst it is not possible to define the precise nature of a collaboration that may warrant the award of a title, there must be significant benefit arising from it and it must have a clear link to the University and/ or Faculty agenda.

1.3.5 This procedure should not be used for individuals who carry out specific work for the University for which they are paid. Neither does it apply to honorary contract holders such as 'joint appointments' of Clinical Academics between the University and partner organisation. The award of an Honorary, Visiting or Emeritus title does not create an employment relationship and title holders are not remunerated.

## 2. PROCEDURE

- 2.1 The award of a title may be used to make available to the University a range of expertise, support and advice that could not otherwise be drawn upon. The titleholder should be able to contribute to significantly improving a School and Faculty's capacity to produce high-quality research outputs, to generate research income, to engage in knowledge dissemination or to play a role in a public arena.

### 2.2 General Principles

- 2.2.1 When considering an application for a title with the University, it is vital that both the applicant and the supporting parties give due consideration to the reasons for the application and that there is clear and significant benefit. An appropriate level of achievement in research, teaching or professional reputation must also be demonstrated. It is the responsibility of any individual supporting a case that they are fully satisfied that this has been met.
- 2.2.2 Prior to an application it is important that the individual engages with their sponsor, outlining the contribution they will make to the School, Faculty and University and the sponsor is supportive of the application being made. Should the sponsor feel that the title is not justified, they should discuss this and inform the applicant.
- 2.2.3 The application form requires individuals to declare any actual or perceived conflict of interest as defined by University Policy. It is important that reviewers consider any declaration made. It may be inconsistent with an application for a University title for applicants to have titles with other institutions.
- 2.2.4 Where an application is made by a current member of University staff, they must demonstrate on the title application form that all mandatory training has been completed within the previous 12 months.
- 2.2.5 At each approval level the recipient must consider the following and only approve a case if they are fully satisfied that all of the criteria have been met or exceeded:
- the proposed award title is appropriate and the individual meets the associated criteria outlined in Annex A;
  - the duration of the proposed title award is appropriate;
  - the individual's expertise, experience and professional standing has been sufficiently evidenced;
  - there is clear explanation of the activities proposed and they fit with the School and/ or Faculty plans.
- 2.2.6 Extensions beyond the initial period may be sought and it is vital this is commenced by the Head of School in good time to ensure there is no break in the title award period and access to resources. Extensions should only be supported where the titleholder is able to adequately demonstrate that they will continue to achieve the expectations set.

### 2.3 Sponsorship for the award of a title

- 2.3.1 Where a member of the University community (hereafter referred to as sponsor) provides in principle support to an application for title, they should commence the application process and share details with the applicant. Once the applicant has completed and submitted the request, it will be shared with the Sponsor for review. The sponsor must fully explore the basis of the request and clearly document their reasons for supporting, or not supporting, an application. This should include how the application would contribute to the work and objectives of the School and/or Faculty.
- 2.3.2 Once the form has been submitted it will automatically move to the next approver (if applicable).

## 2.4 Head of School Review

- 2.4.1 The Sponsor can be the Head of School and in such cases it is acceptable for the Head of School to complete both stages of the application process. The Head of School must fully explore the basis of the request and clearly document their reasons for supporting, or not supporting, an application. This should include how the application would contribute to the work and objectives of the School and/or Faculty.

## 2.5 Dean Approval

- 2.5.1 Following approval by the Head of School the application will be submitted to the relevant Faculty Executive Dean for review. It is the responsibility of the Dean to be assured of the level of contribution and that the proposed activities fit with the School or Faculty strategic plan. It is of upmost priority that awards are only considered and confirmed in exceptional and strong cases, where there are clear benefits of the associated engagement, and that titles are not unfairly awarded which do not meet the standards of the University. The Faculty Executive Dean may wish to consult with leaders within their Faculty when considering an application.
- 2.5.2 If the proposal is rejected at any stage, the sponsor and Head of School will be informed and the approval process will stop.

## 2.6 Independent Assessors Report

- 2.6.1 The application form requires prospective titleholders to provide an assessors report from their current or most recent employer. Reviewers should consider the assessors report and if it meets University expectations. The University reserve the right to request nominations for, and obtain, further independent assessors reports where deemed necessary. Independent assessors reports will not usually be required where the applicant is employed by Keele at the time of making an application, or for a renewal application.

