****

Honorary Academic Status Proposal Form

**(HC-APP1)**

This form is for:

* New requests for honorary academic status
* Requests to extend honorary academic status
* Requests to be considered for honorary academic status at a higher level than previously awarded

# What you will need to do:

All honorary awards should be proposed by an established member of academic staff (“the Proposer”) at the University, normally a Head of Department or above. The Proposer should complete Sections 1a & 1b of this form. The person being proposed should then complete Sections 2a, 2b & 2c of this form.

Once the form is complete, it should be sent **alongside any required additional evidence and an up-to-date CV** to: StaffResourcing@edgehill.ac.uk

## **Section 1a – To be completed by the EHU staff member proposing the person for an award:**

| **Details Required** | **Details** |
| --- | --- |
| Name of EHU staff member making the proposal: |  |
| Job title: |  |
| Department / Faculty: |  |
| Full Name of person being proposed: |  |

In the below table please confirm whether this nomination request is a new nomination or seeking to renew an existing title. Please mark X where appropriate.

| **Nomination for award of:**  | **New Nomination** | **Renewal of Award** |
| --- | --- | --- |
| Honorary Lecturer |  |  |
| Honorary Senior Lecturer |  |  |
| Honorary Associate Professor |  |  |
| Honorary Professor |  |  |
| Honorary Clinical Lecturer |  |  |
| Honorary Senior Clinical Lecturer |  |  |
| Honorary Clinical Associate Professor |  |  |
| Honorary Clinical Professor |  |  |
| Honorary Research Fellow |  |  |

|  |  |
| --- | --- |
| Proposed Head of Department who will act as supervisor:*(Please note, this person will be point of contact for Staff Recruitment during the nomination process).* |  |

|  |
| --- |
| In the space below please provide rationale for offering or extending the honorary association with Edge Hill University.  |
|  |
| Please provide details of the contribution expected from the nominee if appointed |
|  |

.

## **Section 1b: Declaration**

I understand that Honorary Titles are intended to recognise ongoing attachments with the University and titles are conferred depending on the level of distinction and qualifications of the candidate.

I agree that should the nominee will undertake teaching/research under the direction of the Department and the Department will ensure that any pre-research requirements which require engagement with Staff Recruitment (e.g. ATAS requirement assessment and certification, Right to work check\*) are met and completed before any research starts, and the individual is made aware of appropriate University procedures, particularly in relation to health and safety:

| **Details Required** | **Details** |
| --- | --- |
| PRINT NAME of Proposer (if not Head of Department): |  |
| Signature of Proposer: |  |
| Date: |  |
| PRINT NAME of Head of Department: |  |
| Signature of Head of Department: |  |
| Date: |  |

## **Section 2a: To be completed by the nominee for the award:**

| **Details Required** | **Details** |
| --- | --- |
| Your Full Name: |  |
| Known as:  |  |
| Title: |  |
| Date of Birth: |  |
| Email address:  |  |
| Address for correspondence: |  |
| Contact Telephone Number: |  |
| Please confirm details of your current employment. If successful and you subsequently change employment, we request you inform the University.  |
| Current Position / Job Title: |  |
| Current employer: |  |
| If you work outside the UK, which country do you work in? |  |
| What is your GMC/GDC/NMC registration number (if applicable)? |  |
| The following information supports assessment of your UK Right to Work status if during your engagement you engage with Edge Hill University from campus/UK.  |
| What is your nationality? |  |

| **Your UK Right to Work Status** | **Please mark X as appropriate** |
| --- | --- |
| I am a British/Irish citizen and do not require permission to work in the UK |  |
| I am NOT a British/Irish Citizen, but I have right to work and live in the UK without restriction |  |
| I am NOT a British/Irish Citizen, but I have right to work and live in the UK with time limited restriction |  |
| I am NOT a British/Irish Citizen, and would require sponsorship for a temporary work – government authorised exchange visa or arrangement of another visa to work and live in the UK |  |

*International honorary appointments generally maintain their collaboration with the University without visiting campus/ the UK. If it is necessary for you to come to the UK to engage with university activities such as research, training etc we will need to know prior to your visit to facilitate right to work verification or assess and arrange certificate of sponsorship for a Temporary Work – Government Authorised Exchange visa. Please be aware that decisions on visa applications submitted outside the UK can take up to 3 weeks to process and you may require additional approvals if your visit is in relation to research (e.g., ATAS certification) (See Appendix 1).*

*If you are not based in the UK, but have proposed visit dates to conduct research or another activity for the University, please specify the dates here:*

*From (date):*

*To (date):*

## **Section 2b: To be completed by the applicant/ nominee for the award:**

Please refer to the criteria and guidance for honorary appointments before completing this section.

