



Policy for the Award of Honorary Status

1. Policy Statement

Honorary status at the University of Edinburgh is a prestigious award given in recognition of extremely valuable contributions to: research, teaching, or strategic consultation and advice. Honorary status should be offered in limited circumstances to individuals of sufficiently high distinction, and should bring kudos to the University and to the individual concerned.

Honorary status is not required for small activities undertaken for, or in collaboration with, the University.

Individuals who accept honorary positions cannot also be paid employees of the University.

2. Scope and Purpose

This document sets out the criteria for the award of all types of honorary status. The criteria, as well as confirmation of approval routes and lengths of award, are set out at Annex A. This annex also specifies some of the criteria for the award of Emeritus Professor status, and Visiting Professorships.

Clinical honorary status is also covered, although it should be noted that there are some general differences in the reasons for such status being awarded. The differences for clinical honorary status are set out at Annex B.

3. Length of Award

Honorary status should be awarded for a time-limited period and subject to a maximum of 3 years, with the possibility of renewal where appropriate. The length of award should be kept to the minimum appropriate period, and should always reflect the length of time individuals are required to make their specific contribution to the University.

Honorary status should not be awarded for periods of less than 3 months.

4. Remuneration

Holders of any honorary title cannot also be paid employees of the University. If the holders of such a status are receiving payment for services to the University, regardless of whether the work is in a different School / College from where the honorary title was given, the honorary title will lapse. In such circumstances, the honorary titles may be re-awarded once the recipients have completed their paid work for the University.¹

It is recognised that, on some occasions, Visiting Professors require payment for the work they are asked to carry out, and without offering some form of payment, the University might not benefit from their contribution. It would be appropriate to ask these individuals to invoice the University for their services as they should not be placed on the payroll, or given employee status, unless there are exceptional circumstances. Such processes should be agreed locally within Schools and Colleges.

5. Access to Resources

Holders of honorary status should be given access to resources in line with the requirements of the role they are fulfilling on behalf of the University. Schools should make the appropriate arrangements for individuals to gain access to the relevant resources.

Resources provided may include: Library Services, Desk / Shared Office Space, Access to University Computers and Email.

6. Renewal of Honorary Status

With the exception of the title of Emeritus Professor (which does not have a limited time period), all other awards of honorary status should lapse at the end of their specified time period and there should be no automatic renewal.

Shortly before an award is due to come to an end, Schools and Colleges should follow a similar process as for the initial award in determining whether an extension to the honorary status should be given. Renewal should only be granted if the individual is still required to make a similar level of contribution to the work of the School or College.

It may be the case that, whilst the individual is still required to make a contribution to the work of the University, the level of contribution required has changed. In these circumstances, it might be appropriate to offer a different type of honorary status.

¹ Where an individual has been awarded Emeritus Professor designation, and subsequently returns temporarily to a paid role within the University at Professorial level, they may be granted the title of 'Professorial Fellow'. Their Emeritus Professor designation will be held in abeyance until their paid role has ended.

7. Approval of Awards of Honorary Status

Annexes A and B to this document set out the various levels of approval required for the different types of honorary status. It is the responsibility of each College to define the specific local processes for nomination and approval of appointments, and to ensure that these observe the University's policy on Equality and Diversity.

8. Withdrawal of Honorary Status

Awards of honorary status are expected to last for the full period the status has been granted. However, there are circumstances under which the status may be withdrawn, as set out below:

- Where the requirement for the individual to retain honorary status for the full length of the award no longer exists, e.g. where the contribution they are required to make ceases earlier than expected
- Where the individual has accepted a contract of employment with the University (although the honorary status may be awarded again if the individual's employment with the University comes to an end)
- Where the actions of the individual, either within or outside of the University, could result, or have resulted in, negative publicity for the University
- Where the individual has been found to have breached University policies or procedures, and where that breach would have ordinarily led to formal disciplinary action if the holder of honorary status had been an employee of the University.

Any proposal to withdraw honorary status must be agreed by the relevant Head of College before it is communicated to the individual concerned.

9. Useful Links

The nomination process for honorary status within the Colleges of Science and Engineering, and Humanities and Social Science please contact your local HR team at:

<http://www.ed.ac.uk/schools-departments/human-resources/about/in-colleges>

Further details about the award of honorary status within the College of Medicine and Veterinary Medicine (including clinical honorary status), and the appropriate nomination forms can be found at:

<http://www.ed.ac.uk/schools-departments/human-resources/about/in-colleges/medicine-vet-medicine/honorary-status>

10. Document History and Review

This policy was approved by CMG on 23 January 2013 and takes effect from 24 January 2013. It will be reviewed by December 2015.

11. Alternative Formats

If you require this document in an alternative format please contact UHRS@ed.ac.uk or telephone 0131 650 8127.

