

Honorary Academic and Emeritus Professor

Appointments Process and Guidelines

1. INTRODUCTION

1.1 Honorary Appointments

Honorary appointments are voluntary arrangements to recognise the regular and ongoing collaborations and contribution of individuals from other institutions, organisations and businesses, who are not UEA employees, to the teaching, research and other activities of the University.

The aim of the honorary appointment is to allow individuals to collaborate with academic and research staff at UEA and make a positive contribution to the work of the University. Typically, this arrangement allows Honorary Appointees to access to some University facilities to further their own research, collaborate on joint research, or contribute to learning and teaching at the University, to the mutual benefit of both themselves and UEA. The conferment of an honorary title also allows access to the University's Library Services and IT Services.

It is expected that staff working at Norwich Bioscience Institutes (John Innes Centre, Quadram Institute, Earlham Institute and Sainsbury Laboratory) or the Norfolk & Norwich University Hospital who either are primary or secondary supervisor to postgraduate research students where UEA is the degree awarding body, or who undertake significant teaching for UEA, would be eligible for Honorary status – **the process outlined in Appendix 2 should be followed for these appointments**

An honorary appointment is not a contract of employment and does not create an employment relationship with the University. Honorary Appointees will not receive any remuneration for work they undertake in their honorary capacity but may, however, undertake separate paid ad hoc work which is not directly related to their honorary appointment.

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a remunerated post within the University (on either a contracted or non-contracted basis), the honorary title will be withdrawn.

Where an honorary appointment is no longer required, please inform the Reward & Career Enablement Team at Reward@uea.ac.uk.

1.2 Emeritus Professors

Professors who are retiring from the University of East Anglia (UEA) after a distinguished career and service are recognised for their contributions. There are no expectations of work. However, the Emeritus Professor may choose to remain involved in the University's development on a voluntary basis.

The Emeritus Professor title is not intended for individuals leaving UEA and who intend to carry on working in academia. However, Emeritus Professors are not precluded from taking up paid employment on fractional contracts at UEA, or at another HEI following retirement (e.g. on research projects).

1.3 Honorary and Emeritus titles

All Honorary and Emeritus titles must be conferred in line with the titles and criteria outlined in **Appendix 1**. There should be no deviation from the titles listed.

1.4 Exclusions

This guidance does not apply to Honorary staff who are jointly employed Clinical Academics (substantively employed by a partner NHS Trust and holding an honorary contract with UEA to carry out the full remit of the duties of their substantive appointment), and are separate from the honorary academic NHS contracts issued to NHS employees who undertake teaching or research as part of their substantive employment contract.

These staff will have different arrangements governing their association with UEA. Please contact your Human Resources Business Partner about arrangements relating to these appointments.

Academics or Researchers who are visiting the University, but do not qualify for an honorary title, are not covered under this policy. Please refer to your School visitor process for such cases, and to the Visitor Visa process for visitors from overseas who are defined as a visa national, available at:

<https://my.uea.ac.uk/departments/resourcing-reward-performance/resourcing/visas-and-immigration/visitor-visa>.

Honorary appointments should not be used as a means of providing visitors with access to University facilities such as email, library, or buildings and car parks. Please refer to the Visitor IT Accounts process for this type of access, available at: <https://my.uea.ac.uk/divisions/it-and-computing-services/service-catalogue/user-access-services/visitor-it-accounts>

Honorary Degrees and Honorary Fellowships are not covered in this procedure.

2. GENERAL PROCEDURES

2.1 Outline of process

The Honorary Appointments and, from academic year 2024/25, the Emeritus Professor Appointments process operates within the University's promotions round. Invitations for nominations are incorporated into the annual Promotions Committee Circulars.

All cases for submission can be considered at either the Autumn or Summer meeting of the School Promotions Committee.

The School Promotions Committee will:

- (a) consider cases and provide approval for cases for honorary appointments below Professorial level and;
- (b) consider cases and provide recommendations for Honorary Professorial appointments, for discussion and final approval at the Faculty Promotions Committee, and;
- (c) consider cases and provide recommendations for Emeritus Professor appointments, for discussion and approval at the Faculty Promotions Committee.

