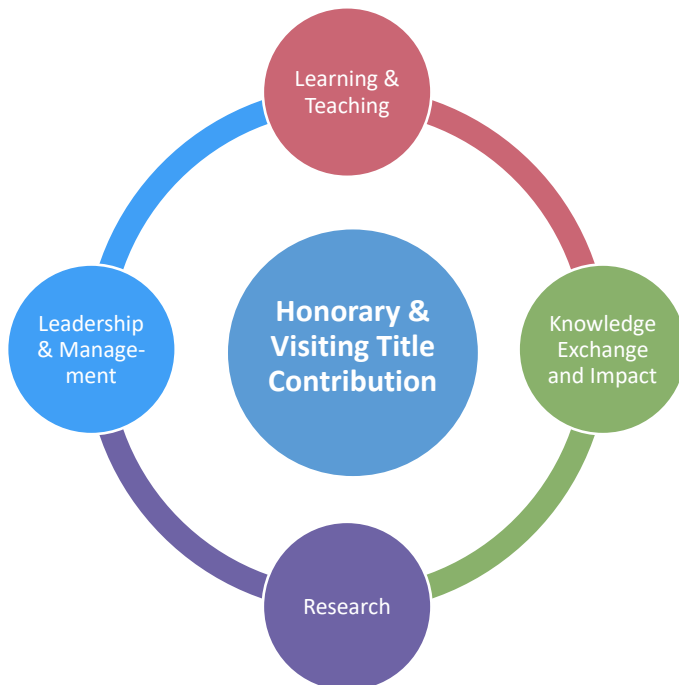


## HONORARY AND VISITING TITLES POLICY

### OVERVIEW

Plymouth Marjon University is committed to recognising and developing collaborations and contributions with individuals outside the University. This document sets of the procedure and criteria for the appointment of:

- [Visiting Titles](#)
- [Honorary Titles](#)
- [Emeritus Titles](#)



Visiting and honorary title nominations are reviewed and agreed by the Academic Promotion Panel. Full Terms of Reference and membership details are available [here](#). The panel will meet to review nominations on an annual basis, as detailed in the nomination process below. In exceptional cases, a specific meeting of the Academic Promotion Panel may be convened to expediate a decision relating to a new appointment or in the case of the need to review a current appointment.

## VISITING TITLES

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### VISITING TITLES DEFINITION & EXPECTATIONS

Visiting titles (Visiting Fellow and Visiting Professor) is a prestigious award, normally conferred on an individual, external to the university, with whom a school/department wish to work on a project in some aspect of learning and teaching, knowledge exchange and impact, research or leadership and management.

The appointment is aimed to be of mutual benefit to the University and the individual. Individuals may use the designated title on a personal basis, and this should be described as *"title conferred" of Plymouth Marjon University*. As a values led University, there is an expectation that all honorary/visiting title holders should exemplify the University values and behaviours.

No remuneration will be paid by the University to those holding an honorary/visiting title. Should the holder of an honorary/visiting title accept a contracted employed post within the University, the honorary title will be withdrawn, however ad-hoc paid work may be undertaken in some circumstances which will not affect the honorary/visiting title. This will be agreed with the Dean/Director of School.

As holding these titles does not constitute employment, there is no requirement to meet any employment/work visa requirements. Visiting title applicants for non-UK nationals will be considered, however, if attending the University all relevant visa requirements must be met. The universities People Team will provide appropriate support where this applies.

It is expected in most instances that a visiting professor will give an Academy Lecture during the first year of their term and engage in further Research & Knowledge Exchange events, such as the Brown Bag and Researcher Developer Series. It is expected in most instances that a visiting fellow will undertake at least one Research & Knowledge Exchange event, such as the Brown Bag and Researcher Developer Series. Where appropriate visiting title holders will be linked to a relevant Research & Knowledge Exchange Group (RKEG) and should maintain contact with the group convenor and support the work of the RKEG.

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### VISITING TITLES PERIOD

Applications for all visiting and honorary titles will be considered annually, however in exceptional circumstances can be considered on an ad-hoc basis. Visiting titles are usual made for a finite period of time of three years. Appointments will normally commence and conclude on 1<sup>st</sup> January each year.

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### VISITING TITLES CRITERIA

To ensure a fair and transparent appointment process, all visiting title appointments will be made in consideration of the below criteria. In determining the level of appointment, the decision will take into account the relevant experience, seniority and qualifications of the appointee, together with the nature of the duties and planned contribution to the University. Consideration will also be given to the Marjon Growth Plan and ensure the planned contribution is in line with the University KPIs and Values. The reviewing panels will also take into account current and ongoing visiting title appointments to ensure the overall balance of these appointments.

