

## Emeritus, Honorary & Visiting Appointments Notes for Guidance

### 1. Introduction

Aston University offers three types of unpaid or adjunct academic appointment; Emeritus, Honorary and Visiting.

This document outlines the key features and differences between the types of appointment and the relevant appointment procedures.

### 2. Key Characteristics

#### a) Emeritus Professors

The title and status of Emeritus Professor can be granted to any Professor of the University at or after their retirement provided they have had at least seven academic years' service with the University.

The title is awarded in recognition of distinguished service to the University.

The Emeritus Professors are members of the Convocation.

Their names are included in the University Calendar and on ceremonial occasions Emeritus Professors rank in precedence before Professors.

The title is conferred in perpetuity.

#### b) Honorary Professors

While each academic discipline recognizes extraordinary accomplishment differently, an Honorary Professorship can be granted to anyone of significant renown within their own discipline, whether or not they have previously held a post at Aston.

There must be demonstrable benefit to the University in making such an appointment.

Appointments are normally for a fixed period of five years, with a review prior to expiry to assess the benefits of the relationship, leading to a decision either to renew the appointment or allow it to lapse.

#### c) Visiting Fellows

Visiting fellowships at all levels should be used for all other unpaid academic appointments regardless of the background of the appointee.

Where appointees are currently employed in (or recently retired from) other higher education establishments, the level of appointment will normally be no higher than that held in the home institution.

Levels of clinical appointment associated with University visiting fellowships are shown below:

Registrar

- Visiting Research Fellow
- Normally research only contribution

#### Senior Registrar & equivalent

- Visiting Lecturer
- Normally contributes to teaching and research

#### Consultant & equivalent

- Visiting Senior Lecturer
- Normally contributes to teaching and research

For other staff, the following titles are suggested:

- Visiting Scholar
- Visiting Research Fellow
- Visiting Teaching Fellow
- Visiting Academic Fellow
- Visiting Clinical Fellow
- Visiting Industrial Fellow
- Visiting Professorial Fellow

Appointments at Professorial Fellow level should be reserved for senior figures with a distinguished reputation within their field who will make a significant contribution to the University's academic or enterprise activities.

There must be demonstrable benefit to the University in making visiting appointments.

Appointments are normally for a fixed period of three years or less, with a review prior to expiry to assess the benefits of the relationship, leading to a decision either to renew the appointment or allow it to lapse.

### **3. Payment**

Emeritus, Honorary and Visiting appointments are unpaid. If staff are contracted to undertake paid work, a separate contract of employment should be issued.

Contributions towards expenses paid by way of a stipend may be appropriate for Honorary or Visiting appointments where expenses are incurred as a consequence of the duties undertaken on behalf or in the interests of the University and where there is no parallel contract of employment covering the relevant duty.

The charging of any bench fees is at the discretion of the relevant Executive Dean.

### **4. Individual Benefits & Responsibilities**

Appointees will have free use of Library facilities, an email account and access to appropriate IT facilities. The University will provide appropriate space for Emeritus Professors as determined by the relevant Executive Dean. The space and equipment needs of Visiting and Honorary appointees are the responsibility of the host School.

Appointees are required to observe University Rules and Regulations, including those relating to professional conduct.

### **5. Appointment Procedures**

#### **a) Emeritus Professors**

Where an Executive Dean wishes the Senate to confer Emeritus status on a professor who has or is shortly about to retire, a request should be made to the relevant HR Advisor. Human Resources will forward requests for consideration to the Senate **following the retirement** of the member of staff, whichever is the later.

**b) Honorary Professors**

Where an Executive Dean wishes to appoint an Honorary Professor, a request should be made using the form below. This, together with a CV giving personal contact details and the names of three distinguished referees should be sent to the relevant HR Advisor who will arrange for the references to be taken up. Once the references have been received, the case will be forwarded to the Vice-Chancellor for approval and once approved, a letter of appointment will be issued.

**c) Visiting Fellows**

Where an Executive Dean wishes to appoint a Visiting Fellow, having satisfied him/herself that the prospective Fellow is of good standing, the appointment should be approved using the form available on the web site [Emeritus Honorary & Visiting Appointments Form](#) and sent, together with a CV giving the Fellow's personal contact details to the relevant HR Advisor who will arrange for a letter of appointment to be issued.

**6. Procedure for the Renewal of Appointments**

To renew an Honorary Chair, the relevant Executive Dean should send a written request for renewal containing a summary review of the contribution of the individual to the University to the relevant HR Advisor who will arrange for the request to be considered by the Vice-Chancellor and, once approved, a renewal letter will be issued. Unless specified otherwise, Human Resources will renew the appointment for five years.

To renew a Visiting Fellowship, the relevant Executive Dean, having reviewed the contribution of the individual to the University, should send a written note of approval to the relevant HR Advisor who will arrange for a renewal letter to be issued. Unless specified otherwise, Human Resources will renew the appointment for three years.

**7. Immigration Clearance**

Non-EEA nationals who require leave to enter the UK in connection with their appointment must enter the UK via one of three routes: the "Academic Visitor" route (if the visit is for less than 6 months and the individual is not to be employed); or the Tier 2 or Tier 5 route under the Points Based Immigration Scheme (if a contract of employment has been issued or where the visit is for more than 6 months and depending on the funding source). Immigration rules can be complex and application processes lengthy. In such circumstances, the relevant HR Advisor should be consulted in good time.

For further advice on or explanation of these procedures, please contact the relevant HR Advisor.