

## HONORARY, VISITING AND EMERITUS TITLES

### POLICY, PROCEDURES, RIGHTS AND RESPONSIBILITIES

<b>1. Policy Statement – Overall Principles</b>	
<b>1.1 Scope</b>	<p>This policy covers the conferral of Honorary, Emeritus and Visiting titles, as provided for in the Charter and Statutes, and which are governed respectively by Ordinance F4 (Emeritus Titles); Ordinance F6 (Honorary Titles); and Ordinance F7 (Visiting Titles).</p> <p>In any case of uncertainty, the respective Ordinance (duly modified to reflect agreed changes in these Policies and Procedures) shall take precedence over this Policy. The Charter and Statutes take precedence over any Ordinance.</p> <p>Where any of the titles referred to in this Policy are proposed to be conferred (whether or not the recipient was previously a Heriot-Watt University employee), relevant immigration rules in each country relating to demonstrating the right to work in the appropriate jurisdiction, undertaking paid and unpaid work and visa entry requirements will take precedence over any of the arrangements set out below. Advice and guidance on each individual case must be obtained from the relevant Human Resources Directorate prior to any travel or work being agreed.</p>
<b>1.2 Definitions</b>	<p>This policy follows the principle whereby unless the context requires otherwise, words in the singular shall include the plural and words in the plural shall include the singular and words importing the masculine shall be construed as including the feminine or the neuter or <i>vice versa</i>. Thus 'Emeritus' can also be taken to mean 'Emerita' or 'Emeritum' as required.</p> <p>The term 'Primary Academic Unit' (abbreviated to PAU in this document) replaced the term 'School' in the Charter approved in June 2019.</p>
<b>1.3 Honorary status</b> at Heriot-Watt University is a prestigious award given to recognise <b>an important association</b> with a person external to the University who brings personal distinction in: research, teaching, knowledge transfer, or strategic consultation and advice.  Honorary status is governed by Ordinance F6 <sup>1</sup> in pursuance of Article 4.2 of the Charter.	<p>An <b>Honorary</b> Title can be awarded to any person who is not a member of the Staff of the University but who has a close association with and lends expertise to a PAU, and where formalising that association through an honorary appointment would bring reputational benefit to the University and to the individual concerned.</p> <p>An <b>Honorary</b> Title is available for the following positions: Professor; Professorial Fellow; Associate Professor; Assistant Professor; Research Fellow; Honorary Fellow. The title to be conferred will depend on the level of distinction and qualification of the candidate. Where a candidate is based outside the university sector, the appropriate title may be conferred on the basis of professional standing.</p> <p>The title of <b>Honorary Fellow</b> may be conferred in recognition of an association with the University through either a contribution to research, or to the teaching of a programme of study validated by the University or making a significant contribution to the University or a member of the Heriot-Watt Group.</p> <p>An <b>Honorary</b> Title is conferred for a set period (normally up to three years, with a minimum of six months),<sup>2</sup> with the possibility of renewal where appropriate.</p>

<sup>1</sup> Ordinances F4, F6 and F7 were amended (May 2020) in order to implement various of the proposals in this paper

<sup>2</sup> The period of conferral can be suspended or ended should the individual be found to be in breach of the University's Policies and/or codes of conduct

