

ROYAL HOLLOWAY
University of London

PROPOSAL FOR THE CONFERMENT OF AN HONORARY TITLE
GUIDELINES FOR DEPARTMENTS

1 CRITERIA FOR PROPOSAL

- 1.1 There is a list of Academic and Honorary Titles which sets out the different criteria for the award of an **honorary title**.
- 1.2 The College expects that each proposal should be discussed and approved by the Departmental Research Committee, taking into account the teaching and/or research strategy of the department, before being sent to the secretary of the Research Sub-Group responsible for the consideration of honorary titles.

2 PROCEDURES FOR APPLICATION

- 2.1 The Head of Department should complete an honorary title proposal form providing as much detail as possible (the form is available from the website or by email from Human Resources).
- 2.2 The proposal form must be accompanied by the Curriculum Vitae and, in the case of nominations for Visiting Professorships for individuals who are not already Professors, the names of three referees, external to the College, must also be supplied. In the latter case, the application will not be referred to the Research Sub-Group until the references are obtained. The only exception to this requirement is where the nominee for a Visiting Professorship is not working in an academic institution, is particularly eminent in his/her field and the application fully argues the case.

3 PROCESS FOR APPROVAL OF AN AWARD OF AN HONORARY TITLE

- 3.1 Proposals for Honorary Titles are considered by a subgroup of the Research Committee and, where successful, conferrals are notified to the Academic Board for information. In the case of Visiting Professors, the Academic Board's approval is necessary.
- 3.2 When the approval of the senior committee has been obtained, Human Resources will issue a formal letter in the Principal's name to the individual concerned, advising them of the start date and duration of the appointment. Human Resources will forward this letter to the Head of the nominating department, together with a copy, as confirmation that the appointment has been successful and the HoD is requested to pass on the letter to the individual.
- 3.3 Completed forms and accompanying CVs should be returned to Human Resources **at least one month** before the next scheduled meeting of the Academic Board.

4 PROCESS FOR THE RENEWAL OF AN HONORARY TITLE

- 4.1 The Human Resources database holds a record of all current honorary members and reminders will be issued to HoDs periodically informing them when appointments are due for renewal. A renewal form should be completed if the appointment is to continue.
- 4.2 Once completed, the form should be sent to Human Resources. Renewals are considered by a subgroup of the Research Committee and the outcomes reported to the Academic Board. When the approval of a subgroup has been obtained, Human Resources will issue a formal letter in the Principal's name to the individual concerned, advising them of the renewal date and duration of the appointment.