## 2.7 University Approval

### 2.7.1 Emeritus, Professorial and Reader Cases Only

- 2.7.1.1 In the case of Emeritus, Professorial and Reader titles the workflow will be forwarded to the VC for approval. The VC will consider the case and where necessary refer the matter to, or confer with members of, the Professorial and Readership Committee, or in the case of Professional Services the Chief Operating Officer.

### 2.7.2 Honorary and Visiting Cases (excluding Professorial)

2.7.2.1 Vice-Chancellor approval is not required following Dean approval and cases should progress in line with 2.8.

### 2.8 Title Conferment

2.8.1 Following approval by the Dean, or in the case of Professorial and Reader titles, the Vice-Chancellor, all recommendations for approval will be subject to Senate and Council ratification.

### 2.9 Unsuccessful Cases

2.9.1 If at any stage the application is declined, the Sponsor and Head of School will be notified and they should inform the applicant.

2.9.2 The award of a title is an honour and a gift of the university. There is no appeal process in the event that the University decides not to confer a title.

### 2.10 Human Resources Administration

2.10.1 Following completion of the application and approval process where the award of a title is conferred Human Resources will be notified and the appropriate title award letter and terms will be issued. The appropriate Head of School will be notified and they will be responsible for induction arrangements.

### 2.11 Induction

2.11.1 It is important to consider an appropriate and effective induction programme for titleholders, to help integrate them with the School or department and the wider University. It is important that titleholders are signposted to appropriate policies and procedures as well as ensuring all Health and Safety requirements are fulfilled. It is the responsibility of the Head of School to ensure that a suitable level of support is provided.

### 2.12 Review and renewal

2.12.1 During the title award period it is the responsibility of the Head of School to keep activities and contribution under review.

2.12.2 Normally titles are awarded for a minimum period of 3 months and maximum period of 3 years. At both the review and approval stage, consideration should be given to the appropriate duration according to the predicted activity end date. It is key that titles are not live longer than the activities and links are maintained.

2.12.3 Upon expiry of the agreed duration, the agreement will cease and record terminated. There will be no automatic renewal.

2.12.4 Shortly before, and at least 9 months prior to a title end date, the Head of School will be notified of the impending end date. It is the responsibility of the Head of School to consider if

a renewal is justified. At this time the titleholder will be requested to complete and submit an activity report. Renewal should only be considered where the individual is required to continue to make a similar level of contribution of the work of the School or Faculty and where an activities report has been submitted.

- 2.12.5 Formal reports are not required at any other time during an award period, however it is at the discretion of the Head of School to request a written or verbal report at any time.
- 2.12.6 Should there be reason and continuing benefit for the award of the title to be extended, the Head of School is responsible for generating the request in good time and this should be at least 6 months in advance of the appointment end date. It is recommended that these conversations and any subsequent applications is started early to ensure renewal is a smooth process.
- 2.12.7 The procedure for renewal remains the same as for an original submission. The renewal application requires applicants to demonstrate how they have made a substantial contribution and the benefits of it continuing.
- 2.12.8 For any extensions to be approved, the titleholder must have made reasonable contribution to the University during their initial term and there be clear objectives associated with the extended period.
- 2.12.9 Reports from independent assessors are not normally required for renewals.

### 2.13 Withdrawal of Honorary, Visiting or Emeritus Title

2.13.1 Awards are expected to last for the full period the status has been granted. However, the University retains the right to suspend or withdraw a title. Example circumstances under which the status may be suspended or withdrawn, are set out below. This is not an exhaustive list.

- Where the requirement for the individual to retain the title for the full length of award no longer exists, e.g. where the activities they are required to contribute to cease earlier than expected.
- Where the individual's contribution does not remain consistent with the title conferred.
- Where there is no evidence of a continuing link with the University and no activity has been undertaken for a period of time. In such circumstances consideration should be given to the reason for any temporary cessation in activity, such as periods of ill health, and in such circumstances the benefits of the title may continue or be temporarily suspended.
- Where the individual has accepted a contract of employment with the University (although the status may be awarded again if the individuals employment with the University comes to an end and the activities for which the title was awarded resume).
- Where the actions of the individual, either within or outside of the University, could have resulted in negative publicity for the University, or brought the University into disrepute.
- Where the individual has breached or failed to comply with University standards, policies, procedures, regulations or instructions.
- Where the individual has failed to complete identified training within the timescales specified.

- If there is a conflict of interest which arises, or it is considered that damage may be caused to the reputation of the University by continued association.

In any of the above circumstances the title may be withdrawn at any time at the University's sole discretion.