	<p>A person who accepts an <b>Honorary</b> Title <b>cannot</b> receive remuneration from the University, although reasonable travel and other pre-approved expenses will be reimbursed in accordance with the Financial Regulations. If payment is to be received for any piece of work (in relation to any part of the University), the person must relinquish the <b>Honorary</b> Title during the period in which they receive that payment.</p>
<p><b>1.4 Visiting status</b> at Heriot-Watt University is a prestigious award given in recognition of a <b>valuable specific contribution</b> over a specified period of time in relation to: research, teaching, knowledge transfer, or strategic consultation and advice.</p> <p>Visiting status is governed by Ordinance F7 in pursuance of Article 4.4.2 of the Charter</p>	<p>A <b>Visiting</b> Title can be awarded to any person who is not a member of the Staff of the University but who is temporarily associated with the University to make a defined contribution as agreed in writing by the relevant Head of PAU. The recipient normally will be distinguished in his or her field of study and normally will hold (or have held) an equivalent position in another Higher Education institution. The conferral should bring reputational benefit to the University and to the recipient, as well as providing for the specific contribution that the individual will make.</p> <p>A <b>Visiting</b> Title is available for the positions of: Professor; Professorial Fellow; Associate Professor; Assistant Professor; Research Fellow.</p> <p>A <b>Visiting</b> Title is conferred for a set period (normally up to three years, with a minimum of six months) <sup>2</sup>, with the possibility of renewal where appropriate should the need continue.</p> <p>A person who accepts a <b>Visiting</b> Title <b>is eligible</b> to receive remuneration from the University in relation to contributions made, as agreed in advance of the appointment being made.</p>
<p><b>1.5 Emeritus status</b> at Heriot-Watt University is a prestigious award conferred on retirement and in recognition of valuable service and contribution to citizenship in a research and/or teaching role.</p> <p>Emeritus status is governed by Ordinance F4 in pursuance of Article 4.4.2 of the Charter</p>	<p>An <b>Emeritus</b> Title is conferred on a colleague who retires from their academic role in the University and does not take up another academic position with equivalent title (in Heriot-Watt or elsewhere).</p> <p>An <b>Emeritus</b> Title is available for the following positions: Professor and Professorial Fellow.</p> <p>An <b>Emeritus</b> Title is conferred for the lifetime of the recipient <sup>2</sup>.</p> <p>A person who accepts an <b>Emeritus</b> Title <b>cannot</b> receive remuneration from the University. If payment is to be received for any piece of work, the person must relinquish the <b>Emeritus</b> Title during the period in which they receive that payment.</p>
<p><b>2. Eligibility</b></p>	
<p>The Primary Academic Unit submitting a proposal for the conferral of an Honorary, Visiting or Emeritus Title should use the agreed criteria to decide which title to request.</p>	<p>It is the responsibility of the PAU to ensure that nominations for <b>Honorary</b> and <b>Visiting</b> Titles observe the University's <a href="#">policy on Equality and Diversity</a>.</p> <p>Current employees of the University are <b>not</b> eligible to be awarded an <b>Honorary</b> or <b>Visiting</b> Title by the University.</p> <p>The decision to award an <b>Emeritus</b> Title may be taken when a colleague is approaching retirement, but the Title shall only take effect after the colleague has ceased paid employment with the University.</p> <p>Annex A lays out the <b>criteria</b> to be used to determine the eligibility of a person for the award of <b>Honorary</b>, <b>Emeritus</b> or <b>Visiting</b> Titles, and for the appropriate level of that award.</p>
<p><b>3. Approval</b></p>	
<p>All proposals for the conferral of an Honorary, Visiting and Emeritus Title must be signed by the Head of the Primary Academic Unit submitting the proposal.</p>	<p>Annex A to this document sets out the approvals process required for the different titles. It is the responsibility of the PAU to prepare and submit nominations (including the supporting signatures) using the correct pro-forma, which is provided in Annex B.</p> <p>The submission from a PAU must contain a description of the benefit that will accrue (to the University and to the individual) from the award of an Honorary or Visiting Title.</p>