(a) Honorary Appointments and Promotions

The Assessment Framework in Appendix A of the [Academic Progressions Handbook](#) or, for Research staff, the 'Eligibility Requirements' outlined in the [Research Staff Promotions Handbook](#), should be used as a benchmark for deciding the appropriate level of Honorary Appointment.

The criteria listed in both documents should not be used as a checklist, but as guidance in conjunction with the information in **Appendix 1 – Honorary, Emeritus, and Visitor titles – from Academic Year 2024/25**.

Honorary Appointments may be considered for individuals who are not academics or researchers but work in professional practice, industry, or other fields. In such cases, the experience, skills, and professional qualifications of the candidate should be commensurate to the level of appointment being sought.

Approval Process

Case(s) are discussed at School Promotions Committee - new cases, promotions (including promotion and appointment to Honorary Professor), and renewals post 31st July each year

When recommending new cases, Heads of School are asked to provide:

- a copy of the individual's full CV;
- a Head of School statement of the case on behalf of the School's Promotions Committee, making clear the School support and setting out the contribution and qualifications of the candidate.

For Honorary Professors, recommendations from the School Promotions Committee should be submitted to the Reward & Career Enablement Team at reward@uea.ac.uk by the circulated committee deadline, for discussion at the Faculty Promotions Committee and final approval at the University Promotions Committee.

Where an individual already holds a Professorial appointment elsewhere (either substantive or honorary) and the same honorary grade is being sought at UEA, it is categorised and offered to the individual as an 'appointment' as opposed to a 'promotion'.

For Honorary Appointments below Professor, the Head of School makes the recommendation and sends supporting documents to the Reward and Career

Enablement Team.

Supported cases are reported by the School to the Faculty and University Promotions Committees.

The Reward & Career Enablement Team confirms the Honorary Appointment in writing to those whose cases have been supported to offer the appropriate appointment.

All appointments are offered for an initial three-year period.

(b) Renewal of Honorary Appointments

Renewal of the Honorary Appointment is not automatic. School recommendation for three-yearly approval is sought thereafter by the Reward & Career Enablement Team.

The Head of School must evaluate whether the appointment is still required and notify the Reward & Career Enablement Team of their intention to renew. The request should include a brief summary of the rationale for renewal and the Head of School should ensure the individual's contact details are up-to-date.

The appointment lapses at the end of the current three-year period in cases where the School no longer wishes to continue the Honorary association, and the Head of School will contact the Honorary appointee to thank them for their contribution.

(c) Emeritus Professor Appointments

For Emeritus Professor appointments, School and Faculty Promotions Committees should consider the nominee's contributions to the life and work of the University when deciding on the award of the title.

Approval process

Case(s) discussed at School Promotions Committee.

When recommending each case, Heads of School are asked to provide:

- A full CV of the individual
- A Head of School supporting statement, on behalf of the School Promotions Committee, which details what future contribution the individual intends to make to the University.

Recommendations should be submitted to the Reward & Career Enablement Team at reward@uea.ac.uk by the deadline outlined in the annual Promotions Committee Circulars.

Cases go forward for discussion and approval at the Faculty Promotions Committee and are ratified at the University Promotions Committee.

The Reward & Career Enablement Team notifies the recipients of the outcome.

Issue Date	May 2024 Reviewed May 2025
Status	Final
Review frequency	Annually
Next review date	May 2026
Author	Fay Tooke
Document reference	V2

Appendix 1

Honorary, Emeritus, and Visitor titles – from Academic Year 2024/25**Emeritus Professor**

Professors who are retiring from the University of East Anglia (UEA) after a distinguished career and service are recognised for their contributions. The University expects that they will continue to support and contribute to the Institution in the future.

The title Emeritus Professor will allow the retiring Professor to maintain their IT and Library access, but does not confer any rights to free car parking or an office or desk space.

