

**Procedure and Guidance for the appointment of Honorary Visiting Professors**

*From: Governance Team*

**Summary**

The purpose of this paper is to ask Senate to consider the updated guidance for the appointment of Honorary Visiting Professors (HVPs) (see Appendix A).

Previous guidance on the appointment of HVPs has been out of circulation in recent years (last updated in 2007). I have used the previous guidance as a template (see Appendix B), however, as it has been many years since this was last considered AGC's opinion is sought prior to wider circulation to Schools. A tracked version of the guidance is included at Appendix C.

The guidance has been shared with BoS Secretaries and has been endorsed by AGC at their meeting on 22nd September 2020.

One action required.

**Recommended Action**

Senate is asked to **approve** the guidance.

**Publication: Open**

## Appendix A

### Procedure and Guidance for the appointment of Honorary Visiting Professors

#### Terminology

##### **Honorary Visiting Professor**

Unpaid external individual of high standing who has agreed to work in partnership with the university.

Those appointed to Honorary Professorships include career academics as well as high profile professionals within their particular field.

The nature of the contribution made by Honorary Visiting Professors is varied: it can include spending time with students, engaging with our research programmes or helping with policy matters perhaps through providing expert advice. Some are active in more than one such area.

Titles are awarded for a defined period of time, usually up to a maximum of three years, renewable.

##### **Emeritus Appointments**

The University also appoints Emeritus Professors and Fellows (See Senate Regulation 7). This is an honour awarded by the Senate to any academic member of staff of City, on or after retirement, in recognition of their exceptional academic achievement and/or exceptional service and commitment to the institution.

##### **Visiting Professor**

A paid appointment (contact HR for guidance).

#### **Process for appointment of Honorary Visiting Professors**

- 1 Schools are asked to ensure that all proposals to make Honorary Visiting Professor appointments are considered through the appropriate Board of Studies. Boards of Studies should receive a VP1 form and a curriculum vitae. The VP1 form should outline the reasons for the proposed appointment, the benefits such an association may bring to the University, the contribution the appointee is expected to make and how this will be monitored.
- 2 If approved by the Board of Studies, the application should be sent to the Governance Office (marked for the attention of Gemma Watt). If the proposed appointee is not already a Professor at another University, two references should be included with the paperwork.
- 3 The Chair of Senate will consider and approve or decline each potential appointment.
- 4 Gemma Watt will prepare a letter for all new appointments and this will be sent to the President's Office for sign off. A copy of the letter will be sent to the nominator and the BoS Chair and secretary for information. A copy will also be sent to the

appropriate HR Business Partner who will enter the details of the appointee on to SAP.

- 5 A list of renewals will be sent to Schools on an annual basis.

#### **Process for re-appointment**

- 1 The performance of Honorary staff should be assessed prior to reappointment and reappointment is conditional upon satisfying this assessment.
- 2 The BoS should receive a CV and a VP1 form which includes the rationale for the reappointment, the benefits such the continued association may bring to the University, the contribution the appointee is expected to make and how this will be monitored.
- 3 The Chair of Senate will consider and approve or decline the renewal.
- 4 Gemma Watt will prepare a letter to confirm the reappointment. A copy will be sent to the nominator and BoS Chair for information. A copy will also be sent to the appropriate HR Business Partner who will enter the details of the appointee on to SAP.

Governance Office  
September 2020

## Appendix B

### Procedure for the appointment of visiting professorial staff Guidance for HR, ADS and Board of Studies Secretaries

#### Terminology

##### **Honorary Visiting Professor**

Unpaid external high profile individual who has agreed to work in partnership with the university in some way

##### **Visiting Professor**

As above but in a paid capacity

The University also appoints Emeritus Professors and Fellows (See Senate regulations B11 and B12). This is an honour awarded on retirement to a current employee with an established reputation who will continue to work in partnership with the university.

#### **Process for appointment of visiting professors**

- 6 Schools are asked to ensure that all proposals to make visiting professor appointments are considered through the appropriate Board of Studies. Boards of Studies should receive a VP1 form ([http://www.city.ac.uk/acdev/dps/VP\\_1.pdf](http://www.city.ac.uk/acdev/dps/VP_1.pdf)), curriculum vitae and, if the proposed appointee is not already a professor at another University, two references. They should also receive a one page statement from the nominator, outlining the reasons for the proposed appointment, the benefits such an association may bring to the University, the contribution the appointee is expected to make and how this will be monitored.
- 7 Boards of Studies are asked to consider the University's guidelines on visiting appointments when making decision on visiting appointees ([insert link](#)). If approved by the Board of Studies, the application should be sent to Academic Development Services (marked for the attention of Helen Watson or Kathy Kingwill) so that it can be included in the next meeting of Senate.
- 8 Senate will discuss and approve or decline each potential appointment.
- 9 After Senate, Kathy Kingwill will send/deliver the batch of new appointments to Lisa Baker in HR for action. These will be annotated with the Senate meeting when approval took place, the date of Chair's action where applicable and initialled by Kathy. The appropriate HR Business Partner will enter the details of the new appointee on to SAP.
- 10 KK will prepare a standard letter for all new appointments and send this to the Vice Chancellor's PA, Emma Calverley, for him to sign. Emma will send a copy of the letters to HR and ADS for filing.
- 11 KK will advise the relevant BoS secretary when the copy appointment letter has been received.

- 12 If the appointment is for a Visiting Professor, rather than an Honorary Visiting Professor, HR will copy the paperwork and send it out to the appropriate school so that a contract can be raised.
- 13 HR will set up the file as appropriate and add name of new appointee to a list on the HR website.

### **Process for re-appointment**

- 1 Appointments are renewed every three to five years. No letter is sent from the VC although HR must update the details on SAP.
- 2 Kathy Kingwill will request a SAP report from Claude Rouchsmeyer (HR) before each Quality and Standards meeting of Senate. Schools will be reminded of any appointments due for renewal.
- 3 If a School decides not to renew an appointment, a letter on behalf of Senate will be sent to the appointee in question thanking them for their contribution to the University.

Helen Watson  
Kathy Kingwill  
John Kempton  
May 2007

## Procedure and Guidance for the appointment of Honorary Visiting Professors

### Terminology

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- 2 If approved by the Board of Studies, the application should be sent to the Governance Office (marked for the attention of Gemma Watt). If the proposed appointee is not already a Professor at another University, two references should be included with the paperwork.
- 3 The Chair of Senate will consider and approve or decline each potential appointment.
- 4 Gemma Watt will prepare a letter for all new appointments and this will be sent to the President's Office for sign off. A copy of the letter will be sent to the nominator and the BoS Chair and secretary for information. A copy will also be sent to the appropriate HR Business Partner who will enter the details of the appointee on to SAP.
- 5 A list of renewals will be sent to Schools on an annual basis.

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Governance Office  
September 2020

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