	<p>A designated committee of the Senate<sup>3</sup> shall be empowered to approve the award of the Title (with delegated authority from the Senate).</p> <p>Following approval, the Clerk of the committee of the Senate<sup>3</sup> shall prepare a letter for the Principal to send to the recipient to confirm that the Title has been conferred. A copy of the letter shall be sent to the Head of the PAU.</p> <p>Should the designated Committee of the Senate not approve the award of the Title, the nominating PAU shall be informed of the reason. A re- submission shall be permissible.</p>
<b>4. Length of Award</b>	
<p>The length of award should be kept to the minimum appropriate period, and should always reflect the length of time individuals are required to make their specific contribution to the University.</p>	<p><b>Honorary</b> and <b>Visiting</b> Titles shall be awarded for a time-limited period, with a minimum of six months and subject to a maximum of three years. The Head of the PAU recommends the period of appointment when submitting the nomination. The date of expiry shall be made clear in the letter confirming the conferral.</p> <p><b>Honorary</b> and <b>Visiting</b> Titles shall be eligible for renewal, subject to the 'renewal' process detailed below.</p> <p>An <b>Emeritus</b> Title normally is conferred for the lifetime of the recipient, subject to the conditions detailed in this policy.</p>
<b>5. Use of the title by the recipient</b>	
<p>Recipients of a title are welcome to use the title outwith the University, however recipients have an obligation to make clear the context in which the title has been awarded.</p>	<p>Any use of an <b>Honorary</b> Title must make it clear that it is 'honorary'. An Honorary title <b>must not</b> be used after the date on which the conferral expires.</p> <p>Any use of a <b>Visiting</b> Title must make it clear that it is 'visiting'. A Visiting title <b>must not</b> be used after the date on which the conferral expires.</p> <p>Any use of an <b>Emeritus</b> Title must make it clear that it is 'Emeritus'.</p>
<b>6. Access to University Facilities</b>	
<p>It can be useful for those who have Honorary, Emeritus or Visiting status to have access to University's facilities (e.g. IT and/or Library). This access needs to be managed in the same way as for current Staff.</p> <p>Any facilities provided are to support the recipient in making the agreed contribution to the University</p>	<p>Any person with an <b>Honorary, Emeritus</b> or <b>Visiting</b> Title awarded by the University, who wishes to use the University's facilities (on campus and/or remotely) has the same responsibility to abide by University policies and procedures as do current Staff and Students. Induction processes must therefore be undertaken in each PAU to ensure that all those holding <b>Honorary, Emeritus</b> or <b>Visiting</b> Titles are advised of relevant University policies and procedures to be followed in the course of their relationship with the University. This will include all relevant UK legal and regulatory requirements, in particular, information security (e.g. the <a href="#">IT and Communications Facilities Acceptable Use Policy</a>) and behavioural policies and health and safety requirements.</p> <p>Any breach of a University policy by the holder of an <b>Honorary, Emeritus</b> or <b>Visiting</b> Title shall result in the application of penalties contained in the policy and/or withdrawal of the <b>Honorary, Emeritus</b> or <b>Visiting</b> Title as determined by the appropriate Committee of Senate.</p> <p>The University's insurance policies require the University to have controls in place to manage and mitigate against any risks associated with the activities undertaken by all individuals accessing any facilities of the University. Compliance with this guidance will ensure that the University's insurers will meet the costs of any claims which might arise in the event of an incident or accident involving an individual with an <b>Honorary, Emeritus</b> or <b>Visiting</b> Title in the course of their use of University facilities.</p> <p>Following confirmation of conferment of the <b>Honorary, Emeritus</b> or <b>Visiting</b> Title, and with the approval of the Head of the PAU, the PAU office shall arrange access to the University's libraries and IT network for</p>

<sup>3</sup> Currently the Senate Committee for Interim Business and Effectiveness

	<p>the purpose of taking forward the scholarship or research as agreed by the Head of the PAU.</p> <p>It is at the discretion of the Head of the PAU as to whether to make available any resources, such as laboratory space / equipment to those with <b>Honorary, Emeritus or Visiting</b> Titles. Any such provision shall be made from within the resources of the PAU, and shall be arranged by the PAU office. Any such resources must be used solely for the purpose of taking forward the agreed scholarship or research.</p> <p>Persons holding <b>Honorary, Emeritus or Visiting</b> Titles shall be eligible to have access to the general social and recreational facilities of the University, subject to the normal terms of use of these facilities.</p> <p>A holder of an <b>Honorary, Emeritus or Visiting</b> Title shall not be eligible to stand as a candidate or to vote in any election of the University.</p> <p>A holder of an <b>Honorary, Emeritus or Visiting</b> Title may be appointed as a member of a Committee of the University only under exceptional circumstances, as determined by the relevant Committee.</p> <p>Holders of <b>Honorary, Emeritus or Visiting</b> Titles shall be eligible to be invited to attend ceremonial occasions/events of the University and to receive publications from the University (subject to the adherence by the University to Data Protection legislation, including the right of individuals to opt out of receiving communications).</p>
<p><b>7. Remuneration</b></p>	
<p>The main benefits of Honorary, Visiting and Emeritus Titles are recognition of academic contribution and enhanced reputation (for both the University and the Title-holder).</p> <p>Holders of Honorary and Emeritus Titles <b>are not permitted</b> to receive Remuneration from the University.</p> <p>Holders of Visiting Titles <b>are permitted</b> to receive Remuneration from the University.</p>	<p>A holder of an <b>Honorary</b> Title cannot also be a paid employee of the University. If the holders of such a status receive payment for services to the University, regardless of whether the work is in a different PAU from where the Honorary Title was given, the Honorary Title must be put into abeyance for the period of the paid work for the University.</p> <p>A holder of a <b>Visiting</b> title shall be eligible to receive payment for the work they are asked to carry out as agreed in advance of their appointment, and it is recognised that without offering some form of payment, the University might not benefit from their contribution. If such payment is to be made, it will be necessary for the appropriate PAU to seek approval (through the agreed University procedures) for each instance where payment is requested for Visiting academics.</p> <p>Those awarded <b>Honorary</b> and <b>Visiting</b> Titles shall be eligible to be reimbursed, from the appropriate PAU, reasonable travel and other pre-approved expenses incurred in the course of their duties.</p> <p>A person who accepts an <b>Emeritus</b> Title shall <b>not</b> be eligible to receive remuneration or expenses from the University. If payment is to be received for any piece of work, the <b>Emeritus</b> Title must be put into abeyance during the period in which they receive that payment.</p> <p>Any remuneration or reimbursement of expenses must be consistent with the University's HR and finance policies and regulations.</p>
<p><b>8. Renewal</b></p>	
<p>Honorary and Visiting awards will lapse at the end of their specified time period and a renewal process is required.</p> <p>There is no automatic renewal.</p> <p>(NB an Emeritus Title does not have a limited time period, and normally does not require renewal.)</p>	<p>Renewal of the <b>Honorary</b> or <b>Visiting</b> Title may be granted if the individual is still required to make a similar level of contribution to the work of the PAU, and that the contribution of the Title-holder in the period to date has been of the required standard.</p> <p>Where the term of an <b>Honorary</b> or <b>Visiting</b> Title is due to end the Clerk of the committee of Senate shall write to the relevant Head of PAU no later than the commencement of the Semester (or the Semester preceding any vacation) in which this is to occur, setting out a timeframe in which the desire for an extension, or otherwise, must be notified.</p> <p>It may be the case that, whilst the Title-holder is still required to make a contribution to the work of the University for a further period, the nature or</p>

