Honorary Appointments
For full University Policy see:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9798

General
An Honorary appointment is an arrangement which allows distinguished individuals from other institutions and organisations to collaborate with staff at the University of Manchester. Predominantly these collaborations are with academic staff and they will be given access to certain University facilities to further their own research, cooperate on joint research or contribute to the teaching of the University.

In order to be appointed as an Honorary there is a requirement to demonstrate an appropriate level of achievement in research, teaching or professional reputation. It is intended, once appointed, that the Honorary should also be making, or intend to make, a significant contribution to the work of the University.

These arrangements may be used to recognise an ongoing association with the University, for example retirees.

Honorary titles are not awarded to employees of the University and are not remunerated by the University.

Reasons for awarding an honorary appointment
The four principal reasons for awarding an honorary appointment are:
a. Building professional relationships and collaborations with other organisations or on occasion with other individuals
b. Significant contribution to teaching of undergraduate and/or postgraduate students
c. Significant contribution to research activities
d. Significant contribution in support of research and/or teaching activities

(or a combination of the above)

Honorary Titles
The designation 'honorary' may be attached to any of the academic/research titles currently in operation in the University as follows:-

- Honorary Teaching Associate
- Honorary Research Assistant
- Honorary Research Associate
- Honorary Research Fellow
- Honorary Senior Research Fellow
- Honorary Lecturer (Teaching & Research)
- Honorary Senior Lecturer (Teaching & Research)

- Honorary Reader (Teaching & Research)
- Honorary Lecturer (Teaching)
- Honorary Senior Lecturer (Teaching)
- Honorary Reader (Teaching)
- Honorary Professor
- Honorary Academic

There should be no deviation from the above job titles

Standards
An honorary appointment is conferred on an individual in recognition of contribution equivalent in standing to that expected of the grade in question. A stress is placed on 'equivalence' and there is a clear recognition that this may extend beyond conventional academic/academic-related criteria to embrace standing in industry, commerce or the public or voluntary sector. An honorary appointment is awarded as a mark of individual standing and in expectation of a contribution that may benefit the University.

All candidates for honorary appointments should be judged against the same standards of output as for substantive University positions albeit that activities with or on behalf of the University are clearly secondary to a candidate's substantive role and this should be taken into account when considering the appointment.

When determining the level of honorary appointment Schools should refer to the criteria for appointments and promotions.

Candidates can exceptionally be considered for the title of Honorary Professor when the School or Faculty wishes to consolidate a relationship with a distinguished person whose professional standing is equivalent to that of Professor in the University. Honorary appointments at this level have to be approved by the Dean.

Terms of appointment
No remuneration will be attached to the posts (apart from agreed travel expenses)

- Unless otherwise requested by the School/Directorate all appointments will be for 3 years in the first instance (each area to advise HR Services of the duration of the appointment). Decisions regarding extension of the appointment should be made at least three months in advance of the current appointment end date.
- Appointments may be terminated by either party in advance of the appointment end date by providing one month's written notice.
- For the avoidance of doubt an honorary appointment does not constitute a contract of employment.
- The benefits relating to the honorary appointment are outlined in the letter of appointment and include use of the University library and computing facilities, as well as membership of an area within a Faculty.

Review of existing honorary appointments

- Existing Honorary appointments will be reviewed, in advance of the current appointment end date. A pro-forma, which asks the honorary appointee to set out their contribution to the University and should be issued to the honorary appointee by the School.
- The form must be verified by a senior colleague who is a substantive University employee, normally the person who originally proposed the honorary appointment, and then authorised by the Head of School. Extensions to existing appointments can be approved by the relevant Head of School as long as s/he is satisfied that this is warranted based on the information provided in the pro-forma.

Process

- Honorary appointments have to be nominated by a member of SoSS staff and a supporting statement has to be provided by the Head of Discipline.
- The HR Honorary Approval form has to be completed by the applicant and a full CV provided.
- HoDA to send the completed Honorary Approval form, CV and their supporting statement to the Head of School Administration (HoSA).
- The HoSA will then obtain the Head of School's approval and then send to HR Services marked FAO Honorary Appointments team and name of applicant for HR to issue a formal letter and set them up in the system.
- Existing Honorary Appointments will be reviewed by the HoSA once a year in September and Heads of Discipline notified of those appointments that are going to expire during the academic year. If they wish to extend an appointment then issue the pro-forma extension form to the person and then forward this to the HoSA, 4 months before the expiry date.
- HoSA will seek Head of School Approval and forward to HR Services 3 months in advance of the expiry date.