Honorary Status – Titles

No	Title	Criteria	Length of App't	Remunerated ?	Appointment Confirmed By:	Renewal	Contribution to University	Access to Resources
1	Emeritus Professor of xx	Awarded to retiring professors of the UoE who have made a distinguished contribution to the life of the University and who do not hold the title of Honorary Professorial Fellow. ²	Ongoing	N	Nominations via Heads of College, and approval by Senate	NA	Not required	Library services and email, plus additional resources if bringing in money for the University
2	Honorary Professor	Awarded to individuals outside the University of sufficiently high distinction that they would be a credible candidate for the award of Personal Chair, and either: <ul style="list-style-type: none"> • hold, or have recently held, Directorships of other organisations, or • lead, or have recently led, major research teams in other organisations. 	1,2 or 3 years	N	College Promotion Committee	Yes if continued contribution required	To be available for consultation with University colleagues	To be assessed on a case by case basis, dependent on contribution required
3	Honorary Professorial Fellow	Awarded to former professors who are no longer salaried employees of the University, but are still contributing to teaching and research.	1,2 or 3 years	N	Heads of School with final approval by Head of College	Yes if continued contribution required	Expected to contribute to research and / or teaching activities	As required by the role they are fulfilling

² Where an individual has been awarded Emeritus Professor designation, and subsequently returns temporarily to a paid role within the University at Professorial level, they may be granted the title of 'Professorial Fellow'. Their Emeritus Professor designation will be held in abeyance until their paid role has ended.

4	Honorary Fellow	<p>This title would be awarded as a mark of distinction. It would apply for all Honorary Appointments below that of Professor (except for lecturer appointments).</p> <p>Individuals could be awarded this title where they are:</p> <ul style="list-style-type: none"> • Carrying out research on behalf of the University • Making a major contribution to research in collaboration with University Staff • Supervising PhD Students • Leading research activities for, or on behalf of the University • Carrying out limited duties which are similar to those of a permanent Readership post 	1,2 or 3 years	N	Heads of School with final approval by Head of College	Yes if continued contribution required	Expected to contribute to research and / or teaching and / or PhD Student supervision activities	Yes, as required by the role they are fulfilling
5	Honorary Lecturer	The individual would be expected to have the skills and experience equivalent to those of permanent appointees to Lecturer posts at UE08 or UE09	1,2 or 3 years	N	Heads of School with final approval from Head of College	Yes if continued contribution required	Expected to undertake some teaching within the University	Yes, as required by the role they are fulfilling
6	Visiting Professor	Awarded to individuals who hold, or have held a Chair in their own academic institution, or have held comparable standing in a specific field / profession	For period of visit	Rarely	College Promotions Committee	NA	Expected and agreed to make a significant personal contribution to the teaching or research of a School	Yes, as required by the role they are fulfilling

NB: Where an individual has been awarded Emeritus Professor status, and is subsequently given a different honorary status, their Emeritus status will be held in abeyance until the other honorary status has been removed.

Additional Clinical Honorary Status – Titles

No	Title	Criteria	Length of App't	Remuneration?	Appointment Confirmed By:	Renewal	Contribution to University	Access to Resources
1	Honorary Clinical Reader	The title of Honorary Clinical Reader is conferred on an individual to recognise specific research achievement within a broader academic role. An Honorary Clinical Reader will be required to demonstrate a high level of excellence in research with an international profile equivalent to that required of someone in a substantive Clinical Readership role.	1,2 or 3 years	N	College Promotion Committee	Yes if continued contribution required	Individuals awarded the title of Honorary Reader are expected to meet the same criteria as members of University staff being awarded the substantive title of Reader	To be assessed on a case by case basis, dependent on contribution required
2	Honorary Clinical Senior Lecturer	Honorary Clinical Senior Lectureships are reserved for consultants who are playing, or for new appointees who wish to play, a major role in the work of the University, usually through active and frequent participation in undergraduate or postgraduate teaching, or supervision for higher degrees.	1,2 or 3 years	N	Heads of Department with final approval from Head of School	Yes if continued contribution required	Expected to undertake regular teaching/supervision role within the University	Yes, as required by the role they are fulfilling
3	Honorary Clinical Tutor	This title may be awarded to NHS Clinical Staff, General Practitioners, Nursing staff or others working in a clinical setting, who act as tutors and who regularly teach and organise day to day teaching programmes in clinical units taking medical students.	1,2 or 3 years	N	Heads of Department with final approval from Head of School	Yes if continued contribution required	Expected to undertake regular teaching role within the University	Yes, as required by the role they are fulfilling
4.	Honorary Clinical Fellow	This title is offered to Clinical Staff below consultant level who are carrying out significant teaching or research within the University. This status is not offered to Foundation Year Doctors.	1,2 or 3 years	N	Heads of Department with final approval from Head of School	Yes if continued contribution required	Expected to undertake regular research/teaching role within the University	Yes, as required by the role they are fulfilling
5	Honorary Clinical Fellow (FY Doctor)	This title is offered to Foundation Year Doctors only who are carrying out teaching or research within the University.	2 years or end of FY programme.	N	Dean of Clinical Medicine	No, can apply for different status if association is continued	This status is awarded to Foundation Year doctors only	Yes, as required by the role they are fulfilling