	<p>the academic level of contribution required has changed. In these circumstances, it might be appropriate to offer a different type (or level) of status. In that instance, a fresh nomination shall be required.</p> <p>Should an <b>Honorary</b> or <b>Visiting</b> Title has lapse for a period greater than three months, a fresh nomination shall be required. A delay of up to three months in seeking renewal can be condoned.</p> <p>There is no limit to the number of times that an <b>Honorary</b> or <b>Visiting</b> Title may be renewed, subject to a case being considered and agreed on each occasion.</p> <p>In the event that the Head of PAU decides that an <b>Honorary</b> or <b>Visiting</b> Title is not to be renewed, the PAU must inform the clerk to the appropriate committee of the Senate<sup>3</sup> in order that a courtesy letter can be sent to the Title-holder.</p> <p>An <b>Emeritus</b> Title normally is conferred for the lifetime of the recipient. If an <b>Emeritus</b> Title has been relinquished for a specified period (e.g. in order to take paid academic employment) the person is eligible to use the <b>Emeritus</b> Title again as soon as the specified period is concluded, subject to the confirmation of the Senate Committee for Interim Business and Effectiveness of the Senate<sup>3</sup>.</p>
<p><b>9. Withdrawal of Honorary, Visiting or Emeritus Status</b></p>	
<p>Awards of Honorary and Visiting status are expected to last for the full period the status has been granted. However, there are circumstances that may result in the status being withdrawn.</p>	<p>The Senate reserves to itself the power to revoke the award of <b>Honorary, Visiting</b> and <b>Emeritus</b> Titles.<sup>4</sup></p> <p>Any of the circumstances below may result in the status being withdrawn:</p> <ul style="list-style-type: none"> <li>i. where the requirement for the person to retain <b>Honorary</b> or <b>Visiting</b> status for the full length of the award no longer exists, e.g. where the contribution they are required to make ceases earlier than expected, or where the person wishes no longer to continue the relationship with the University;</li> <li>ii. where the actions of a person with an <b>Honorary, Visiting</b> or <b>Emeritus</b> Title, either within or outside of the University, could result, or have resulted in, damage to the reputation of the University;</li> <li>iii. where a person with an <b>Honorary, Visiting</b> or <b>Emeritus</b> Title has been found to have breached University policies or procedures, and where that breach would have ordinarily led to formal disciplinary action if the holder of the Title had been an employee of the University;</li> <li>iv. an <b>Emeritus</b> Title shall be revoked by the Senate if a recipient were to accept paid employment as a Professor or Professorial Fellow at another university.</li> </ul> <p>Any proposal to withdraw an <b>Honorary, Visiting</b> or <b>Emeritus</b> Title must be brought by the relevant Head of PAU to the designated committee of the Senate<sup>3</sup> for an initial assessment, prior to being put to the Senate for decision.</p>
<p><b>10. Abeyance</b></p>	
<p>A 'light touch' process is necessary to cover the instances where Honorary and Emeritus Titles require to be put into abeyance (and reinstated thereafter).</p>	<p>As stated in the 'Remuneration' section above, a holder of an <b>Honorary</b> or an <b>Emeritus</b> Title cannot also be a paid employee of the University.</p> <p>If the holder of an <b>Honorary</b> or an <b>Emeritus</b> Title wishes to receive payment for services to the University (and if the payment goes beyond 'reasonable expenses'), regardless of whether the work is to be undertaken in a different PAU to their 'host' PAU, the Title holder (through their 'host' PAU) must notify the Clerk of the Senate in advance. The designated committee of the Senate<sup>3</sup> can then be informed.</p>

