



Honorary, Visiting & Emeritus Appointments Policy

INDEX

1. **Introduction**
2. **Purpose**
3. **Principles**
4. **Scope**
5. **Roles and Responsibilities**
6. **Policy**
7. **Data Protection Requirements**
8. **Exceptions**
9. **Amendments**
10. **Information and Resources**
11. **Contact**

Appendices

- | | |
|-------------------|---|
| Appendix A | Criteria for Award of Honorary Clinical Academic Titles |
| Appendix B | Honorary, Visiting & Emeritus Appointments Procedure |
| Appendix C | Honorary, Visiting & Emeritus Appointments Flowchart |

HONORARY, VISITING & EMERITUS APPOINTMENTS POLICY

1. Introduction

- 1.1. The University of Wolverhampton is committed to developing and maintaining constructive relations with its employees and external stakeholders. This document sets out the University's Policy on the award of Honorary, Visiting and Emeritus titles. This Policy is supported by, and therefore should be read in conjunction with, the Honorary, Visiting & Emeritus Appointments Procedure (Appendix B) which outlines the steps to award, manage, renew and terminate a title.
- 1.2. An Honorary, Visiting or Emeritus title at the University is a prestigious award made in recognition of extremely valuable contributions from individuals of appropriate academic standing who are not members of University staff. Individuals must contribute significantly to the University's academic developments in research, teaching, enterprise or professional services.
- 1.3. This policy sets out the criteria and circumstances in which a title may be considered and awarded. It applies to all Honorary, Visiting and Emeritus titles, hereafter referred to as titleholders.

2. Purpose

2.1. The purpose of this policy is to:

- ensure that titles are considered and awarded only where there is a clear benefit to the University, and there is ongoing engagement and activity between the University and titleholder
- define the title classifications available and the eligibility criteria of each
- provide appropriate rigour in the award and management of titles
- outline the expectations of title holders and the associated access to resources.

3. Principles

3.1. The implementation of this policy is in accordance with the University's values and behaviours which are that employees (including Honorary, Visiting or Emeritus titleholders) are:

- **Accountable;** we take pride in what we do and how we do it, take responsibility for our actions and operate with transparency and integrity
- **Resilient;** we have a positive outlook; we are adaptable and recover from setbacks.
- **Inclusive;** we are welcoming, respectful, collegiate, and supportive.
- **Ambitious;** we are imaginative, confident, innovative and deliver excellence.

4. Scope

4.1. This policy applies to all Honorary, Visiting and Emeritus titleholders and those involved in administering and conferring awards. Whilst it is expected that titleholders will support the activities of Schools and Faculties, titleholders can also be supported in Directorates providing the criteria outlined are adhered to.

- 4.2. This policy also applies to Honorary clinical roles associated with the Black Country Medical School. Please refer to Appendix A: Criteria for Award of Honorary Clinical Academic Titles.
- 4.3. The award of a title is a voluntary arrangement which allows individuals from other institutions and businesses, or who have retired, to collaborate with staff at the University. Title awards should not be used as a means of providing other individuals with access to University facilities such as email, library or buildings, nor should it be used in the place of employment.
- 4.4. The award of a title does not indicate any form of employment relationship with a titleholder, and they are not employees of the University.

5. Roles and Responsibilities

5.1. University Sponsor

- 5.1.1. The University sponsor is the member of staff who nominates the individual for a title and who has day-to-day oversight of their activities. They are responsible for:
- applying the criteria and obtaining necessary supporting evidence in order to progress an initial title or renewal thereafter
 - managing activities and maintaining a reasonable level of contact. Should any concerns emerge or activities cease, to notify the Dean/Director and/or HR
 - ensuring titleholders are supported appropriately in their endeavours and that their work is linked to the activities of the School, Faculty or Directorate in an active way.

5.2. Deans and Directors

- 5.2.1. Deans and Directors are responsible for:
- supporting the implementation of this Policy and associated procedure and supporting an environment whereby titles are appropriately managed and only awarded where there is a clear benefit of so doing
 - ensuring that all titleholders within their area of responsibility are aware of this Policy and the requirements set out within relevant policy and procedure
 - ensuring an appropriate induction into activities and expectations. This is to include appropriate health and safety and data security consideration according to the nature of their activities
 - oversight of activities and ensure that the boundaries of the role of a title holder and employment status do not become blurred.

