

## **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

## **Honorary Fellows**

**Establishment:** Council, 26 August 1994

**Last Amended:** EDA, September 2010

**Nature of Amendment:** Change of terminology - AOU to School

**Date Last Reviewed:**

**Responsible Officer:** Director, Human Resources

### **1. Policy**

A person who is directly involved in an honorary capacity in an academic programme in any Faculty of the University may be appointed as an Honorary Fellow in accordance with the following procedures. A person appointed as an Honorary Fellow is not an employee of the University.

### **2. Procedures**

**2.1** The Dean of the School concerned will submit a recommendation for the appointment to the Executive Dean of the Faculty giving details of the academic standing of the person concerned.

**2.2** The Executive Dean, after taking whatever advice considered necessary to be satisfied that the academic standing of the person concerned is at least equivalent to that of a lecturer in the University, or that the person has special qualifications relevant to teaching in the Faculty, may approve the appointment of that person as an Honorary Fellow.

**2.3** When an appointment is approved by the Executive Dean, a letter of invitation will be sent by the Director, Human Resources.

**2.4** An appointment will be made in the first instance for the current or for a forthcoming academic year; and will be reviewed for re-appointment by the same procedure in each subsequent academic year.