

**Nomination Form for the Appointment of Honorary Staff**

Please email the completed form and CV to Academic Registry at quality@stir.ac.uk

# Nominator

|  |  |
| --- | --- |
| **[ ]  New Nomination** | **[ ]  Renewal Nomination** |

|  |  |
| --- | --- |
| **Title:** |  |
| **First Name:** |  |
| **Surname:**  |  |
| **Faculty & Division:** | Choose an item. |

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| **I confirm that I have completed the appropriate due diligence checks as outlined in the Honorary Appointments Guidance.****Nominator Signature:****Date:** |

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| **In the case of a self-nomination a member of University of Stirling staff must second the nomination.****I confirm that I second the nomination of the above an Honorary Appointment as outlined below.****Name:****Signature:****Date:** |

# Nominee

|  |  |
| --- | --- |
| **Title:** |  |
| **First Name:** |  |
| **Surname:**  |  |
| **Current Honorary Appointment Held:**  |  |
| **Date of Birth:** |  |
| **Gender** |  |
| **Email Address:** |  |
| **Postal Address:** |  |

# Nomination

**Category of Appointment**

**[ ]  Honorary Professor**

**[ ]  Honorary Associate Professor**

**[ ]  Honorary Senior Research Fellow**

**[ ]  Honorary Research Fellow**

**[ ]  Honorary Senior Lecturer**

**[ ]  Honorary Lecturer**

**[ ]  Honorary Clinical Professor**

**[ ]  Honorary Clinical Associate Professor**

**[ ]  Honorary Clinical Senior Research Fellow**

**[ ]  Honorary Clinical Research Fellow**

**[ ]  Honorary Clinical Senior Lecturer**

**[ ]  Honorary Clinical Lecturer**

|  |  |
| --- | --- |
| **Duration of Appointment** | **years       months**(Appointment will commence on the 1st of the month following Academic Council) |
| **Host Faculty** (if different from Nominator) | Choose an item. |
| **Host Division** (if different from Nominator) | Choose an item. |

1. **How the nominee meets the criteria for the category of appointment:**
2. **What the nominee is expected to contribute during the period of appointment:**
3. **Additional supporting information**

# Nomination Approval

**Decision:** **[ ]  Approve**

 **[ ]  Reject**

*Where the nomination has been rejected, please outline why:*

**Faculty Dean Name:**

**Faculty Dean Signature:**

**Date***:*

# Guidelines for the Appointment of Honorary Staff

**Authority to Appoint**

1. By Charter and Statute the authority to appoint honorary staff resides in the University Court. The Court exercises that authority through Ordinance 22. It has delegated its power in this regard to the Principal.

**Criteria for Appointment**

1. The purpose of honorary appointments is to make available to the University a range of expertise, support and advice that it could not otherwise draw upon. It is expected that honorary staff will demonstrate a commitment to, and actively promote the objectives of, the University.
2. An honorary member of staff should be in a position significantly to improve a Faculty’s capacity to produce high-quality research outputs, to generate research income, to engage in knowledge exchange or to play a role in public arenas. It is not sufficient for them to make an occasional contribution to programme delivery. Honorary appointments are not made to retiring members of staff in recognition of long or meritorious contribution but in recognition of a continued contribution to teaching and research activities.
3. Clinical honorary appointments are made to health professionals who have had several years of experience and/or considerable distinction within their field. The individual will normally have experience of, and a demonstrated commitment towards fostering excellence on undergraduate and postgraduate education and/or research, as well as a leadership role within education and/or research, and/or health/health and social care service delivery.
4. Nominees to readerships will be academics but honorary and honorary clinical professorships are open to persons of distinction who fill appropriate senior roles in other professions.
5. Nominators should complete the nomination form for the proposed appointee; this applies to both new appointments and nominations for renewal. The nominator will conduct a level of due diligence when preparing the nomination including but not limited to:
	1. An online search of the nominee
	2. Confirmation that the nominee is not a paid employee or contractor of the University
	3. Confirmation of the nominee’s CV details via searches of the organisations listed or through the gathering of references

**Process**

1. Deans of faculties should submit nominations for honorary and honorary clinical posts through Academic Registry. Proposals should include a brief case stating clearly the contribution that the nominee is expected to make to the achievement of the Faculty’s strategic objectives and the duration of the appointment. Nominations should be accompanied by a full CV.
2. Following the submission of a nomination form and accompanying CV, a process of initial due diligence will be undertaken by Academic Registry on behalf of Academic Council. Any forms that are not fully or appropriately completed are likely to be returned to the nominator/faculty and Academic Registry will provide guidance on the further completion of the form.
3. Nominations are considered by the Senior Deputy Principal who consults as appropriate. In the case of nominations to honorary readerships or professorships, this consultation will include a professorial member elected to Academic Council.
4. Nominations that are supported by the Senior Deputy Principal are recommended to Academic Council for its endorsement.
5. Appointments are notified to the University Court as required.
6. Appointments will run from the 1st of the month following the Academic Council meeting where the appointment is approved.

**Terms and Conditions**

1. Individuals currently employed by the University in a paid capacity are not eligible for nomination to honorary or clinical appointments.
2. Honorary and honorary clinical appointments are not remunerated. Appointees will get use of library facilities and an email account. Access to facilities and payment of expenses is at the discretion of the appropriate dean of faculty. Rooms are not provided for honorary staff save, exceptionally, on a project-related and temporary basis. If people are contracted to undertake paid work which involves remuneration they must be engaged by contractual agreement, in this case please contact HR&OD for advice.
3. Honorary and Clinical Honorary appointments are for a fixed term status, usually no more than three-years, but can be renewed.
4. HR&OD will write to individuals advising that Honorary or Honorary Clinical status has been granted. A list of all honorary appointments is maintained by HR&OD and Academic Registry.
5. Honorary and Clinical appointees must abide by the terms and conditions of their appointment, including the appropriate use of honorary titles, as noted in the handbook.

**Data protection**

1. As part of their appointment with the University of Stirling, Honorary and Clinical Honorary members of staff may have access to the personal data of staff, students and other individuals. In accepting this appointment, Honorary/Honorary Clinical members of staff agree to observe and adhere to the University’s data protection policy, which can be found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.stir.ac.uk%2Fmedia%2Fstirling%2Fservices%2Fpolicy-and-planning%2Fgdpr%2Fdocuments%2FDataProtectionPolicy.docx&wdOrigin=BROWSELINK).

**Academic Registry**