5.3. Pro-Vice Chancellors and Vice-Chancellor

- 5.3.1. Pro-Vice Chancellors and Vice-Chancellor are responsible for:
- leading on the implementation of this policy and associated procedure and the overall governance, ensuring titles are appropriately managed and awarded only where there is a clear and necessary benefit of doing so and the proposed activities fit with the overall School, Faculty or Directorate plans
 - ensuring that all direct reports are aware of this Policy and its requirements and that titleholders are appropriately supported and managed and that titles are terminated where activities cease

- The Vice-Chancellor has oversight of all Emeritus Professor approvals and must do so in accordance with this policy.

5.4. Academic Board

5.4.1. Academic Board has responsibility for the conferment of the titles set out herein.

5.5. Human Resources

5.5.1. Human Resources will:

- oversee the operation and monitoring of the Policy and Procedure
- provide advice, guidance and support to managers and members of staff on the interpretation and application of the Policy and Procedure
- administer title awards.

5.5.2. Human Resources staff are available to provide advice on the policy and procedure. All requests for appointments, extensions and the ending of titles will be administered by Human Resources.

6. Policy

- 6.1. The University recognises the significant contribution that titleholders can make to the University's academic profile. The University may confer Honorary, Visiting and Emeritus titles on those with whom the University wishes to collaborate with in its goals of excellence in education and research, or enterprise and professional service activities which provide opportunity to enhance our external reputation as well as introducing new ideas.
- 6.2. Titles should only be awarded in limited circumstances to individuals of sufficiently high distinction and should bring clear benefits to both the University and the individual concerned. Honorary, Visiting and Emeritus titles should only be awarded to make available to the University a range of expertise, support and advice that could not otherwise be drawn upon.
- 6.3. In the case of Honorary or Visiting Professor titles, candidates should be judged against the same standard of output as for substantive University positions, albeit that activities with or on behalf of the University are secondary to an individual's substantive role and this should be taken into account when considering the appointment.
- 6.4. Whilst the award of a title and ongoing collaboration may bring many benefits to the University, there could also be risks where there is insufficient rigour in the award of a title and/or relationships are not appropriately managed. It is therefore the responsibility of all sponsors, Deans, Directors, Pro-Vice Chancellors, the Vice Chancellor and any individual involved in the award of titles, to ensure that this policy is adhered to.
- 6.5. The award of a title is an honour and a gift of the University. There is no appeals process if the University decides not to confer a title or terminate it early.

7. Categories

7.1. Visiting Status

- 7.1.1. Visiting status at the University of Wolverhampton is a prestigious award given in recognition of a valuable specific contribution over a specified period of time in relation to research, teaching, knowledge transfer or strategic consultation and advice.
- 7.1.2. A Visiting Title can be awarded to any person who is not a member of staff of the University, but who is temporarily associated with the University to make a defined contribution as agreed in writing by the relevant Dean/Director. The recipient normally will be distinguished in their 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.
- 7.1.3. A Visiting Title is available for the positions of: Professor, Associate Professor, Research Fellow, Fellow.
- 7.1.4. A Visiting Title is conferred for a set period (normally up to three years, with a minimum of six months), with the possibility of renewal should the need continue. The length of award should be kept to the minimum period and reflect the length of time the title holder is required to make their specific contribution to the University.

7.2. Honorary Status

- 7.2.1. Honorary status at the University of Wolverhampton is a prestigious award given to recognise an important association with a person external to the University who brings personal distinction in research, teaching, knowledge transfer, or strategic consultation and advice.
- 7.2.2. An Honorary Title can be awarded to any person who is not a member of staff of the University, but who has a close association with and lends expertise to the University, and where formalising that association through an honorary appointment would bring reputational benefit to the University and to the individual concerned.
- 7.2.3. An Honorary Title is available for the following positions: Professor, Associate Professor, Research Fellow.
- 7.2.4. 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.
- 7.2.5. Honorary Titles awarded under this process do not constitute the award of an Honorary degree or qualification of any sort.
- 7.2.6. An Honorary Title is conferred for a set period (normally up to three years, with a minimum of six months), with the possibility of renewal where appropriate. The length of award should be kept to the minimum period and reflect the length of time the title holder is required to make their specific contribution to the University.
- 7.2.7. A person who accepts an Honorary Title cannot 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 Honorary Title during the period in which they receive that payment.

