

# Request for Honorary Appointment

## Note:

* Honorary roles are non-remunerated and cannot be offered if the individual currently holds a contract with the University.
* Please ensure all relevant fields within sections 1-4 are completed. Incomplete forms will be returned to the requestor and may result in a delay to the start date.
* Please return the completed form with applicant CV to [HRHelpdesk@stmarys.ac.uk](mailto:HRHelpdesk@stmarys.ac.uk)
* For more detail, please see the [Honorary Appointments Policy/Procedure](https://www.stmarys.ac.uk/hr/docs/forms-policies-and-procedures/honorary-titles.policy-and-procedure.digitally-assessible-feb-2022.acad-board-approved.pdf).

## Section 1: Proposed Appointee

### Personal details

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename |  |
| Address for correspondence |  |
| Email |  |
| Current or most recent position |  |

### Proposed Title

|  |  |  |
| --- | --- | --- |
| Title | | Please specify specialism |
| Honorary Lecturer |  |  |
| Honorary Researcher |  |  |
| Honorary Professor |  |  |
| Emeritus Professor |  |  |

### Period of appointment

|  |  |  |
| --- | --- | --- |
| Period of appointment | | Please specify number of academic years applying for |
| Initial term  *Up to 3 academic years* |  |  |
| Extension  *Up to 3 academic years* |  |  |
| ***Please note: The maximum term for an Honorary Appointment is 6 years*** | | |

|  |  |
| --- | --- |
| Proposed start date of appointment |  |
| ***Please allow 14 working days for the approvals process*** | |

Please indicate if a St Mary’s staff card and email account will be required by checking the relevant boxes below:

|  |  |  |  |
| --- | --- | --- | --- |
| Staff card required |  | Email account required |  |

## Section 2: Reason for proposed association with St Mary’s University

|  |
| --- |
| New Appointments |
| Outline below the key reasons for appointment |
|  |
| Outline the expected contribution the person will make to the programme, Faculty / School and University – please note this will be used in the offer letter |
|  |
| Extension requests |
| Please outline the contribution made and future plans |
|  |

## Section 3: Requestor

To be completed by the Dean of Faculty

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Signature |  | Date |  |

*The nominee’s curriculum vitae should accompany this form. CVs should contain only that degree of detail relating to the proposed position.*

|  |
| --- |
| Named contact within the Faculty / School |
|  |

## Section 4: Institutional Authority - Provost

To be completed by the conferment panel

|  |  |  |  |
| --- | --- | --- | --- |
| Appointment Title | | Signature of Provost confirming approval | Date |
| Honorary Lecturer |  |  |  |
| Honorary Researcher |  |
| Honorary Professor |  |
| Emeritus Professor |  |

## Section 5: Institutional Authority - Vice-Chancellor

To be completed by the conferment panel

|  |  |  |  |
| --- | --- | --- | --- |
| Appointment Title | | Signature of Vice-Chancellor confirming approval | Date |
| Honorary Lecturer |  |  |  |
| Honorary Researcher |  |
| Honorary Professor |  |
| Emeritus Professor |  |