<sup>4</sup> In line with the [Senate Statement of Primary Responsibilities and Delegations](#)

	<p>If the necessary criteria are met, then the designated committee of the Senate<sup>3</sup> can award a <b>Visiting</b> Title for the period in question.</p> <p>The minimum period of abeyance of an <b>Honorary</b> or <b>Emeritus</b> Title shall be six months. The maximum period shall be determined by the length of time in which payment is made to the Title-holder.</p> <p>The Title shall normally be reinstated by agreement of the designated committee of the Senate<sup>3</sup> at the earliest opportunity after the Title-holder has completed the period of paid work for the University.</p> <p>The agreed end date of an Honorary Title conferral shall not be extended to account for any period of abeyance.</p> <p>There is no limit to the number of times that an <b>Honorary</b> or <b>Emeritus</b> Title may be put into abeyance, although multiple instances are not encouraged.</p> <p>The Senate Committee for Interim Business and Effectiveness of the Senate<sup>3</sup> may, should it deem there good reason to do so, not reinstate an <b>Honorary</b> or <b>Emeritus</b> Title after a period of abeyance. In that instance the nominating PAU and the Title-holder shall be informed at the earliest opportunity.</p>
<p><b>11. Academic Freedom</b></p>	
<p>In the course of their association with the University, those with Honorary, Emeritus and Visiting Titles shall be permitted to carry the rights and responsibilities of Academic Freedom.</p>	<p>Those persons holding <b>Honorary, Emeritus</b> and <b>Visiting</b> Titles shall, for the purposes of their agreed, written, association with the University, be considered as ‘relevant persons’ under the Further and Higher Education (Scotland) Act 2005. This shall enable those with <b>Honorary, Emeritus</b> and <b>Visiting</b> Titles to carry the rights and responsibilities of academic freedom as laid out in <a href="#">Ordinance M1 (Academic Freedom)</a>.</p>
<p><b>12. Managing the Relationship</b></p>	
<p>Honorary and Visiting colleagues require the same duty of care as Staff of the University.</p> <p>In addition to the provisions listed above, a variety of other tasks are required to maintaining the relationship with Honorary, Visiting and Emeritus Title-holders.</p>	<p>The ongoing relationship between the holder of an <b>Honorary</b> or <b>Visiting</b> Title and the University shall be managed by the relevant Head of PAU (or their nominee) {referred to as ‘the Head’}. The Head shall ensure that the duties associated with the <b>Honorary</b> or <b>Visiting</b> Title are clearly communicated to the Title-holder. The Head has the authority to request from time to time that the holder of an <b>Honorary</b> or <b>Visiting</b> Title varies their duties. Such variation shall be agreed in writing.</p> <p>The Head is expected to remain up to date on the contributions being made to the University by <b>Honorary</b> and <b>Visiting</b> colleagues. The Head should regularly assess whether the relationship remains of mutual benefit. This will require the Head (or a nominee) meeting with Title- holders a number of times a year.</p> <p>Each PAU shall maintain a file for each person in that PAU with an <b>Honorary, Emeritus</b> or <b>Visiting</b> Title, containing all relevant documentation including a copy of the person’s acceptance of the University’s information security policies and health and safety requirements. The files shall be maintained under the University’s Data Protection and Records Management policies.</p> <p>The PAU shall liaise as appropriate with the HR and/or Finance Directorate(s) to ensure any agreed payments are made, under the appropriate HR and Financial Regulations.</p> <p>Each PAU shall maintain a publicly available list of current <b>Honorary, Emeritus</b> or <b>Visiting</b> Title-holders within that PAU. The PAU shall comply with any request in writing from a Title-holder that under data protection legislation, their data are not publicly available.</p> <p>The Professional Service supporting the Senate Committee for Interim Business and Effectiveness of the Senate<sup>3</sup> shall maintain a central register of all an <b>Honorary, Emeritus</b> or <b>Visiting</b> Title-holders; and also shall maintain a central website to explain and support the conferral process for an <b>Honorary, Emeritus</b> or <b>Visiting</b> Titles.</p>



## Criteria and Process

Please see below the criteria for:

Honorary Titles
Visiting Titles
Emeritus Titles

Honorary Titles are governed by Ordinance F6	
<p><b>Honorary Titles: Criteria</b></p> <p>Honorary titles should recognise a contribution to teaching and/or research of the University, or input through professional standing, in the interests of the University.</p>	<p>An <b>Honorary</b> Title may be conferred on any person who is not a member of Staff, who has a close association with a PAU, and who meets the criteria for the title set out below.</p> <p>The University may confer the following <b>Honorary</b> Titles:</p> <ul style="list-style-type: none"> <li>• Honorary Professor;</li> <li>• Honorary Professorial Fellow;</li> <li>• Honorary Associate Professor;</li> <li>• Honorary Assistant Professor;</li> <li>• Honorary Research Fellow;</li> <li>• Honorary Fellow.</li> </ul> <p>The title to be conferred will depend on an academic assessment of the level of distinction and qualification of the nominee (e.g. Honorary Professors should be of equivalent national/international standing in their field to Professors of the University).</p> <p>The academic assessment shall take into account one or more of:</p> <ul style="list-style-type: none"> <li>• The level of professional standing of the nominee, normally demonstrating achievement and ability in either teaching or research, at a level appropriate to the level of the honorary title.</li> <li>• Where a candidate is based outside the university sector, the appropriate title may be conferred on the basis of non-academic professional standing.</li> <li>• Evidence of an impact on society through public acknowledgement or through published work.</li> <li>• Whether the nominee has made a demonstrable significant contribution to a PAU and/or the University.</li> </ul> <p>Note 1: The title of <b>Honorary Fellow</b> may be conferred in recognition of an association with the University through either a contribution to the teaching of a programme of study validated by the University or making a significant contribution to the University or a member of the Heriot-Watt Group.</p> <p>Note 2: Grounds for refusing the award (or renewal) of an Honorary Title shall include any previous instance of misuse of an Honorary or Visiting Title awarded by the University.</p>
<p><b>Honorary Titles: Nomination Process</b></p> <p>Nominations are generated by the Primary Academic Unit and submitted, along with supporting information to a Committee of the Senate for decision.</p>	<p>Since the conferral of Honorary Titles normally runs from 1 August in any given year, Nominations for conferral or renewal should be prepared for consideration in the Second Semester. The Clerk of SCIBE will write to Executive Deans before the commencement of the Second Semester to confirm a timetable for the lodging and assurance of nominations.</p> <p><b>Step 1:</b> A Head of PAU (or a designated nominee) shall submit a Nomination for the conferment of an <b>Honorary</b> title completing the required form (as provided in Annex B) and having discussed the candidate with the Vice-Principal and Provost in the first instance.</p> <p>The Nomination shall include:</p> <ul style="list-style-type: none"> <li>• a case for requesting the Honorary Title and the nature of the relationship with the nominee;</li> <li>• the proposed period for which the title is to be conferred;</li> </ul>

	<ul style="list-style-type: none"> <li>NB a request for renewal shall also include an account of the benefits accruing from the previous period of conferral, and an assessment of whether the contribution of the Title-holder has been of the required standard.</li> </ul> <p>The Head of PAU (or nominee) shall sign<sup>5</sup> the Nomination, following which the form, along with the supporting information, shall be forwarded to the Senate Committee for Interim Business and Effectiveness of the Senate<sup>3</sup>.</p> <p><b>Step 2:</b> The Senate Committee for Interim Business and Effectiveness of the Senate shall normally consider Nominations at a meeting in May or June<sup>6</sup>. The Committee shall assess whether the case has been made for the requested Title, and if content, shall approve the conferral of the requested award.</p> <p>If the Committee is not content, the Nomination is passed back to the PAU for further consideration. Resubmission is permissible.</p> <p><b>Step 3:</b> Following approval by the Committee, the Clerk to the Committee shall prepare for the Principal to send to the recipient a standard letter confirming the Title conferred, the period of conferral and outlining the rights and responsibilities that come with the Honorary Title, including to explain the Values of the University, and to emphasise the duty to uphold the policies of the University (e.g. the <a href="#">IT and Communications Facilities Acceptable Use Policy</a>).</p> <p>The Head of PAU shall receive a copy of the letter in order that induction and other processes can commence at the local level.</p>
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**Visiting Titles** are governed by Ordinance F7