7.3. Honorary Clinical Academic Roles

- 7.3.1. Within the Black Country Medical School, it is acknowledged that some staff will be clinically qualified and will wish to maintain their clinical practice. Where possible, this will be encouraged by joint appointments with the NHS (with either the University or the NHS being the substantive employer). Such appointments are managed in accordance with the Follett Principles.
- 7.3.2. In addition, some individuals with substantive contracts with the NHS or other organisations may wish to contribute to the University and the Medical School without entering into a formal, paid, employment relationship. In these situations, this contribution may be recognised by awarding an Honorary academic title.
- 7.3.3. Honorary Clinical Titles are reserved for individuals that continue to hold professional registration with a clinical regulator, such as the General Medical Council.
- 7.3.4. Honorary titles may be awarded at the level of:
 - Honorary (Clinical) Fellow
 - Honorary (Clinical) Lecturer
 - Honorary (Clinical) Senior Lecturer
 - Honorary (Clinical) Associate Professor
 - Honorary (Clinical) Professor
- 7.3.5. The indicative criteria for each level are outlined in Appendix A. There must be evidence of how the individual is using their achievements for the benefit of the University, the Medical School, and its students.
- 7.3.6. For those who concomitantly hold honorary titles at other Universities, their application must specifically give details of the level of any other Honorary Title, the contribution they currently make to those other Universities, and any potential conflicts of interest.

7.4. Emeritus Professor Status

- 7.4.1. Emeritus Professor status at the University of Wolverhampton is a prestigious award which may be conferred upon retirement in recognition of valuable service and continued contribution to the University.
- 7.4.2. The Emeritus Title is conferred for a 3-year period with the possibility of renewal, for further 3-year periods, should the relationship continue.
- 7.4.3. A person who accepts an Emeritus Professor Title cannot receive remuneration from the University. If payment is to be received for any piece of work, the person must relinquish the Emeritus Title during the period in which they receive that payment.
- 7.4.4. The Emeritus Professor may relinquish their emeritus title at any time by writing to their Dean / Director.
- 7.4.5. For a professor to be eligible for the title of Emeritus Professor on retiring from the University, they should have:
 - at least 10 years' service to the University including at least 5 years as a

- professor, **and**
 - an academic (normally research) association with the University beyond their formal retirement.
- 7.4.6. Consideration for an award of the title of Emeritus Professor may also be given to any professor leaving the University (to whom 7.4.5 does not apply) if they have given a significant contribution to the University as an academic leader for a significant period of time, subject to section 7.4.7 below.
- 7.4.7. Recipients of an Emeritus Professor title are required to sign an agreement setting out the terms of the relationship and their access to University facilities.
- 7.4.8. No professor shall be granted an Emeritus title if any of the following apply to them:
- They take up employment at another higher education institution (HEI) at any time. This does not include an award of visiting or honorary professorship, or a fixed term position for less than 12 months with any HEI, provided (in all cases) that only a modest honorarium is paid.
 - At the date they leave the University they have a live disciplinary record or are leaving the University with a disciplinary investigation pending.
 - Are guilty of any fraud or dishonesty or act in any manner which in the University's opinion brings or is likely to bring the University into disrepute or is materially averse to the University's interests or business.

7.5. Obligations of Titleholders

- 7.5.1. Titleholders must continue to have active links with the University. Titles and access to facilities may be withdrawn if it is felt that active participation with the University has not been maintained.
- 7.5.2. If the holder takes up another appointment and/or connection and activity with the University reduces, the title will lapse.
- 7.5.3. Titleholders are in a position of trust, and the University is committed to conducting business with honesty and integrity and expects all titleholders to adopt and maintain high standards of professionalism and ethical standards during their engagement and when carrying out activities under the University's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Whilst it is expected that a title will remain in place for the full period the status has been granted, the University reserves the right to suspend or withdraw the title should it consider it appropriate to do so.
- 7.5.4. Title holders are required to inform the University promptly of any matters which may potentially adversely affect the reputation of the University. In respect to Clinical titles, this specifically includes disciplinary investigations by their substantive employer(s), adverse findings of enquiries or coroner's inquests, and criminal investigations in any jurisdiction.
- 7.5.5. Recipients of a title are welcome to use the title with the University; however, recipients have an obligation to make clear the context in which the title has been awarded and state the Honorary, Visiting or Emeritus status of the title, and it must not be used after the date on which the conferral ends.

7.5.6. Title holders are required to comply with certain policies and procedures of the University which are made available via the University website.

7.5.7. Title holders must complete any training stipulated by their Sponsor within an appropriate timeframe, usually of no more than 3 months. It is the responsibility of the Sponsor to ensure any necessary training is completed in an appropriate timeframe and where this is not achieved, the title withdrawal process is commenced.

7.6. Renewal or Suspension or Withdrawal of an Emeritus, Honorary or Visiting title

7.6.1. Titles may be renewed prior to expiry for further 3-year periods, or less where it is anticipated the activity will cease earlier. Decisions regarding extensions should be made in good time and the renewal process should commence in advance of the appointment end date. In the absence of the necessary approval, a title will expire and all associated privileges will end.