Be advised that:

* Nominations for honorary awards will be considered by a university-wide panel.

**Important Note:**

* If this is the first time you are being nominated for the award, you should complete section (i) and then move on to section 2c of this form
* If you are applying to extend an award, you should complete section (ii) and then move onto section 2c of this form.

### Additional Evidence – New Nominations

Alongside your CV, you are required to submit with your application the following evidence:

| In the space below please provide a statement detailing which of the criteria you wish to be judged against and how you meet criteria associated with the title: |
| --- |
|  |
| In the space below please provide a statement detailing the contribution you have made to Edge Hill University thus far and how this contribution will be maintained and enhanced upon award. |
|  |

* A letter of endorsement from an appropriate individual (typically Director or equivalent) from your employer. This should include recognition of any work done for Edge Hill University and advise that time has been allocated for such work (Template provided in Appendix 2).
* The University may also seek external references from those in a position of at least equivalent standing in your professional field. If you would like to suggest a suitable referee, please do so below:

| Full Name and Title of Referee: |  |
| --- | --- |
| Details of Employer: |  |
| Contact email address: |  |

### Additional Evidence – Extending an Award

Alongside your CV, you are required to submit with your application the following

evidence:

| In the space below please provide a statement detailing contributions and achievements since you received your award, as well as planned contributions and activities should your award be extended: |
| --- |
|  |

* A letter of endorsement from an appropriate individual (typically Director or equivalent) from your employer, advising that time will continue to be allocated for your Honorary work (Template provided in Appendix 2).

## **Section 2c: Declaration from applicant/ nominee**

Should you be granted Honorary status, you agree to abide at all times with the University’s rules, regulations, policies and procedures.

Please note, an honorary appointment is not a contract of employment, and no remuneration will occur for work undertaken in an honorary capacity.

| PRINT NAME of Nominee: |  |
| --- | --- |
| Signature of Nominee: |  | Date: |  |

All data collected is handled confidentially and used only as necessary for your association with the University. For more information on how your personal data will be used by the University, please visit: <https://www.edgehill.ac.uk/document/data-protection-policy/>

## **Appendix 1**

**Important Note on UK Immigration requirements for International Honorary Appointments:**

International honorary appointments generally maintain their collaboration with the University without visiting campus/ the UK. If it is necessary for the individual to come to the UK to engage with university activities (such as research, training etc) **Staff Recruitment must be advised in advance to assess right to work status and facilitate verification processes before commencement.**

* Nationals of certain countries may not need to apply for a UK visa in advance of their travel if the visit is for less than 6 months. Some academic visitors may be able to apply for a 12 month visit visa, rather than the standard 6-month maximum visit period. Please see here: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor> (under *additional eligibility requirements for academics*)
* Where the visitor will need to apply for a standard visitor visa for 6-12 months in advance of travel, we would recommend a standard template letter is provided to them in support of their application, and to carry this with them when travelling to the UK.
* If a visiting researcher is visiting the UK/University under the standard visitor visa rules, the activities they undertake at the University **must** fall within the permitted activities for academics & researchers listed here: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-permitted-activities>.
* In select instances, typically where research activity is to occur, the University may need to assess and arrange certificate of sponsorship for a [Temporary Work – Government Authorised Exchange visa](https://www.gov.uk/government-authorised-exchange). Please be aware that decisions on this type of visa submitted outside the UK can take up to 3 weeks to process. Additionally, some individuals may require additional approvals before their visit if they are intending to conduct research in certain subjects in the UK (e.g., [ATAS certification](https://www.gov.uk/guidance/academic-technology-approval-scheme))

| **Appendix 2**HONORARY APPOINTMENTSLETTER OF ENDORSEMENT |
| --- |

The endorsement letter should indicate the views of the organisation’s representative (e.g. NHS Trust, Business) the quality of the applicant’s ability and willingness to contribute to the Edge Hill University’s teaching or research agendas. An endorsement will add more value if it describes the impact or context of the applicant’s contributions.

| **NOMINEE’S SURNAME**      | **NOMINEE’S FORENAME** |
| --- | --- |
| **DISCIPLINE or MEDICAL SPECIALTY** | **NOMINEE’S EMPLOYER** |
| **LEVEL OF HONORARY APPOINTMENT BEING APPLIED FOR:** |
| **Citation** |

| **Person completing this form (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- |
| **Name:**  | **Post Held:**  | **Date:**  |
| **Employed by:** |
| **Contact email address:** |