<p><b>Visiting Titles: Criteria</b></p> <p>A Visiting Title can be awarded in limited circumstances to individuals of high distinction, and should bring reputational benefit to the University and to the individual concerned, as well as providing for the specific contribution that the individual will make.</p>	<p>A <b>Visiting</b> Title can be awarded to any person who is not a member of the Staff of the University but who is temporarily associated with the University to make a specific contribution. The recipient normally will be distinguished in his or her field of study and normally will hold (or have held) an equivalent position in another Higher Education institution.</p> <p>The University may confer the following <b>Visiting</b> Titles:</p> <ul style="list-style-type: none"> <li>Visiting Professor;</li> <li>Visiting Professorial Fellow;</li> <li>Visiting Associate Professor;</li> <li>Visiting Assistant Professor;</li> <li>Visiting Research Fellow.</li> </ul> <p>The title to be conferred will depend on an academic assessment of the level of distinction and qualification of the nominee.</p> <p>The academic assessment shall take into account one or more of:</p> <ul style="list-style-type: none"> <li>Any title held by the nominee at another institution.</li> <li>The level of professional standing of the nominee, normally demonstrating achievement and ability in either teaching or research, at a level appropriate to the level of the Visiting title.</li> <li>Where a candidate is working outside the university sector, the appropriate title may be conferred on the basis of non-academic professional standing.</li> <li>Evidence of an impact on society through public acknowledgement or through published work.</li> </ul>
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<sup>5</sup> Electronic signatures are permitted.

<sup>6</sup> In exceptional circumstances, Nominations may be considered outwith this cycle



	<ul style="list-style-type: none"> <li>Whether the nominee has made a demonstrable significant contribution to a PAU and/or the University.</li> </ul> <p>Note: Grounds for refusing the award (or renewal) of an Honorary Title shall include any previous instance of misuse of an Honorary or Visiting Title awarded by the University.</p>
<p><b>Visiting Titles: Nomination Process</b></p> <p>Nominations are generated by the Primary Academic Unit and submitted, along with supporting information a Committee of the Senate for decision.</p>	<p>As the conferral of Visiting Titles can vary according to business need, Nominations for conferral or renewal can be submitted at any time.</p> <p><b>Step 1:</b> A Head of PAU (or a designated nominee) shall submit a Nomination for the conferment of a <b>Visiting</b> title, completing the required form (as provided in Annex B) and having discussed the candidate with the Vice-Principal and Provost in the first instance.</p> <p>The Nomination shall include:</p> <ul style="list-style-type: none"> <li>a case for requesting the Visiting Title and a description of the contribution to be made by the nominee;</li> <li>the proposed period for which the Title is to be conferred;</li> <li>a supporting statement explaining how the nominee meets the criteria set out above;</li> <li>a current curriculum vitae of the nominee;</li> <li>NB a request for renewal shall also include an account of the benefits accruing from the previous period of conferral, and an assessment of whether the contribution of the Title-holder has been of the required standard.</li> </ul> <p>The Head of PAU (or nominee) shall sign<sup>5</sup> the Nomination, following which the form, along with the supporting information, shall be forwarded to the Senate Committee for Interim Business and Effectiveness of the Senate<sup>3</sup>.</p> <p><b>Step 2:</b> The Senate Committee for Interim Business and Effectiveness of the Senate shall consider Nominations (at a meeting or by correspondence) and shall assess whether the case has been made for the requested Title, and if content, shall approve the conferral of the requested award.</p> <p>If the Committee is not content, the Nomination is passed back to the PAU for further consideration. Resubmission is permissible (to Step 2).</p> <p><b>Step 3:</b> Following approval by the Committee, the Clerk to the Committee shall prepare a letter for the Principal to send the recipient confirming the Title conferred, the period of conferral and outlining the rights and responsibilities that come with the Visiting Title, including to explain the Values of the University, and to emphasise the duty to uphold the policies of the University (e.g. the <a href="#">IT and Communications Facilities Acceptable Use Policy</a>).</p> <p>The Head of PAU shall receive a copy of the letter in order that induction and other processes can commence at the local level.</p> <p>NB if the recipient of the Visiting Title is to receive remuneration in relation to the role, the Head of PAU must submit a case in advance for such payment to be made (in the established University process), and liaise accordingly with the appropriate Professional Services. Wherever necessary, immigration regulations must be followed (whether for Visiting appointments based in the UK or Dubai or Malaysia).</p>

**Emeritus Titles** are governed by Ordinance F4

**Emeritus Titles: Criteria**

An Emeritus Title is a prestigious award conferred on retirement and in recognition of valuable service and contribution to citizenship in a teaching and/or research role.

An **Emeritus** Title is an honour in the gift of the University and can be conferred on a colleague who retires from an academic role in the University, and does not take up another academic position with equivalent title (in Heriot-Watt or another institution).

