

HONORARY APPOINTMENTS PROCEDURE

Introduction

1. This procedure sets out how Richmond nominates, appoints, and manages Honorary appointees. Honorary appointments are a valued way for the University to benefit from the expertise and contribution of external colleagues, retired staff, and professional partners.
2. Honorary appointees are not employees of the University, but they are part of our academic community and are expected to uphold Richmond's values of respect, integrity, and inclusivity.

Scope

3. This procedure applies to:
 - 3.1 All colleagues involved in proposing, approving, or managing honorary appointments.
 - 3.2 Individuals offered honorary status at Richmond.
4. Out of scope:
 - 4.1 Emeritus Professors (see Emeritus Professorship procedure).
 - 4.2 Visiting researchers or affiliates who fall under separate schemes.
 - 4.3 Honorary degrees and fellowships.

Honorary Titles

5. Honorary titles reflect the individual's standing and contribution:
 - 5.1 **Honorary Professor** – for senior academics or equivalent professionals.
 - 5.2 **Honorary Professor of Practice** – for distinguished practitioners in professional or industry fields.
 - 5.3 **Honorary Associate Professor** – for those whose achievements are comparable to this level.
 - 5.4 **Honorary Lecturer** – for those at lecturer-equivalent standing.
 - 5.5 **Honorary Senior Research Fellow** – for those contributing primarily through research.
 - 5.6 **Honorary Research Fellow** – for researchers contributing to Richmond projects.
6. Honorary appointments do not establish an employment relationship and do not carry employment rights.

Duration of Appointment

7. Normally conferred for up to three years.

8. May be renewed following departmental review and re-approval.
9. Extensions require confirmation of ongoing contribution and right-to-work checks.

Privileges and Responsibilities

10. Honorary appointees:

- 10.1 Must complete induction and mandatory training.
- 10.2 Must comply with University policies (equality, safeguarding, intellectual property, information security, health and safety, conflicts of interest).
- 10.3 Will acknowledge Richmond in relevant research outputs and grant applications.
- 10.4 May access appropriate facilities, such as a visitor card, library access (possible with an 0365 account), IT services, and workspace, at the discretion of the Head of Department.
- 10.5 Are covered by University insurance when carrying out approved duties.
- 10.6 Must have a biography published on the University website.
- 10.7 Must uphold the University's reputation, values, and principles of equality, diversity, and inclusion.

11. Honorary appointees must not:

- 11.1 Commit the University to contracts or expenditure.
- 11.2 Undertake staff appraisals without a Richmond co-supervisor.

Confidentiality and Intellectual Property

12. Honorary appointees must respect confidentiality and data protection requirements. Information gained in the course of the role must not be used for personal advantage.
13. Intellectual property arising from honorary work will follow the University's Intellectual Property Policy. Copyright in scholarly and teaching materials rests with the author, subject to exceptions in the policy.

Right to Work and Checks

14. UK-based appointees must demonstrate the right to work in the UK.
15. Overseas appointees do not require checks unless visiting to carry out duties.
16. Where appropriate, a Disclosure and Barring Service (DBS) check or Academic Technology Approval Scheme (ATAS) certificate may be required.
17. All appointees must declare any unspent criminal convictions.

Expenses

18. Honorary appointees may claim reasonable expenses, such as travel or accommodation, in line with the University's expenses policy.

Appointment Process

19. **Nomination** – A Richmond sponsor (normally a Head of Department) submits a nomination form with CV and supporting statement.
20. **Approval** –
 - 20.1 Titles are considered by Academic Board, which includes senior academic representatives
21. **Confirmation** – If approved, HR issues a formal letter of conferment.
22. **Renewal** – Prior to expiry, a fresh application may be submitted for review.
23. Committees should reflect the University's commitment to equality, diversity, and inclusion.

Termination of Appointment

24. An honorary appointment ends when:
 - 24.1 The fixed term expires without renewal.
 - 24.2 The appointee resigns.
 - 24.3 The Head of Department or HR withdraws the appointment due to misconduct, non-compliance with policies, or change in eligibility.
25. The University reserves the right to end an appointment at any time if required.

Roles and Responsibilities

26. **Honorary Appointees** – abide by University policies, contribute in good faith, maintain confidentiality, and respect Richmond values.
27. **Heads of Department** – oversee appointments, ensure induction and training, and review contributions.
28. **HR** – manage appointment records, right-to-work checks, and letters of appointment.
29. **Committees** – ensure consistent and fair decision-making.

VERSION MANAGEMENT

Responsible Department: HR

Approving body: Academic Board

Version no.	Key Changes	Date of approval	Date of effect
1	First Version	Jan 2026	Jan 2026
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	