Contribution to UEA	Process to award	Further Information
No expectations of work. However, may choose to remain involved in the University's development on a voluntary basis. Typical activity may include, but is not limited to: ○ acting as an ambassador for the University; ○ contributing to and supporting a School or Faculty's achievement of its academic strategic direction and future development ○ acting as a 'critical friend' for the REF and other School/Faculty initiatives. ○ Mentoring/coaching staff/students ○ Supervising existing research students informally	Schools are invited by People and Culture Division (PCD) to make annual nominations. Nominations should be made via the Head of School to the Faculty Promotions Committee and will then be considered at the University Promotions Committee. PCD then notifies recipients of the outcomes. Nominations should include: a) A full CV of the individual b) A supporting statement which details what future contribution the individual intends to make to the University. Emeritus Professor title conferred on retirement from UEA.	Emeritus status does not prevent a Professor being paid for any occasional work they are invited to do by their school (any payment would be on terms made in agreement with the school and individual). Emeritus Professors should use the title "Emeritus Professor" in any correspondence or website or other forms of communications so that the audience is clear that their association with the University is honorary. Emeritus Professors should exercise care in their use of the title Emeritus Professor when making public statements since they are not authorised to speak on behalf of the University. Emeritus Professor status does not confer any entitlement to serve on any University Body or to exercise any administrative or executive function.

Honorary

An honorary title that recognises the regular and ongoing collaborations and contribution of individuals from other institutions, organisations, and businesses to the teaching, research or other activities of the University.

An Honorary Appointment is not a contract of employment and does not create an employment relationship with the University. Honorary Appointees will not receive any remuneration for work they undertake in their honorary capacity but may, however, undertake separate paid *ad hoc* work which is not directly related to their honorary appointment.

The conferment of an honorary title allows access to the University's Library Services and IT Services, but does not confer any rights to free car parking or an office or desk space.

Title and contribution to the University should reflect level of academic expertise commensurate with the expected standards set out in [Appendix A: Assessment Framework of the Academic Progressions Handbook](#) or expertise commensurate with the expected standards set out in the [Research Staff Promotions Handbook](#).

Title	Contribution to UEA	Process to award
Honorary Professor*	Honorary Appointees will proactively engage in collaboration with UEA colleagues to make a positive contribution to the University. It is the expectation that Honorary Appointees will affiliate their publications with UEA. Where appropriate Honorary Appointees should seek co-authorship with UEA colleagues. Typically, this arrangement allows Honorary Appointees to access to some University facilities to further their own research, collaborate on joint research, or contribute to learning and teaching at the University, to the mutual benefit of both themselves and UEA.	Cases setting out the contribution and qualifications of candidates will be discussed at either the Autumn or Summer School Promotions Committees. Recommendations put forward, by Heads of School, to the Faculty Promotions Committee for final approval at the University Promotions Committee. PCD confirms outcome following University Promotions Committee approval. Tenure of appointment is 3 years.
Honorary Associate Professor* Honorary Fellow* (Research or Teaching)	For Honorary academic appointments below the level of Professor. Honorary Appointees will proactively engage in	Cases setting out the contribution and qualifications of candidates will be discussed at either the Autumn or Summer School Promotions Committees.

	collaboration with UEA colleagues to make a positive contribution to the University. Contribute to teaching, for example, may deliver specific lectures as mutually planned and agreed with School. It is the expectation that Honorary Appointees will affiliate their publications with UEA. Where appropriate Honorary Appointees should seek co-authorship with UEA colleagues. Typically, this arrangement allows Honorary Appointees to access to some University facilities to contribute to learning and teaching at the University, to the mutual benefit of both themselves and UEA.	Head of School makes recommendation and sends supporting documents to PCD who will confirm outcome. Supported cases are reported to Faculty and University Promotions Committees. Tenure of appointment is 3 years.
--	--	--

*in FMH where the appointee is medically qualified, the word 'Clinical' can be added to the titles, (e.g. Honorary Clinical Professor, Honorary Clinical Associate Professor, Honorary Clinical Fellow)

Visitors

Academics visiting the University to enhance a mutually beneficial relationship where an academic may visit for a semester from another University. Appointments are unpaid. Visitor IT and campus access information can be found at: [Visitor IT Accounts \(uea.ac.uk\)](https://my.uea.ac.uk/departments/resourcing-reward-performance/resourcing/visas-and-immigration/visitor-visa)

The Visitor Visa process for visitors from overseas who are defined as a visa national should be checked before appointment, available at: <https://my.uea.ac.uk/departments/resourcing-reward-performance/resourcing/visas-and-immigration/visitor-visa>

Title	Expected contribution to UEA	Process to award
Visiting Professor	Normally for those holding, or recently retired from, a professorial position at another University. To be used to mark a School's association with academics who make an occasional contribution to the academic work of the School (e.g., industry-based scientists). May deliver keynote speeches or lectures on mutually planned and agreed topics.	Schools make the offer directly to the individual using the agreed School Visitor process. These will be on a fixed term basis for up to a maximum of 3 years.
Visiting Fellow	For academics visiting the University to enhance a mutually beneficial relationship (e.g., a mutually beneficial research relationship where an academic might visit for a semester from another University). May deliver keynote speeches or lectures on mutually planned and agreed topics. Can also be used where the criteria for other Honorary titles does not apply.	Schools make the offer directly to the individual using the agreed School Visitor process.

