**INTRODUCTION**

Honorary titles are used to recognise the regular and ongoing collaborations and contribution of individuals, who are not employees, to the teaching, research and other activities of the University, including innovation and enterprise. These individuals will be making or will have made a significant professional /academic contribution to the University.  No honorary title can be awarded to a current employee of the University.  In addition to recognising formally the contribution that individuals may make to the University, the conferment of an honorary title also allows access to the University’s library services and IT services.

Honorary titles awarded by the School of Medicine to NHS staff and GPs who teach undergraduate medical students whilst on clinical placements at University Health Boards and GP practices are co-ordinated through the University’s NHS Liaison Unit.  Applications are considered by the School of Medicine’s *Honorary Titles Steering Group* which is chaired by the Dean of Medicine, and the awards are reported to the University Executive Board (UEB) as part of the Human Resources (HR) Annual Report.

No remuneration[[1]](#footnote-1) may be paid by the University to those holding Honorary Titles. The award of an honorary title does not create an employment relationship with the University. However, if the holder of such a title receives payment for services (e.g. consultancy work) in relation to work for a school/professional service department which is not one in which the Honorary title is held, the Honorary title can continue.

Should the holder of an honorary title accept a remunerated post within the University (on either a contracted or non-contracted basis), the honorary title will be withdrawn.

This policy does not cover the appointment of Cardiff University Fellows, Honorary Fellows or Honorary Degrees. Applications for these titles are considered by the Development and Alumni Relations Division.

There is a separate procedure relating to the appointment of Emeritus/Emerita Professor/Reader: [Emeritus Professor Procedure](http://www.cardiff.ac.uk/humrs/staffinfo/policyprocedures/emeritusprocedure.html)

**PROCEDURE FOR THE APPOINTMENT FOR HONORARY TITLES IN CATEGORY A (appendix 1)**

The process for awarding these titles is internal.

1. Honorary titles in this category may be granted on the recommendation of the relevant College Pro Vice Chancellor (PVC)/Chief Operating Officer (COO).
2. Honorary titles will normally be awarded to a person:

* Who is not employed by the University but who is actively involved in research/teaching activity of direct relevance to the work of the school/professional service area;
* Whose presence in the school/professional service area would be of direct benefit to both staff and students.

**Application process – this is as outlined on the intranet:** [Honorary titles - Intranet - Cardiff University](https://intranet.cardiff.ac.uk/staff/training-and-development/awards-and-recognition/honorary-titles)

1. The award of this title will be reported to UEB.

**NOTE:** Within the School of Medicine, and in view of the numbers involved, for Honorary Titles in relation to the teaching of under-graduates, this procedure will be co-ordinated by the NHS Liaison Unit and all titles awarded will be reported UEB.

**PROCEDURE FOR THE APPOINTMENT FOR HONORARY TITLES IN CATEGORY B (appendix 2)**

The process for awarding these titles involves external consideration.

1. The titles Honorary Visiting Professor, Honorary Professor or Honorary University Associate and Innovation Fellow may be granted on the recommendation of the Vice Chancellor who may delegate this to a Pro Vice-Chancellor or Deputy Vice Chancellor.
2. These titles will normally be awarded to persons:

* Who are not employed by the University but who are actively involved in research/teaching or innovation/engagement activity of direct relevance to the work of the School/Department;
* Whose presence in the School/Professional Service area would be of benefit to both staff and students.

**Application process - this is as outlined on the intranet:** [Honorary titles - Intranet - Cardiff University](https://intranet.cardiff.ac.uk/staff/training-and-development/awards-and-recognition/honorary-titles)

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**NOTE:** For the award of the titles **“Distinguished Visiting Fellow”** or “**Honorary Distinguished Professor”** there is no requirement to consult external referees.

1. The award of all titles will be reported to UEB, Senate and Council.

**RESPONSIBILITIES OF INDIVIDUALS HOLDING HONORARY TITLES OF CARDIFF UNIVERSITY**

All involvement with the University should be agreed with the Head of the relevant School/Director of Professional Service.

Honorary staff will be required to abide by University policies in so far as they are applicable, and in particular those relating to the Financial Regulations and Human Resources and Health and Safety policies.

Honorary staff are subject to the health and safety regulations and guidance of Cardiff University. As part of these regulations, individuals who access high risk areas such as laboratories, engineering areas, etc. require clearance from Occupational Health prior to gaining access.  Initial contact can be made by telephone or email.

Honorary staff participating in University research projects or programmes will be required to report the creation of any Intellectual Property arising from those projects or programmes that may be commercially viable, to the Research and Innovation Services Division.

Should there be a conflict of interests which overlaps with the relationship with the University, this must be disclosed initially to the Head of School/Department.

There will be a need to maintain confidentiality of information gained in the course of the relationship with Cardiff University wherever appropriate.

At all times Honorary staff will be expected to maintain the good reputation of the University.

Honorary staff are not eligible to act as external examiners for the University.