The University may confer the following **Emeritus** Titles:

- Emeritus Professor;
- Emeritus Professorial Fellow.

Any Professor or Professorial Fellow retiring from the University is eligible to be awarded an Emeritus title if they can demonstrate a sustained distinguished contribution to the life of the University in one or more of the areas of: research, scholarship, teaching and administration.

A Professor or Professorial Fellow shall automatically be eligible for an Emeritus Title when they retire after holding the title of Professor or Professorial Fellow for at least 5 years (and if there is no compelling reason not to award).

A Professor or Professorial Fellow who retires having held the title of Professor or Professorial Fellow for less than 5 years shall be eligible for an Emeritus Title if they are assessed to have made an exceptional contribution over the period of their service to the University. The case shall be assessed on academic and citizenship contributions (and if there is no compelling reason not to award).

Any person receiving an Emeritus Title will not hold a contract of employment with the University on or after retirement (for example, in respect of any part-time or short-term engagement). The Emeritus Title shall not be conferred until any contract of employment between the individual and the University has ended.

A Professor or Professorial Fellow who resigns to take up a chair or equivalent position in another higher education institution is not eligible to hold an Emeritus title of Heriot-Watt University.

**Emeritus Titles: Nomination Process**

**Step 1:** At least four months before the retirement of a member of academic Staff, the Head of PAU (or a designated nominee) shall submit a Nomination for the conferment of an **Emeritus** title, completing the required form (as provided in Annex B).

The Nomination will state how the nominee meets the criteria set out above and the date from which the title is to be conferred. The Nomination shall report the period of office of the nominee, and shall include a brief statement to explain how the colleague has demonstrated a sustained significant or excellent contribution to the University.

The Nomination will confirm that there are no compelling reasons not to award.

The Nomination will state the date from which the title is to be conferred.

The Head of PAU (or nominee) shall sign<sup>5</sup> the completed Nomination form, following which the form shall be forwarded to the Senate Committee for Interim Business and Effectiveness of the Senate<sup>3</sup>.

**Step 2:** The Senate Committee for Interim Business and Effectiveness of the Senate shall consider Nominations (at a meeting or by correspondence) and shall assess

whether the case has been made for the requested Title, and if content, shall approve the conferral of the requested award.

If the Committee is not content, the Nomination is passed back to the PAU for further consideration. Resubmission is permissible.

Any decision not to award an Emeritus title shall be reported to the Senate for information and/or review should the Senate wish.

**Step 3:** Following approval by the Committee, the Clerk to the Committee shall prepare a letter for the Principal to send the recipient confirming the Title conferred and the date it comes into effect, as well as outlining the rights and responsibilities that come with the Emeritus Title, including to explain the Values of the University, and to emphasise the duty to uphold the policies of the University (e.g. the [IT and Communications Facilities Acceptable Use Policy](#)).

The Head of PAU shall receive a copy of the letter in order that induction and other processes can commence at the local level.

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## Appendix B

### Appendix B

#### Nomination Forms

*Separate forms to be added for Honorary; Visiting and Emeritus nominations:*

### Policy version and revision information

Document Control Information	
Title	Honorary, Visiting and Emeritus Titles Policy, Procedures, Rights and Responsibilities
Version	Approved
Author	Professor Julian Jones, Former Vice-Principal John McDermott, Policy and Governance
Date First Approved	23/04/2020
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Review Frequency	Two years

Reference made to (and elements 'borrowed' from):

<https://www.st-andrews.ac.uk/policy/academic-policies-assessment-examination-and-award-honorary-appointments/honorary-appointments.pdf>

<https://www.nottingham.ac.uk/registrar/registrars-office/guidelines-for-honorary-appointments.aspx>

<https://www.sheffield.ac.uk/hr/guidance/visitingtitles/emeritus/index>

<https://documents.manchester.ac.uk/display.aspx?DocID=9798>

<http://www.bris.ac.uk/hr/policies/honorary/>

<https://www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/honorary-status>

[https://www.lshtm.ac.uk/sites/default/files/Titles\\_for\\_Honorary\\_Academic\\_Staff\\_Policy\\_Procedure.pdf](https://www.lshtm.ac.uk/sites/default/files/Titles_for_Honorary_Academic_Staff_Policy_Procedure.pdf)

<https://www.dur.ac.uk/hr/policies/titles/>

[https://www.ucl.ac.uk/hr/docs/honorary\\_titles.php](https://www.ucl.ac.uk/hr/docs/honorary_titles.php)