2.13.2 Where the Head of School proposes to withdraw a title partway through the appointment this should be discussed in the first instance with the Faculty Executive Dean and HR. Where the school recommends termination, it is the decision of the Faculty Executive Dean or Director. In the case of a Professor or Reader title the recommendation to terminate a title should be made to the Vice-Chancellor whose decision is final.

2.13.3 Except in circumstances such as those outlined in 2.13.1 all titles will terminate at the planned end date. Where an application for renewal has been made but not approved, the title will cease. It is therefore important that where an extension is being considered, it is made and administered in good time.

2.13.4 At the end of a title term, the HR administration team will write to the title holder, thanking them for their contribution and ending the period of activity.

2.13.5 Where a title holder wishes to end their period of title award early, they are asked to provide written notification to the Head of School in order that this can be shared with HR who will end their association.

#### 2.14 Visa & Qualification / Professional Registration

2.14.1 As titleholders may be undertaking voluntary and unpaid work for and on behalf of the University a right to work check is necessary for those within the UK, or those wishing to enter the UK and undertake activities as a visiting academic, in order to ensure compliance with UK Visas and Immigration.

2.14.2 Titleholders who are based overseas and do not visit the UK will not require a right to work check unless they subsequently come to the UK and undertake any activities under their title appointment. In such instances a visitors check must be undertaken.

2.14.3 Titleholders should be advised that if any time of a visa is required and they are outside of the UK, they should not make arrangements to travel to the UK until they have obtained the necessary visa detailing their leave to remain in the UK.

2.14.4 If at any time a titleholders right to work status changes or it is revoked, the University must be informed immediately. The work area is responsible for checking whether the individual requires an Academic Technology Approval Scheme (ATAS) certificate. The department is also responsible for checking whether the individual requires a Disclosure and Barring Service check where an individual will be working in a position of trust undertaking 'regulated' activity as part of their title.

2.14.5 It is the responsibility of the supporting School and the title holder to ensure that they understand any visa restrictions the individual may have and ensure compliance.

2.14.6 If the titleholders activities require a particular qualification or registration with a Registered Body, the department is responsible for checking and retaining a copy of the status of that qualification or registration. The titleholder is required to advise Keele if their registration status changes.

2.14.7 All titleholders are required to disclose any 'unspent' criminal convictions as part of their application, in accordance with the University's policy.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 Title holders**

3.1.1 In accepting the award of a title, an individual will agree 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 informing the University of any changes in circumstances;
- d) provide a report on activities upon the request of their sponsor or Head of School. Any such 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 honorary titleholders are supported appropriately in their endeavours;
- d) ensuring 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) applying the criteria and obtaining the necessary supporting evidence in order to progress an initial title or extension thereafter;
- b) ensuring honorary titles holders are supported appropriately in their endeavours;



- c) remaining up to date on the contributions being made to the University by the title holder. The Head of School should regularly assess whether the relationship remains of mutual benefit. This will require the Head of School (or sponsor) meeting with the title holder periodically;
- d) set up access to any facilities and services required and permissible. Head of School must be discerning as to what access is genuinely needed and this must be kept to a minimum;
- e) ensure appropriate training has been completed and where this is not the case, to instigate the termination process.

### 3.4 Deans, Director and Vice-Chancellor

#### 3.4.1 Deans and Directors are responsible for:

- a) Leading on the implementation of this policy and associated procedure and 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 title approvals and should 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 The Human Resources Employee Relations team are available to provide advice on the 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 procedure should be read in conjunction with the Emeritus, Honorary and Visiting Titles Policy. The following policies, procedures and key documents that 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 Procedure alongside the Emeritus, Honorary and Visiting Titles Policy, will be reviewed by the HR Department after 3 years, or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

5.2 A copy of this and related policies and procedures can be located on the University's Policy Zone.

5.3 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>	Honorary, Visiting & Emeritus Titles Procedure
<b>Owner</b>	Chief People Officer
<b>Version Number</b>	1
<b>Equality Analysis Form Submission Date</b>	June 2025
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<b>Date for Next Review</b>	March 2028
<b>Related University Policy Documents</b>	<ul style="list-style-type: none"> <li>• Honorary, Visiting and Emeritus Policy</li> <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>
<b>For Office Use – Keywords</b>	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>A member of staff who has recently left Keele's employment but has active PhD duties</li> <li>Where a title is specified within the terms of a grant</li> <li>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>A member of staff who has recently left Keele's employment but has active PhD duties</li> <li>Where a title is specified within the terms of a grant</li> <li>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>

Emeritus Professor/ 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.