**WITHDRAWAL OF TITLES (CATEGORY A AND B)**

All awards in both categories are subject to regular review to ensure that the award continues to be merited.  The University reserves the right to cancel an award where there is a sufficient justification.

**TENURE AND RENEWAL PROCEDURE**

**Period of Tenure**

Category A

The titles “visiting Lecturer” and “visiting Research Fellow” may be awarded for a period of up to six months, in line with the length of the visit.  This may be extended for up to a further six months.

The period of tenure for all other titles in Category A will be three years.

Category B

The normal period of tenure for all titles in Category B will be five years, though this may be less for those with the “Visiting” title.

All awards in both categories are subject to regular review to ensure that the award continues to be merited.  The University reserves the right to cancel an award where there is a sufficient justification.

Heads of Schools/Directors of Professional Services should write to the HR Service Centre with a justification for the renewal of the award, which should be based on a continuing contribution to the University.  The HR Service Centre may ask for further justification where this is deemed to be appropriate.

**DBS checks may be required**

Where the award of an Honorary title is proposed, the Head of School/ Director of Professional Service will identify if a DBS check is required in accordance with the DBS procedure. Further advice is available from College/Professional Services HR teams.

**Appendix 1: Category A Titles**

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| **TITLE** | **PERIOD OF TENURE** | **COMMENT** | **CLINICAL WORK** | **APPOINTMENT CONFIRMED BY** |
| Visiting Lecturer\* | Up to 6 months, may be  extended for a further 6 months | Teaching | Not applicable | PVC /COO following recommendation from the Head of School/Director of Professional Service. |
| Visiting Research Fellow\* | Up to 6 months, may be  extended for a further 6 months | Research | Not applicable | PVC /COO following recommendation from the Head of School/Director of Professional Service. |
| Honorary Lecturer | 3 years | * Work of direct relevance to teaching in at least one School * Lectures will be conducted on an occasional basis | Not applicable | PVC /COO following recommendation from the Head of School/Director of Professional Service. |
| Honorary Senior Lecturer | 3 years | As above in recognition of **outstanding** contributionto the University with particular reference to teaching | Applicable to NHS Consultants or equivalent involved in the training and teaching of medical and dental undergraduates in the University. Required to sign a formal Honorary contract with the University\*\* | • PVC / COO following recommendation from the Head of School / Director of Professional Service. • NHS posts – Honorary Titles Steering Group chaired by the Dean of Medicine |
| Honorary Tutor | 3 years | Work of direct relevance to tutorial work or to teaching and learning support in at least one School | Not applicable | PVC / COO following recommendation from the Head of School / Director of Professional Service. |
| **TITLE** | **PERIOD OF TENURE** | **COMMENT** | **CLINICAL WORK** | **APPOINTMENT CONFIRMED BY** |
| Honorary Senior Tutor | 3 years | As above in recognition of **outstanding** contributionto the University with regard to tutorial work or teaching and learning support | Not applicable | PVC / COO following recommendation from the Head of School / Director of Professional Service. |
| Honorary Research  Associate | 3 years | Work of direct relevance to research in at least one School | Used by School of Medicine. Applicable to: NHS staff at  Senior House Officer level, or equivalent. Involved with University based research or collaborative research project. | PVC /COO following recommendation from the Head of School/Director of Professional Service.NHS posts – Honorary Titles Steering Group chaired by the Dean of Medicine |
| Honorary Research Fellow | 3 years | Work of direct relevance to research in at least one School | Used by Schools of Medicine, Dentistry & Healthcare Sciences. Applicable to: NHS staff at Senior Registrar level, or equivalent who are involved with University based research or collaborative research project. | PVC /COO following recommendation from the Head of School/Director of Professional Service.NHS posts – Honorary Titles Steering Group chaired by the Dean of Medicine |
| Honorary Senior Research  Fellow | 3 years | As above in recognition of **outstanding** contributionto the University with particular reference to research | Used by Schools of Medicine, Dentistry & Healthcare Studies. Applicable to: NHS staff at Consultant level, or equivalent, involved with research and either hold or are studying for a higher degree. | PVC /COO following recommendation from the Head of School/Director of Professional Service. NHS posts – Honorary Titles Steering Group chaired by the Dean of Medicine |
| **TITLE** | **PERIOD OF TENURE** | **COMMENT** | **CLINICAL WORK** | **APPOINTMENT CONFIRMED BY** |
| Honorary Clinical Teacher | 3 years |  | Applicable to NHS staff in recognition of delivery of teaching as directed by course leaders on behalf of the Medical and Dental Schools and other Schools involved  in teaching the healthcare disciplines | NHS posts – Honorary Titles Steering Group chaired by the Dean of Medicine |
| Honorary Associate Clinical  Teacher | 3 years |  | Applicable to doctor appointed as a Specialist Registrar specifically appointed to combine a clinical role with a significant teaching role which would require the person to undertake the same volume of teaching per week as an Honorary Senior Lecturer, under the supervision of an honorary senior lecturer. May also be conferred on a non-medical clinician who makes a significant contribution to undergraduate education in the Healthcare disciplines. | NHS posts – Honorary Titles Steering Group chaired by the Dean of Medicine |
| Senior Professional Fellow | 3 years | In recognition of significant contribution to  Professional Services at a senior level | Not applicable | COO following recommendation from Director of  Professional Service area |
| **TITLE** | **PERIOD OF TENURE** | **COMMENT** | **CLINICAL WORK** | **APPOINTMENT CONFIRMED BY** |
| Honorary Site Librarian | 3 years | In recognition of contribution as Librarian who supports the University’s undergraduate and/or postgraduate students where formal institutional arrangements are in place. | Not applicable | PVC /COO following recommendation from the Head of School/Director of Professional Service. |
| Honorary Chaplain | 3 years | In recognition of significant contribution as a Chaplain providing support to the University’s staff and Students | Not applicable | COO following recommendation from the Director of Professional Services |