7.6.2. The University reserves the right to suspend or withdraw an individual's Emeritus, Honorary or Visiting Title at any time. The decision to suspend or withdraw an Honorary or Visiting title will be made Dean/Director after receiving advice from HR. The decision to suspend or withdraw an Emeritus title will be made by the Vice Chancellor after receiving advice from the Dean/Director and HR.

7.6.3. The relevant Dean/Director will notify the title holder in writing of the decision to suspend or withdraw the title.

7.6.4. Potential reasons for suspension or withdrawal of an Emeritus, Honorary or Visiting title include, but are not limited to:

- The individual no longer meets the criteria for the award of the title.
- The requirement for the individual to retain the title for the full length of award no longer exists, e.g. where the activities they are required to contribute to cease earlier than expected.
- The individual's contribution does not remain consistent with the title conferred.
- There is no evidence of a continuing link with the University, and no activity has been undertaken for a period of time. In such circumstances consideration should be given to the reason for any temporary cessation in activity, such as periods of ill health, and in such circumstances the benefits of the title may continue or be temporarily suspended.
- The individual has accepted a contract of employment with the University.
- The actions of the individual, either within or outside of the University, could have resulted in negative publicity for the University, or brought the University into disrepute.
- The individual has breached or failed to comply with university standards, policies, procedures, regulations, or instructions.
- The individual has failed to complete identified training within the timescales specified.
- If a conflict of interest arises, or it is considered that damage may be caused to the reputation of the University by continued association.
- For clinical title holders, the individual's registration with their professional

regulatory body is made the subject of conditions, restrictions, suspension, or erasure (including voluntary erasure).

- For clinical title holders, the individual's clinical practice is subject to restrictions by their substantive employer.

7.7. Access to Resources

7.7.1. For the duration of the title award individuals should be given access to resources in line with the activities they are fulfilling with the University. Resources must only be used for educational purposes and subject to the University's policies and guidelines. The Faculty/Directorate should make the appropriate arrangements for individuals to gain access to the relevant resources. Resources may include library services, shared office space and access to university electronic resources/systems and email.

7.7.2. The following benefits may be made available to a title holder:

- Reasonable use of the library for reasons associated with the title and subject to licence restrictions.
- Appropriate IT access according to the nature of the activities.
- The right to use the University as an academic address for academic purposes only.
- Titleholders may not apply for research grants through the university as the Principal Investigator, though they may be named as a co-applicant.
- Titleholders may be part of a supervision team for a research student, provided that they are not the Director of Studies.
- Title holders are not entitled to be members of any governance Committee or Board, or to exercise any administrative function of the University but may, where appropriate, be invited to attend Advisory Boards or other working groups.

7.8. Paid Work

7.8.1. The Honorary, Visiting and Emeritus agreement makes clear that it is not an employment relationship. It is, however, important that how we treat and engage individuals in practice supports this. Any activities undertaken must be on a voluntary basis and a titleholder cannot be compelled to complete any work or activity for the University.

7.8.2. Titleholders cannot also be paid employees of the University. There may be unusual circumstances where an Honorary, Visiting or Emeritus titleholder is appointed to undertake other paid work with the University. If the holders of such status are receiving payment for services to the University, regardless of whether the work is in a different School/ Faculty from where the title was awarded, the title will lapse. In such circumstances, the title may be re-awarded once the recipients have completed their paid work for the University.

7.8.3. As Honorary, Visiting and Emeritus titleholders may be considered 'voluntary workers' the University must fulfil immigration duties and complete a right to work or visitor check.

8 Data Protection Requirements

When personal data is expected to be used under this policy, staff must adhere to applicable

data protection laws. These are outlined in the University's Data Protection Policy and related policies (<https://www.wlv.ac.uk/about-us/corporate-information/wlv-policies/>). Any use of personal data should be detailed in the relevant privacy notice and processed in accordance with all data protection principles.

For processing activities that may carry high risk; completion of a Data Protection Impact Assessment (DPIA) may be required. This is determined by answering a series of screening questions included in the DPIA template. The Data Protection Team is available to provide assistance and guidance with any part of this process, please contact them via email: dataprotection@wlv.ac.uk.

Please note that whilst the Data Protection Act does not cover aggregate data, it must be ensured that small numbers held within aggregate data sets do not inadvertently identify individuals.

9 Exceptions

There are no exceptions to this policy.

10 Amendments

This Policy was approved by Academic Board on 21 April 2026. The University may change this Policy at any time, and where appropriate. Where a policy is not due for review, but is found to require updating, it will remain published, unless the reasons for review render it obsolete.