## Summary of criteria for the award of visiting titles

1. Visiting title nominees should be aligned to one or more of the following areas, whilst meeting the below criteria: learning and teaching, knowledge exchange and impact, research or leadership and management.
2. Wherever appropriate visiting title holders should also be linked to a relevant Research & Knowledge Exchange Group.
3. In determining the level of appointment, the decision will take into account the relevant experience, seniority and qualifications of the appointee, together with the nature of the duties and the planned contribution to the University. Visiting Professors will be assessed on a similar basis to that used in making substantive professorial appointments and visiting fellows on the basis of senior lecture/associate professor appointments, taking into account professional experience for those not in academic roles. In addition to the criteria listed here, reference should be made to the Academic Promotion and Career Development Procedure.

<p>Visiting Fellow</p>	<p>This title may be conferred on individuals from higher education or any other professional sector, aligned to the University.</p> <p>This title is a distinction conferred upon those established in their area of work, recognised widely for advancing their discipline/profession.</p> <p>Committed to the future development of their given field of expertise and desire to develop this with the university.</p> <p>Visiting Fellows will establish a close association with the university for a particular purpose.</p>
<p>Visiting Professor</p>	<p>This title may be conferred on individuals from higher education or any other professional sector, aligned to the University.</p> <p>In most (but not all) instances, the nominee should hold the equivalent status at another academic institution.</p> <p>The nominee has made a substantial achievement and holds personal distinction, influence and outstanding reputation within their given field/area of expertise at an international level.</p> <p>The holder has the ability to influence, stimulate and inspire others.</p> <p>Committed to the future development of their given field of expertise and desire to develop this with the university.</p> <p>Holders of this title would be expected to make a significant contribution to the University, including acting as an ambassador and actively raising the profile of the institution.</p>

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## APPOINTMENT PROCESS

All members of staff may put forward applications for the appointment of a visiting titles on an annual basis following this process.

1. The Research and Knowledge Exchange Office (RKEO) will advertise a call for nominations on Antler in September. The nominee should not normally be informed of their nomination because the panel might not award the title; instead any preliminary discussion should focus on the potential project and contribution. Colleagues who wish to make a nomination should discuss the nominee and their potential contribution with their line manager and/or strategic lead for the area of activity.
2. Applications should be submitted to RKEO via the completion of the [visiting title nomination form](#) (details included in appendix). A full CV and/or appropriately detailed electronic information (e.g. webpage/LinkedIn profile) should be included. References will be sought as necessary by the appointing panels.
3. Applications will be reviewed by a pre panel, scheduled by RKEO (typically during October), consisting of Dean/Director of School, PVC Student Success and Research & Knowledge Exchange Group Leads. The pre panel will be chaired by the Deputy Vice Chancellor. This panel will consider the overall balance and suitability of the nominations. The pre panel should consider which RKEG the nominee would sit within. If the nominee does not sit within an RKEG consideration should be given to the wider university fit of the nomination and if appropriate.
4. Pre-approved applications will then be considered by the Universities Academic Promotion Panel (typically in November) in line with the criteria set out above.
5. The nominee will be invited to accept the appointment via a letter from the Deputy Vice Chancellor & RKEO. A follow up welcome letter/meeting should be held by the relevant Dean/RKE Group convenor upon the commencement of the appointment.
6. The role and duties of all visiting titles should be agreed annually by the relevant Dean/Director of School.
7. RKEO will report appointments/extensions, along with an updated full list of all visiting titles, to Senate on an annual basis.

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## VISITING TITLES EXTENSIONS

Visiting titles are usual made for a finite period of time of three years. Appointments are renewable subject to agreement of the Universities Academic Promotion Panel. Typically, six months ahead of the end of an appointment, RKEO will contact the relevant nominating member of staff, Director of School and/or RKE lead to confirm if the appointment will cease at the end of the appointment term. If an extension is requested, the nominating member of staff should complete a visiting title extension request form to provide an update and details as to the contribution being provided by the visiting title holder.

Requests for extensions will then be considered at the following Universities Academic Promotion Panel meeting and will be subject to the visiting title holder continuing to meet the relevant criteria and continuing to actively contribute to the University. RKEO will inform the relevant staff members of the extension decision. RKEO will confirm the extension in writing with the visiting title holder.

When a visiting title appointment is not being extended, RKEO will confirm this with the relevant nominating member of staff, Director of School and/or RKE lead, and recommend a meeting/letter is sent from the appropriate staff member to the visiting title holder.

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## VISITING TITLES WITHDRAWAL/TERMINATION

Any individual offered or holding a visiting title with the University may decline or withdraw from the title at any time by informing the University in writing. This will be reported to the Universities Academic Promotion Panel. Marjon has the right to withdraw and/or terminate a visiting title at any time by informing the individual in writing.