Appendix 2 – NBI Postgraduate Supervisors Honorary Appointments Process

1. INTRODUCTION

It is expected that staff working at Norwich Bioscience Institutes (John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory) or the Norfolk & Norwich University Hospital who either are primary or secondary supervisor to postgraduate research students where UEA is the degree awarding body, or who undertake significant teaching for UEA, would be eligible for Honorary status.

2. GENERAL PROCEDURES

2.1 Outline of Process

All cases for submission will be considered at Doctoral College Executive meetings.

The Doctoral College Executive will:

- (a) consider cases and provide approval for all NBI Postgraduate Supervisors for honorary appointment, including Honorary Professorial level.

(a) Honorary Appointments and Promotions

The Assessment Framework in Appendix A of the [Academic Progressions Handbook](#) or, for Research staff, the 'Eligibility Requirements' outlined in the [Research Staff Promotions Handbook](#), should be used as a benchmark for deciding the appropriate level of Honorary Appointment.

The criteria listed in both documents should not be used as a checklist, but as guidance in conjunction with the information in **Appendix 1 – Honorary, Emeritus, and Visitor titles – from Academic Year 2024/25**.

UEA Honorary titles outlined in Appendix 1 will normally be assigned as outlined below:

Institute Grade/title	UEA honorary title
NBI SC5/BBSRC Band E	Honorary Assistant Professor
NBI SC4/BBSRC Band F	Honorary Assistant Professor
NBI SC3/BBSRC Band G	Honorary Associate Professor
Professor	Honorary Professor

Approval Process

Cases are discussed at Doctoral College Executive meetings; this includes new cases, promotions (including promotion and appointment to Honorary Professor), and renewals post 31st July each year.

The Associate Pro-Vice-Chancellor Doctoral College will approve cases on behalf of executive.

When recommending new cases, the PGR Programme Management Team will receive and collate documentation on behalf of NBI partners and will share this with the UEA Reward and Career Enablement Team after the Executive Meeting via a shared One:drive folder, sending an email notification to reward@uea.ac.uk when documents are added. This will include:

- a copy of the individual's full CV;
- a completed coversheet, signed by the Associate Pro-Vice-Chancellor Doctoral College giving approval on behalf of the Executive.

Where an individual already holds a Professorial appointment elsewhere (either substantive or honorary) and the same honorary grade is being sought at UEA, it is categorised and offered to the individual as an 'appointment' as opposed to a 'promotion'.

All appointments are offered for an initial five-year period.

The Reward and Career Enablement Team notifies the recipients of the outcome, copied to the PGR Programme Management Team.

Access to UEA E-vision reporting systems is a requirement for NBI supervisors. If Honorary appointment status is not accepted by the NBI supervisor there are alternative routes available via the standard [UEA Honorary Academic and Emeritus Professor Appointments Process](#) OR by applying for a [Visitor IT account](#). Either of these routes will be the responsibly each individual supervisor to ensure monthly reporting of NBI PGR student engagement.

(b) Renewal of Honorary Appointments

Renewal of the Honorary Appointment is not automatic. Doctoral College Executive approval for 5-yearly approval is sought thereafter by the Reward & Career Enablement Team by correspondence with the PGR Programme Management Team.

The APVC Doctoral College must evaluate whether the appointment is still required and notify the PGR Programme Management Team of their intention to renew. The request should include a brief summary of the rationale for renewal and forward this to the Reward & Career Enablement Team. The APVC should also ensure the individual's contact details are up-to-date.

The appointment lapses at the end of the current five-year period in cases where the Doctoral College Executive no longer wishes to continue the Honorary association,

and the APVC Doctoral College will contact the Honorary appointee to thank them for their contribution.

The Reward and Career Enablement Team notifies the recipients of the outcome, copied to the Doctoral College Executive administrator.