11 Information and Resources

This policy should be read in conjunction with the with the Honorary, Visiting & Emeritus Appointments Procedure (Appendix B), and the following policies, procedures, and key documents:

- [Health and Safety Policy](#)
- [Information Security Policy](#)
- [IT Acceptable Use Policy](#)
- [Personal Relationships Policy](#)
- [Intellectual Property Policy for Staff](#)
- [Conflicts of Interest Policy & Procedure](#)
- [Ethics Policy](#)
- [Code of Good Research Practice](#)
- [Bring Your Own Device \(BYOD\) Policy](#)
- [Data Protection Policy](#)

12 Contact

For guidance, support and queries regarding this policy please contact the Human Resources Directorate via email: HR@wlv.ac.uk.

For general queries, please contact the Corporate Compliance Team via email:
compliance@wlv.ac.uk.

VERSION	1.0	AUTHOR/OWNER	HR
Approved Date	21 April 2026	Approved By	Academic Board
Review Date	21 April 2029		

Appendix A: Criteria for Award of Honorary Clinical Academic Titles

Honorary Clinical Lecturer

The title of Honorary Clinical Lecturer recognises NHS or non-NHS Clinical Staff, General Practitioners or others working in a clinical setting who have an on-going commitment to the School of Medicine and are engaged with the University of Wolverhampton's teaching, research or wider agenda as defined below.

Although not necessarily holding a primary medical qualification (e.g. the title is open to those from nursing, physiotherapy, paramedic or other clinical professions), the candidate must have academic qualifications that are in keeping with the status of the University Lecturer. This will usually mean at least a bachelor's degree or equivalent.

Candidates will typically undertake one or more of the following activities for a minimum of 20 hours per annum:

- Lectures to students at the University
- 'Formal' teaching e.g. small group, skills, simulation, to students
- Bedside teaching session (separate to the delivery of service ward rounds)
- Administration / organisation / management of teaching for students
- Delivery of induction
- Examinations / marking and assessing
- Writing assessment questions or scenarios for formal University assessments
- Developing online content approved for placing on the University system
- Educational Supervisor review and case discussion meetings
- Acting as a named personal tutor
- Supervisor and project review meetings as part of student research projects
- Portfolio case discussions
- Contributing to admissions processes, e.g. reading applications, interviewing/MMI assessor
- Educational quality improvement activities, including acquisition of an appropriate teaching qualification or HEA Fellowship
- Contributing to the submission of successful peer-reviewed grant applications
- Contributing, being a co-author, and submitting at least 1 paper in a peer-reviewed journal in the previous 3 years

Honorary Senior Clinical Lecturer

The title of Honorary Senior Clinical Lecturer recognises NHS or non-NHS Clinical Staff, General Practitioners or others working in a clinical setting who contribute, or plan to contribute, in a major role at the Black Country Medical School.

Although not necessarily holding a primary medical qualification, the candidate must have academic qualifications that are in keeping with the status of a University Senior Lecturer. This will usually mean at least a bachelor's degree or equivalent and a postgraduate degree (e.g. MSc

or MD/PhD). The individual must be an externally recognised authority in their broader subject area, with a national reputation. For medically qualified individuals, this will normally mean being a fully-trained general practitioner, being on the GMC specialist register, or working in a substantive consultant or specialist doctor role. The proposed individual should contribute at a significantly high level to the academic work of the University as a research contributor and/or with educational responsibilities which may include research, teaching, examinations, admissions, student support or management.

Candidates will typically undertake one or more of the following activities for a minimum of 40 hours per annum:

- evidence of a sustained regular contribution to educational development and delivery
- at least two or more undergraduate or postgraduate teaching activities, or hold a defined educational role (e.g. Year/Subject/Placement lead, Associate Dean, named Undergraduate Educational Supervisor)
- a commitment to learning and teaching by having attended or committing to attend annual CPD relevant to medical education activity. This may include, for example, training in lecturing, student assessment or peer reviewing
- evaluation of their contribution to medical education and/or research, and reflection on this annually
- a commitment to educational quality improvement activity, innovation in medical education or educational research activity
- contributing to the submission of successful peer-reviewed grant applications
- contributing, being an author, and submitting at least 1 paper in a peer-reviewed journal in the previous 3 years
- contributing to successful outputs in the Clinical Trials Unit
- contributing to the development of the Black Country Medical School by close and effective collaboration within local education providers at a senior level, for example, by facilitating high-quality clinical placements
- National roles within medical education and/or their clinical specialty.

Honorary Clinical Associate Professor

The title Honorary Clinical Associate Professor may be conferred on a person who would be deemed appropriate for such an appointment within the University if they held a substantive employment contract with the University, taking into account the balance of their other duties outside the University.

