

Academic Affairs

Protocol for Handling Honorary Title Nominations

1. The following describes current practice for handling **Honorary Lecturer and Honorary Senior Lecturer** Honorary Title Nominations.
 - a. A few months before the deadline for Honorary Title nominations, a memo is issued to the Schools requesting new nominations and enclosing an Excel spreadsheet of those titles which are coming up for renewal.
 - b. **Honorary Lecturer and Honorary Senior Lecturer** nominations are returned to Schools and nominations are logged onto a secure database/spreadsheet.
 - c. All **Lecturer and Honorary Senior Lecturer** nominations are uploaded by Schools to their designated Faculty online space and relevant paperwork completed at least one week before their Faculty Honorary Titles approval meeting (this may be part of FEB business or a separate Faculty Group).
 - d. The Faculty Administrator liaises with the School via email in respect of any **Lecturer and Honorary Senior Lecturer** nominees not approved by the Faculty/any Title category revisions made by the Faculty and with Academic Affairs about any proposed upgrades to Honorary Professor or Honorary Professor of Practice.
 - e. Once **Honorary Lecturer and Honorary Senior Lecturer** nominations are approved by Faculty, letters are issued to the approved nominees by email along with an Additional Persons (AP) record and a copy of Terms and Conditions by the relevant School. Copies of the letters are sent electronically to Academic Affairs.
 - f. All Honorary **Lecturer and Honorary Senior Lecturer** letters and AP records are scanned and added to the Honorary Title holders' record (electronic filing system).

2. The following describes current practice for handling **Honorary Professor and Honorary Professor of Practice** Honorary Title Nominations.
 - a. A few months before the deadline for Honorary Title nominations, a memo is issued to Schools requesting new nominations and enclosing an Excel spreadsheet of those **Honorary Professor and Honorary Professor of Practice** titles which are coming up for renewal.
 - b. **Honorary Professor and Honorary Professor of Practice** nominations (including CVs and reference details) are returned to Academic Affairs via egp@qub.ac.uk and nominations are logged onto a secure database.
 - c. All new and renewal **Honorary Professor/Honorary Professor of Practice** nominations require three references to be sought. An email is sent to each referee by Academic Affairs, including a letter requesting a reference and the criteria for the Honorary Title.
 - d. References received are acknowledged and are added to the nominee's record.
 - e. All **Honorary Professor and Honorary Professor of Practice** nominations are uploaded to the Honorary Titles Committee SharePoint site along with the Committee paperwork one week before the meeting.
 - f. The Academic Affairs Administrator liaises with the School via email in respect of any **Honorary Professor/Honorary Professor of Practice** nominees not approved at the Honorary Titles Committee.
 - g. Once **Honorary Professor and Honorary Professor of Practice** nominations are approved by Honorary Titles Committee, letters are issued in hard copy along with a copy of the new/updated Additional Persons (AP) record to the nominee by Academic Affairs. Copies of the letters are also sent electronically to the relevant Head of School.
 - h. All **Honorary Professor and Honorary Professor of Practice** letters and cards are scanned and added to the Honorary Title holders' record (electronic filing system).

3. Retention for **ALL** Honorary Title holders (electronic filing system) - 1 year after expiry.
Retention for Database - current year + 6 years.

Retention for Committee paperwork - meeting records should be held in perpetuity in University archives.