

New Awards

Please describe how the applicant fulfils the relevant criteria and how the University will benefit from this association (see policy and guidance):

Extension of Award

Please describe how the University has benefited to date from this association:

References attached (if applicable)?:

For all honorary titles, the following approval is required:	
Head of Department:	
Print name:	Date:
Executive Dean:	
Print name:	Date:

For the title of Honorary Professor or Emeritus Professor only the following signatures are also required (nominations must be approved by the relevant PVC dependent upon whether the individual will be principally involved in research or education or both PVCs where appropriate):	
PVC Research:	
Print name:	Date:
PVC Education:	
Print name:	Date:
Deputy Vice-Chancellor:	
Print name:	Date:
Vice-Chancellor (for Emeritus Professors):	
Print name:	Date:

<p>GUIDANCE FOR DEPARTMENTS</p> <p>In summary:</p> <ol style="list-style-type: none"> 1. HoD to complete and sign this form and ensure that required documents are provided and attached. 2. Send to Employee Relations Department in HR for checking. 3. HoD to seek further approvals as necessary. 4. For all appointments other than Emeritus Professors, HOD to ensure that honorary agreement and letter confirming the award are sent to the individual once approval received. Send a copy to HR - they will alert IT and follow the requirements for provision of an email account. 5. For Emeritus Professors, send to Sally Morris in the Deputy-Vice-Chancellor's office. Ordinance 44 states that Senate grants the title of Emeritus Professor. The Deputy Vice-Chancellor will therefore make a recommendation to the Vice-Chancellor, who as Chair of Senate, will normally take Chair's action to grant the title. The Deputy Vice-Chancellor will then write to the Professor to confirm that the title has been granted and inviting them to apply for membership of Court, with an Equality and Diversity Monitoring form. A copy of the letter will go back to the Department, the Governance Office, Senate and HR. The Department will need to arrange for an Honorary Agreement to be sent, with a copy retained. 6. Keep the honorary agreement and associated documents as a record for the period of the engagement and six months thereafter.
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