The candidate must be appropriately academically qualified. This will include a bachelor's degree, a Masters-level degree and, normally, a doctorate. For medically qualified individuals, this will also normally mean being a fully trained general practitioner, being on the GMC specialist register, or working in a substantive consultant or specialist doctor role. The individual must be a leading authority in their subject with an international reputation. The individual will also normally have experience of, and a demonstrated commitment towards, fostering excellence in research and/or education. This may include contributions as a research lead or principal investigator, or leadership/management responsibilities. The proposed individual should contribute at an

appropriately high level to the academic work of the University. Candidates may have held a similar level of academic title at Wolverhampton or another University as a substantive employee previously, prior to moving across into a substantive clinical role.

Examples of activities which might lead to such a title include:

- a sustained contribution to the pedagogy of the School of Medicine, for example in the development of the curriculum, assessments, student support systems, quality and/or governance standards
- a sustained contribution in a senior leadership position, for example as Clinical Dean, Deputy Dean, Programme Director with evidence of innovative practice
- a record of research activity and publications of high quality (3*+) and impact (e.g. influence on national guidelines), and of some leadership within that activity.
- a significant record of success in securing research grants and awards, from peer reviewing bodies
- innovation in the field of teaching or research leading to significant change in practice and impact
- successful knowledge transfer from research, in the form of patents, licenses and spin-out companies
- leadership roles in national and international bodies relevant to academic teaching and /or research, especially where such bodies carry marks of esteem
- evidence of national or international recognition e.g. a substantial track record of invitations to present papers at prestigious national conferences
- evidence of significant achievements through the receipt of prestigious prizes or awards
- outstanding contribution to the development of the Black Country Medial School by close and effective collaboration within local education providers at a senior level, for example by enhancing the quality of innovative clinical placements
- notable contributions to the public understanding of medicine and/or science and the importance of high-quality academic teaching and/or research.

Honorary Clinical Professor

The title of Honorary Clinical Professor may be conferred on a person who contributes to the academic work of the University at a significantly high level, i.e. at an academic standing equivalent to that of substantively employed Professor. There must be a substantial connection with the University, and the candidate must be appropriately academically qualified for the status. This will include a bachelor's degree, master's degree and a Doctoral-level qualification (or equivalent). For medically qualified individuals they will be working as a senior consultant, specialty doctor, or general practitioner level, or equivalent. They are expected to be a leading international authority in their subject including having made an outstanding contribution to education, research or both.

Examples of an outstanding level of contribution could be evidenced by several of the following:

- previously holding a professorial-level appointment as a substantive University employee before moving into a more clinical role within the NHS or other clinical service provider
- delivery of high-quality teaching, locally, nationally and internationally

- evidence of international recognition, e.g. a substantial track record of invitations to present papers at prestigious national and international conferences
- innovation in the field of teaching leading to change in practice and impact at a national or international level
- leadership roles in national and international bodies relevant to academic teaching and /or research, especially where such bodies carry mark of esteem
- shaping of national and/or international policy and practice in teaching
- sustained impact on teaching through pedagogical research
- securing external income to support such educational development
- evidence of significant achievements in education through the receipt of nationally or internationally prestigious prizes and awards
- editorships or membership of editorial boards of learned, peer-review, journals
- outstanding contribution to the development of the Black Country Medical School by close and effective collaboration within local education providers at a senior level
- a substantial track record of research activity and publications of world leading quality (4*)
- a significant record of success in securing research grants and awards
- exceptional industry collaboration research such as:
 - contribution to the work of professional societies in significant leadership roles.
 - notable contributions to the public understanding of medicine, science, education and/or research.
 - evidence of innovation and leadership in clinical service.

Honorary Clinical Fellow

In some cases, an individual merits the award of an honorary clinical title from the University to facilitate a particular piece of work they plan to carry out for the University. For example, this could be a specific research activity, teaching role, or representing the University at an external forum. In such cases, the school may award the title of Honorary Clinical Fellow. The criteria for the award are that the individual holds a substantive clinical role outside the University, is in good standing, and the specific planned contribution to the Medical School has been approved by the Dean of Medicine.

Appendix B: Honorary, Visiting & Emeritus Appointments Procedure

1. Purpose

- 1.1. This procedure sets out the process for conferring titles, both new titles and renewals, and the steps to take if a title should cease prior to the intended end date.
- 1.2. The criteria outlined within the Honorary, Visiting & Emeritus Appointments Policy must be applied strictly and fully to maintain standards of excellence.

