

13.7

PROCEDURE FOR THE AWARD OF HONORARY TITLES

Honorary Reader
Honorary Principal Lecturer
Honorary Senior Lecturer
Honorary Lecturer

CARDIFF METROPOLITAN UNIVERSITY

PROCEDURE FOR THE AWARD OF HONORARY TITLES

1. Introduction

1.1 This Academic Handbook entry describes the procedures adopted by Cardiff Metropolitan University for awarding Honorary Titles.

2. Eligibility

2.1 The following titles may be conferred both on individuals who are not members of Cardiff Metropolitan University staff but are engaged in teaching, research or innovation; and non-academic members of Cardiff Metropolitan University staff whose post has a substantial teaching, research or innovation dimension:

- Honorary Reader in (discipline area to be confirmed as part of application process)
- Honorary Principal Lecturer
- Honorary Senior Lecturer
- Honorary Lecturer

2.2 Candidates must demonstrate an appropriate level of achievement in one of research, teaching or (for candidates from outside Cardiff Metropolitan University only) professional practice. They shall also be making, or intend to make, a significant contribution to the work of Cardiff Metropolitan University. The proposed title (Honorary Reader/Principal Lecturer/Senior Lecturer/Lecturer) will be assessed against the relevant generic job description/person specification or criteria.

3. The Professorship and Readership Committee

3.1 The Professorship and Readership Committee is empowered to consider applications for Honorary Titles.

3.2 The composition of the Professorship and Readership Committee is:

- President and Vice-Chancellor (Chair)
- Deputy Vice-Chancellor Academic
- Pro Vice-Chancellor Research and Innovation
- Pro Vice-Chancellor Student Enhancement

- Three Professors elected by Academic Board.
- 3.3 The three elected members will serve on the Committee for a period of two years with the possibility of re-appointment for up to a total of four years continuously.
- 3.4 The Committee will also have the option to co-opt temporary internal members of the Committee where appropriate.
- 3.5 All Professorship and Readership Committee members are required to declare any conflicts of interest in relation to candidates at the start of each Committee meeting.

4. Award Procedure

- 4.1 Applications for Honorary titles are considered at two points in the academic year during the Autumn and Spring terms. Submission dates will be published on an annual basis on the HR website.
- 4.2 Deans of Schools may approach potential nominees to discuss the possibility of an Honorary Title. If a nomination is to be taken forward, the candidate must provide a CV and the case will be considered under the procedures set out below.
- 4.3 Alternatively individuals who make or wish to make a significant contribution to the teaching and/or research of Cardiff Metropolitan University and who wish to be considered for an Honorary Title in recognition of such work, should submit a CV to the relevant Dean of School in the first instance.
- 4.4 CVs should include the names of two referees who can be consulted about the nomination/application. The candidate is responsible for securing the referees' permission. Academic referees must be of a status at least equal to that of the title for which the individual is to be considered; non-academic referees must have an appropriate professional standing. Referees should be external to Cardiff Metropolitan University.
- 4.5 Deans of School must submit an accompanying recommendation in writing to Human Resources, addressed to the President and Vice-Chancellor which incorporates the following:
- A brief biographical summary of the candidate and his/her achievements to date;

- A clear description of the candidate's existing or proposed contribution to the School, and an assessment of the value to the School of this contribution;
- For Honorary Principal Lecturer/Senior Lecturer/Lecturer titles an assessment of how the candidate meets the relevant generic job description and person specification for the title concerned;
- For Honorary Readers an assessment of how the candidate meets the current Readership criteria;
- For Honorary Readers the intended title if conferred (e.g., *Honorary Reader in Psychology*);
- A recommendation to justify why a title should be conferred;
- The candidate's CV;
- The names of two external referees (see 4.4).

4.6 Applications for Honorary titles are considered by the Professorship and Readership Committee at two points in the academic year during the Autumn and Spring terms. Submission dates will be published on an annual basis on the HR website.

4.7 The Committee will examine the candidate's application, alongside the references received and make a collective decision. They shall also have power to recommend, if necessary, that additional and separate external advice shall be taken.

4.8 The Committee has the right to recommend a different title than that originally proposed if it believes that a candidate best meets a different profile.

4.9 If the Professorship and Readership Committee decides to award the title, Human Resources will confirm this in writing to the individual. Academic Board will also be notified of the award.

5. Conditions

5.1 Honorary titles may be held for a fixed period not exceeding five years. Where a title has been conferred on the basis of a proposed rather than an existing contribution to Cardiff Metropolitan University, it will normally be conferred for up to two years and then reviewed.

5.2 Titles may be renewed, for up to a further five years at a time, where the title-holder continues to contribute to Cardiff Metropolitan University. Nominations or applications for renewals shall be brought forward through

Dean of Schools using the procedures set out above. The Dean of School's statement should clearly state the contribution that the title holder has made since the title was originally conferred.

- 5.3 The relevant School may arrange for access to IT and Library services and to University buildings if required. Honorary Title holders may use their title in association with the University for publication/publicity purposes but the title does not imply any employment status or right to remuneration.
- 5.4 Cardiff Metropolitan University's Professorship and Readership Committee reserves the right to revoke the title at any time. Academic Board will be notified of the removal of title and the date when it took effect.

6. Equal Opportunities

- 6.1 In keeping with Cardiff Metropolitan University's Equal Opportunities Policy, the University is committed to the promotion of equality and diversity in all of its activities. As such, individuals will be promoted on the basis of their merits and abilities. The Professorship and Readership Committee will take into account non-academic circumstances that may have restricted or delayed the development of an applicant's professional career in terms of volume rather than the quality of the outputs and activities associated with the title.