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| **Appendix 2: Category B Titles** | | | | |
| **TITLE** | **PERIOD OF TENURE** | **COMMENT** | **CLINICAL WORK** | **APPOINTMENT CONFIRMED BY** |
| Distinguished Visiting  Fellow\* | 5 years but may be less for those with “visiting title” | * To recognise and in some instances to encourage, an association with any of the following: * industry, commerce, government, research establishments, the Arts. * The title will normally be conferred upon an individual whose involvement with a School (s) is both regular and significant, bearing in mind the pre-occupations of the individual with their normal work activities. * It is expected that the individual will have widely recognised distinction in their field of expertise. | Not applicable | VC |
| Honorary Visiting  Professor | 5 years but may be less for those with “visiting title” | * To encourage and recognise collaborations and associations with any of the following and at a high level: industry, commerce, government, research establishments, the Arts. * To be conferred on a person with involvement in a School that is regular and significant, bearing in mind the pre-occupations of the particular person with their normal work activities, and they will have high recognition and distinction in their field of expertise. * It is expected that they will, by practice of their occupation or profession, have shown a high level of competence and achievement analogous to (but not necessarily the same as) that required in scholarship and research of an Honorary Professor. | Not applicable | VC may delegate this to a PVC or Deputy Vice Chancellor. |
| Honorary University  Associate | 5 years | * To encourage linking with individuals who make a contribution in innovation and engagement, but not necessarily in teaching and research. * Such individuals would not necessarily be academics but individuals who can make a substantial contribution to the University through their professional standing. The title will normally be conferred upon an individual whose involvement with a School (s) is both regular and significant, bearing in mind the pre-occupations of the individual with their normal work activities. It is expected that the individual will have widely recognised distinction in their field of expertise. | Not applicable | VC may delegate this to a PVC or Deputy VC. |
| Innovation Fellow | 5 years | * To encourage linking with individuals who make a contribution in innovation, with national and international achievements in external organisations but not necessarily in teaching and research. * Such individuals would not normally be academics but individuals who can make a substantial contribution to the University through their professional standing. The title will normally be conferred upon an individual whose involvement with a School (s) is both regular and significant, bearing in mind the pre-occupations of the individual with their normal work activities. It is expected that the individual will have widely recognised distinction in their field of expertise. | Not applicable | VC may delegate this to a PVC or Deputy VC. |

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| **TITLE** | **PERIOD OF TENURE** | **COMMENT** | **CLINICAL WORK** | **APPOINTMENT CONFIRMED BY** |
| Honorary Professor | 5 years | * Awarded to an individual who is making a substantial commitment of a non-transient kind to the teaching and research activities of the University at a level deemed to be worthy of this title when assessed against the criteria for promotions to personal chairs and following the consideration of two external assessors. * Persons nominated could be senior academics at other Universities (that is to say those already in possession of a Chair), Professors who have left the University to undertake work of an essentially academic nature outside of Higher Education, or recent retirees who are not eligible for conferment of the title of Professor Emeritus by virtue of their continued contribution to the University’s activities. | Not applicable | VC may delegate this to a PVC or Deputy VC. |
| Honorary  Distinguished  Professor\* | 5 years | This title will be awarded in circumstances where an individual is able to show that they have reached the highest pinnacle within their academic career and that, therefore, there is no requirement for their application to be assessed against the criteria for promotion to personal chair or using external assessments. | Not applicable | VC |
| \*May be granted on recommendation of Vice-Chancellor | | | |  |

\*Care must be taken to ensure that overseas visitors in the above categories comply with the requirements of the Immigration Asylum and Nationality and Act. Advice on this can be obtained from the College/Professional Services HR Team.

\*\* As required by the Follet report, “A Review of Appraisal, Disciplinary and Reporting Arrangements for Senior NHS and University Staff with Academic and Clinical Duties”, 2001.

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1. Travel or other expenses which may be incurred as an Honorary title holder may be payable. Please refer to the Financial Regulations for Cardiff University. [↑](#footnote-ref-1)