2. Procedure

- 2.1. When considering an application for a title with the University, it is vital that both the applicant and the supporting parties give due consideration to the reasons for the application and that there is clear and significant benefit. An appropriate level of achievement in research, teaching, enterprise or professional reputation must also be demonstrated. It is the responsibility of any individual supporting a case that they are fully satisfied that this has been met.
- 2.2. Prior to an application it is important that the individual engages with their sponsor, outlining the contribution they will make to the School, Faculty or Directorate and University and the sponsor is supportive of the application being made. Should the sponsor feel that the title is not justified, they should discuss this and inform the applicant.
- 2.3. The application form requires individuals to declare any actual or perceived conflict of interest as defined by university policy. It is important that reviewers consider any declaration made. It may be inconsistent with an application for a university title for applicants to have titles with other institutions.
- 2.4. At each approval level the recipient must consider the following and only approve a case if they are fully satisfied that all the criteria have been met or exceeded:
 - the proposed award title is appropriate, and the individual meets the associated criteria
 - the duration of the proposed title award is appropriate
 - that expertise, experience and professional standing has been sufficiently evidenced
 - there is clear explanation of the activities proposed, and they fit with the School, Faculty or Directorate plans.

3. Sponsorship for the award of a title

- 3.1. Where a member of the University community (hereafter referred to as sponsor) provides in principle support to an application for title, they should commence the application process and share details with the applicant.
- 3.2. The sponsor must fully explore the basis of the request and clearly document their reasons for supporting, or not supporting, an application. This should include how the application would contribute to the work and objectives of the School, Faculty or Directorate.
- 3.3. The sponsor must discuss the application with the relevant Head of School/Department and where applicable the relevant Head of Research Centre and gain their signature(s).
- 3.4. Once the form has been completed it should be sent to the Dean/Director for initial approval.

4. Dean/Director Approval

4.1. It is the responsibility of the Dean/Director to be assured of the level of contribution and that the proposed activities fit with the School, Faculty or Directorate objectives. It is of upmost priority that titles are only considered and confirmed in exceptional and strong cases, where there are clear benefits of the associated engagement, and that titles are not unfairly awarded, which do not meet the standards of the University. The Dean/Director will consult with their Senior Management Team when considering an application.

5. University Approval

5.1. Emeritus Professor Cases Only

5.1.1. In the case of Emeritus Professor titles, the workflow will be forwarded to the Vice-Chancellor for approval. The Vice Chancellor will consider the case with the PVC Research & KE.

5.2. Honorary and Visiting Cases

5.2.1. Vice-Chancellor approval is not required following Dean/Director approval and cases should progress.

5.3. Title Conferment

5.3.1. Following approval by the Dean/Director, or in the case of Emeritus Professor, the Vice Chancellor, all recommendations for approval will be subject to Academic Board ratification.

5.4. Unsuccessful Cases

5.4.1. If at any stage the application is declined, the Sponsor and applicant will be notified. The award of a title is an honour and a gift of the University. There is no appeal process in the event that the University decides not to confer a title.

6. Human Resources Administration

6.1. Following completion of the application and approval process where the award of a title is conferred, Human Resources will be notified via the HR Portal for processing and input on Agresso. The appropriate title award letter and terms will be issued, along with an ID card, if required. The appropriate Sponsor will be notified, and they will be responsible for induction arrangements.

7. Induction

7.1. It is important to consider an appropriate and effective induction programme for titleholders, to help integrate them with the Faculty or Directorate and the wider University. It is important that titleholders are signposted to appropriate policies and procedures as well as ensuring all Health and Safety requirements are fulfilled. It is the responsibility of the Sponsor to ensure that a suitable level of support is provided.

7.2. If the titleholder needs an IT account, the Faculty/Directorate will request one using the link <https://www.wlv.ac.uk/its/facilities/application-for-it-facilities/> (selecting an external user account).

8. Review and renewal

- 8.1. During the title award period it is the responsibility of the Sponsor to keep activities and contributions under review.
- 8.2. Normally titles are awarded for a minimum period of 6 months and maximum period of 3 years. At both the review and approval stage, consideration should be given to the appropriate duration according to the predicted activity end date. It is key that titles do not live longer than the activities and links are maintained.
- 8.3. Upon expiry of the agreed duration, the agreement will cease and record terminated. There will be no automatic renewal.
- 8.4. At least 1 month before the title end date, the Sponsor will be notified of the impending end date. It is the responsibility of the Sponsor to consider if a renewal is justified. At this time the titleholder will be requested to complete and submit an activity report. Renewal should only be considered where the individual is required to continue to make a similar level of contribution to the work of the School/Faculty/Directorate and where an activities report has been submitted.
- 8.5. Formal reports are not required at any other time during an award period; however, it is at the discretion of the Sponsor to request a written or verbal report at any time.
- 8.6. Should there be reason and continuing benefit for the award of the title to be extended, the Sponsor is responsible for generating the request in good time. It is recommended that these conversations and any subsequent applications are started early to ensure renewal is a smooth process.
- 8.7. The procedure for renewal remains the same as for an original submission. The renewal application requires applicants to demonstrate how they have made a substantial contribution and the benefits of it continuing.

