

## **Academic Affairs**

### **Protocol for Handling Honorary Title Nominations**

The following describes current practice for handling Honorary Title Nominations.

1. 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.
2. These are returned to Academic Affairs and nominations are logged onto a secure database.
3. Honorary Professor/Honorary Professors 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.
4. References received are acknowledged and are added to the nominee's record.
5. All nominations are uploaded to the Honorary Titles Group SharePoint site along with the Committee paperwork one week before the meeting.
6. The Academic Affairs Administrator liaises with the School via email in respect of any nominees not approved at the Honorary Titles Group.
7. Once approved by Academic Council, letters are issued in hard copy along with a staff card to the nominee. Copies of the letters are sent electronically to the Head of School.
8. All letters and cards are scanned and added to the Honorary Title holders' record (electronic filing system).
9. Retention for 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.