## HONORARY TITLES

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### HONORARY TITLES: FELLOWS & PROFESSORS

An honorary fellow or professor title may be conferred upon a distinguished individual, other than members of alumni or former Marjon staff, who have an ongoing association with the University. Honorary titles are not subject to a formal appointment time limit but will be reviewed on an annual basis by the University Academic Promotion Panel.

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### HONORARY TITLES APPOINTMENT PROCESS

Honorary titles, will be considered alongside applications for visiting titles appointments on an annual basis. Any member of staff may put forward a nomination for an honorary title at any time through the honorary/emeritus title nomination form (detailed in Appendix), and these will be reviewed at the next Academic Promotion Panel meeting. The nominee will be invited to accept the appointment via a letter from the Vice Chancellors Office. RKEO will report appointments, along with an updated full list of all honorary titles, to Senate on an annual basis.

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### HONORARY TITLES WITHDRAWAL/TERMINATION

Any individual offered or holding an honorary title with the University may decline or withdraw from the title at any time by informing the University in writing. This will be reported to the Universities Academic Promotion Panel. Marjon has the right to withdraw and/or terminate an honorary title at any time by informing the individual in writing.

## EMERITUS TITLES

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### EMERITUS TITLES

Emeritus titles are a particular form of honorary title, usually conferred upon a distinguished alumni or former staff, usually from a professorial or leadership role, from Marjon in recognition of their contribution, valuable service and continued association with the institution. Emeritus titles are not subject to a formal appointment time limit but will be reviewed on ad-hoc basis. Where the emeritus professor role is not appropriate due to the former staff member former role, emeritus fellow will be considered.

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## EMERITUS TITLES APPOINTMENT PROCESS

Emeritus titles, will be considered alongside applications for visiting titles appointments on an annual basis. Any member of staff may put forward a nomination for an emeritus title at any time through the honorary/emeritus title nomination form (detailed in Appendix), and these will be reviewed at the next Academic Promotion Panel meeting. The nominee will be invited to accept the appointment via a letter from the Vice Chancellors Office. RKEO will report appointments, along with an updated full list of all honorary titles, to Senate on an annual basis.

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## EMERITUS TITLES WITHDRAWAL/TERMINATION

Any individual offered or holding an emeritus title with the University may decline or withdraw from the title at any time by informing the University in writing. This will be reported to the Universities Academic Promotion Panel. Marjon has the right to withdraw and/or terminate an emeritus title at any time by informing the individual in writing.

## APPENDIX

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### VISITING TITLE NOMINATION FORM DETAILS

The [visiting title nomination form](#) requires the following details:

1. Name of proposer
2. Name of nominee
3. Current position/organisation of nominee
4. Visiting title requested (VP/VF)
5. To which Research and Knowledge Exchange Research Group does the nominee align? (if any)
6. How does the applicant meet the criteria set out within the Visiting Title policy?
7. How does the applicant currently contribute to Marjon?
8. What are the perceived benefits to the appointment?
9. Are you aware of any potential conflicts of interest?
10. Please provide a link to applicants webpage/LinkedIn and/or submit a CV.

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### VISITING TITLE EXTENSION REQUEST FORM DETAILS

1. Name of proposer
2. Name of nominee
3. Current position/organisation of applicant
4. Current visiting/honorary position at Marjon
5. Provide an update and details as to the contribution being provided by the visiting title holder to Marjon

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### HONORARY/EMERITUS TITLE NOMINATION FORM DETAILS

The honorary/emeritus title nomination form requires the following details:

1. Name of proposer
2. Name of applicant

3. Current position/organisation of applicant
4. Is the applicant a previous staff member at Marjon?
5. Honorary title requested (HP/HF/Em)
6. How has/does the applicant contribute to Marjon?
7. Please provide a link to applicants webpage/LinkedIn and/or submit a CV.

<b>Document Title</b>	Honorary and Visiting Titles Policy
<b>Version</b>	1.1
<b>Issuing Authority</b>	Senate
<b>Custodian</b>	Research & Knowledge Exchange Office
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<b>Effective until</b>	31st August 2027
<b>History</b>	V1.0 approved by SMT 18/01/22. Submitted to Senate via UBoS. UBoS approved 09/02/22. Senate approved 02/03/22. Renewal following annual review approved by Senate on 10 <sup>th</sup> May 2023. V1.1 approved by Senate, 5th July 2023. V1.1 renewed at Senate, 3 <sup>rd</sup> July 2024. RKEC's recommendation for review of the policy every 3 years (and as required), rather than annually, has been approved.