

PAS5. Policy and Procedure for the Award of Honorary Titles by the University of York

1. Honorary Titles Policy

1.1. Introduction

1.1.1 Honorary Titles are awarded by the University of York under Article 4.k and 4.l of the University's Charter, and Statute 11.4.f.¹ This Policy Note provides further information on the granting of Honorary Titles of the University, which are subject to formal approval by the Senate, following a mechanism of formal review and recommendation as set out in this Policy Note.

1.1.2 The granting of honorary titles is intended to facilitate collaboration with distinguished and high-reputation individuals from other universities, partner organisations including or external organisations, and with retiring members of staff.

1.1.3 Honorary titles:

- carry no privileges other than access to the University's IT services and Library; any local arrangements are the responsibility of the department concerned is not transferable to, or held jointly or severally by anyone other than the named individual under any circumstances may be suspended or revoked by the University under exceptional circumstances are determined by the University of York department. Titles are bestowed for a fixed term only of up to five years (which may be subject to renewal), with the exception of Emeritus Professors and Emeritus Readers and honorary titles granted to the University of York Europe Campus academic staff.
- do not confer University of York employee status on holders.

1.2. Submitting a recommendation for approval

2.2.1 Recommendations to Senate from a Head of Department for the conferment or renewal of an honorary title should be submitted to the Vice-Chancellor's Department Office Manager for consideration by the Deputy Vice-Chancellor and Provost, and should comprise:

a) a letter of recommendation, including

- details of the department's intended relationship with the honorary appointee
- the effective date and length of the appointment (up to 5 years).²
- the appointee's address for subsequent correspondence

b) a brief curriculum vitae (two sides)

c) two external references (not required for renewal of an existing appointment or for a retiring member of staff).³

¹ Whilst the University Statute grants Council the power to confer honorary titles, this had been delegated to Senate, which in turn delegates the practices and recommendations to confer honorary titles, as set out in this Policy Note

² In the case of honorary titles granted in respect of the University of York Europe Campus staff, the honorary title remains in force for the period in which the individual holds the relevant academic title and position at the University of York Europe Campus. On this basis, the five-year time limit does not apply to Europe Campus designations.

³ For the University of York Europe Campus, one external reference and one the University of York Europe Campus management reference is sufficient, in lieu of two external references.

1.3. Honorary titles awarded by the University of York

Title	Designated to
Emeritus Professor / Emeritus Reader	Retired Professors and Readers. Nominees should be fully retired; any part-time contract undertaken subsequent to retirement from a full-time position must be completed before an emeritus title becomes effective.
Honorary Professor	Distinguished individuals with an international research or equivalent reputation who have or retain a link with a department: <ul style="list-style-type: none"> ● Former Professors of this University, other than those who have retired ● Former Professors of other institutions ● Current or Former Professors of partner institutions/campuses (i.e., the University of York Europe Campus) ● Distinguished individuals of professorial-equivalent status outside Higher Education.
Honorary Senior Lecturer	Academic staff from the University of York Europe Campus who have a significant reputation in the field of research/expertise/teaching and are active in disseminating findings through high-quality publications. Such individuals will hold Associate Professor Title at the University of York Europe Campus.
Honorary Lecturer	Academic staff from the University of York Europe Campus who are developing a strong reputation in research at any beyond post-doctoral level/teaching, scholarship and professional practice / academic citizenship, and who are raising their profile through disseminating findings through high-quality publications. Such individuals will be Assistant Professors or Lecturers at the University of York Europe Campus.
Honorary Fellow	<ul style="list-style-type: none"> ● Retired staff, other than Professors, who continue an association with their department ● Individuals outside the University who have an active and continuing association with a department.
Honorary Visiting Professor	<ul style="list-style-type: none"> ● Distinguished individuals of professorial or equivalent status who are visiting the University for a term or more, or ● collaborate with the University on a regular basis, the title to lapse when the collaboration comes to an end.
Honorary Visiting Fellow	Academic visitors and individuals outside Higher Education, not of professorial status, who: <ul style="list-style-type: none"> ● are visiting the University for a term or more, or ● collaborate with the University on a regular basis, the title to lapse when the collaboration comes to an end.

2. Procedure

All members of academic staff employed by the CITY ULE (either Teaching & Research staff or Teaching Specialist Staff) are eligible for the award of honorary titles by the University of York, which are subject to formal approval by the Senate. The granting of honorary titles is intended to facilitate collaboration with distinguished and high-reputation individuals from partner organisations. Honorary titles:

- carry no privileges other than access to the University of York's IT services and Library; any local arrangements are the responsibility of the department concerned is not transferable to, or held jointly or severally by anyone other than the named individual under any circumstances may be suspended or revoked by the University under exceptional circumstances are determined by the University of York department.
- In the case of honorary titles granted to CITY ULE staff, the honorary title remains in force for the period in which the individual holds the relevant academic title and position at CITY ULE.
- Do not confer University of York employee status on holders.

Recommendations to University of York Senate for the conferment or renewal of an honorary title should be submitted to the Vice-Chancellor's Department Office Manager for consideration by the Deputy Vice-Chancellor and Provost, and should comprise:

- a letter of recommendation, including:
 - details of the department's intended relationship with the honorary appointee
 - the appointee's address for subsequent correspondence
- a brief curriculum vitae (two sides)
- one external reference and one CITY ULE reference

Title	Designated to	Equivalent CITY ULE titles
Honorary Professor	Distinguished individuals with an international research or equivalent reputation who have or retain a link with a department.	Such individuals hold a Professorial Title at CITY ULE.
Honorary Senior Lecturer	Individuals who have a significant reputation in the field of research/ expertise/ teaching and are active in disseminating findings through high-quality publications.	Such individuals hold Associate Professor Title at CITY ULE
Honorary Lecturer	Individuals who are developing a strong reputation in research at any beyond post-doctoral level/teaching, scholarship and professional practice/academic citizenship and who are raising their profile through disseminating findings through high-quality publications.	Such individuals are Assistant Professors or Lecturers at CITY ULE

On successful outcome, the University of York issues an award of honorary title letter for the candidate.