9. Withdrawal or Suspension of Honorary, Visiting or Emeritus Title

- 9.1. Awards are expected to last for the full period the status has been granted. However, the University retains the right to suspend or withdraw a title.
- 9.2. Where the Sponsor proposes to withdraw a title partway through the appointment this should be discussed in the first instance with the Dean/Director and HR. Where termination is recommended, it is the decision of the Dean/Director. In the case of an Emeritus Professor title the recommendation to terminate a title should be made to the Vice-Chancellor whose decision is final.

10. End of Title Term

- 10.1. Except in circumstances such as those outlined above all titles will terminate at the planned end date. Where an application for renewal has been made but not approved, the title will cease. It is therefore important that where an extension is being considered, it is made and administered in good time.
- 10.2. At the end of a title term, the HR administration team will write to the title holder, thanking them for their contribution and ending the period of activity.
- 10.3. Where a title holder wishes to end their period of title award early, they are asked to provide written notification to the Dean/Director in order that this can be shared with HR who will end their association.

11. Visa & Qualification / Professional Registration

- 11.1. As titleholders may be undertaking voluntary and unpaid work for and on behalf of the University, they must hold the right to work on a voluntary basis in the UK and, where necessary, hold the appropriate visa for their stay. A right to work check is necessary for those within the UK, or those wishing to enter the UK to ensure compliance with UK Visas and Immigration.
- 11.2. Titleholders who are based overseas and do not visit the UK will not require a right to work check unless they subsequently come to the UK and undertake any activities under their title appointment. In such instances a visitors check must be undertaken.
- 11.3. Titleholders should be advised that if any time of a visa is required and they are outside of the UK, they should not make arrangements to travel to the UK until they have obtained the necessary visa detailing their leave to remain in the UK. If at any time a titleholder's right to work status changes or it is revoked, the University must be informed immediately.
- 11.4. It is the responsibility of the supporting Faculty/Directorate and the title holder to ensure that they understand any visa restrictions the individual may have and ensure compliance.
- 11.5. The sponsor is responsible for checking whether the individual requires a Disclosure and Barring Service check where an individual will be working in a position of trust undertaking 'regulated' activity with children or adults at risk as part of their appointment.
- 11.6. If the titleholder's activities require a particular qualification or registration with a Registered Body, the department is responsible for checking and retaining a copy of the status of that qualification or registration. The titleholder is required to advise the Faculty/Directorate if their registration status changes.
- 11.7. All titleholders are required to disclose any 'unspent' criminal convictions as part of their application, in accordance with the University's policy.

12. Research Security

- 12.1. When considering any application for a visiting appointment please review whether:
 - the individual is affiliated with or funded by an organisation based in, or connected by way of ownership or control, to key Restricted Countries & Territories; **and**
 - working in a field relevant to the [17 sensitive areas of the economy under the UK National Security and Investment Act 2021](#)
- 12.2. If yes to both, please contact the Governance, Integrity & Systems Team in the Research & Enterprise Directorate for advice.
- 12.3. Please note that this review for the hosting department is in addition to - not an alternative - to the Academic & Technology Approval Scheme (ATAS) requirements. These processes can be run in parallel.

13. The Academic Technology Approval Scheme

- 13.1. The Academic Technology Approval Scheme (ATAS) applies to certain international students and researchers who want to study or conduct research in specific sensitive technology-related fields in the UK. The Foreign, Commonwealth &

Development Office (FCDO) administers the scheme and issues ATAS certificates. For more information visit: <https://www.gov.uk/guidance/academic-technology-approval-scheme>

- 13.2.** Visiting Academic Researchers intending to come to the UK temporarily (up to 12 months) for the purposes of professional research will need to apply for an ATAS certificate using the 'Researcher' option in the online form. Visiting Researchers can apply for a Standard Visitor visa before they get an ATAS certificate, however, they will need to obtain an ATAS certificate before starting any research activity in the UK. They should do this before travelling to the UK.
- 13.3.** The sponsor must check the ATAS certificate before allowing the research to start.

Appendix C: Honorary, Visiting & Emeritus Appointments Flowchart

