

Regulations and Procedures for the Award of Honorary Degrees and Conferment of Emeritus and Visiting Titles

Part 1: Award of Honorary Degrees

- 1.1. The University constitution¹ makes provision for the conferment of Honorary Degrees. These are awarded to persons of distinction or eminence in a particular field who, through their work and/or other activity, embody the values of Edinburgh Napier University.
- 1.2. Part 1 of this guide is to present the regulations, procedural guidelines and nomination forms for use by those who wish to make nominations for Honorary Degrees.
- 1.3. The criteria for awarding honorary degrees may be changed from time to time, following discussion at the Honorary & Visiting Titles Committee (HVTC). Prior to publication of any amendments to these regulations, details would be ratified by the Academic Board and University Court.
- 1.4. The University confers Honorary Degrees each year at its Graduation Ceremonies. Nominations may be submitted by any member of staff or member of the University Court or Academic Board at any time in the year. There are two published deadlines for the submission of nominations, which coincide with meeting dates for the Honorary Awards Committee.
- 1.5. Nominations for Honorary Awards are **strictly confidential** and should not be discussed with any individual until approval of the award has been granted by the University Court **and** offers have been accepted by candidates.
- 1.6. The procedures for the nomination, consideration and award of Honorary Degrees are detailed in the following text and summarised Annex E.
- 1.7. The decision to confer an award and the precise title of the degree rests with the University Court on recommendation from the University's Honorary & Visiting Titles Committee (HVTC) and the Academic Board.
- 1.8. The Honorary & Visiting Titles Committee is constituted through these regulations and is convened by the Principal. The constitution of the Honorary Awards Committee is detailed in Annex D.

Submission of Nominations

- 1.9. A call for nominations for honorary awards will be advertised throughout the University by the Clerk to the Honorary & Visiting Titles Committee. The Committee particularly welcomes nominations for people who have not already had an honorary

¹[The Napier University \(Scotland\) Order of Council 1993 \(as amended\)](#)

award conferred on them by another university, although the possession of such a previous award will not preclude any individual from consideration.

- 1.10. Nominations for Honorary Degrees are strictly confidential and should not be discussed with any individual until approval of the award has been granted by the University Court and offers have been accepted by candidates.
- 1.11. **Stage 1 Nomination Process:** A university-wide call will be made for initial nominations by the Clerk to HVTC. Initial nominations, which can be made by any member of University staff, member of the Academic Board or member of the University Court, will consist of a brief curriculum vitae and short supporting statement on the nominee.
- 1.12. In alignment with the University's commitment to diversity and inclusion, nominations are especially welcome from under represented groups such as individuals from minority ethnic backgrounds, those with disabilities or those who are LGBTQ+.
- 1.13. These initial nominations will be received by the Clerk to HVTC and will be forwarded to the School which is best placed to consider the nomination. It will be the responsibility of the School senior leadership team (SLT) to consider the initial nomination by the deadline specified by the Clerk.
- 1.14. The relevant School SLT will advise the nominator whether the subject of the initial nomination is appropriate for consideration of a full nomination by HVTC. The decision of the School SLT will be communicated to the Clerk who will maintain a register of initial nominations received and decisions made. The decision whether to submit a full nomination (following the process outlined below) by the advertised deadline will rest with the nominator.
- 1.15. **Stage 2 Nomination Process:** Brief biographical notes on the nominee should be provided on form HonD/1 (Annex 1). Copies of published biographical references should be provided, and where there is an entry in a reference book (e.g., Who's Who), then the location of this reference should be stated.
- 1.16. The statement in support of the nomination should indicate clearly:
 - in what field the nominee has earned distinction and eminence (ESSENTIAL criteria);
 - the manner in which their achievements are in accordance with the values of the University (ESSENTIAL criteria); and where appropriate:
 - i. how they have contributed to the success of the University, Scottish life or the wider international community (DESIRABLE criteria); and,
 - ii. the potential for their ongoing involvement with the University (DESIRABLE criteria).

Nominations which insufficiently address the essential criteria will be returned to the nominator for additional information.

- 1.17. The Honorary & Visiting Titles Committee attaches considerable importance to the statement in support of the nomination and a strong case should be made. Where the nominee has had a considerable input into Scottish life or the wider international community this should be explicitly stated as part of the support statement.
- 1.18. Where an Honorary award is conferred the degree title in all cases will be Honorary Doctorate of the University.
- 1.19. A list of Honorary Awards which have already been conferred is available [online](#), or from the Development & Alumni Relations Department.

Approvals Process

- 1.20. The closing date for stage 2 nominations to the Honorary & Visiting Titles Committee shall be advertised throughout the University by the Clerk and all stage 2 nominations received by this date will be considered at the first available meeting of the Committee.
- 1.21. Recommendations from the Honorary & Visiting Titles Committee will be put to the first available meeting of Academic Board, which will either support or decline the recommendations of the Honorary & Visiting Titles Committee. Those nominations supported by Academic Board will be submitted to the next available meeting of the University Court, which will either give approval to, or decline, the recommendations of Academic Board.
- 1.22. The number and diversity profile of stage 1 and stage 2 nominations received and those approved by HVTC will be reported to Academic Board and Court annually.
- 1.23. Unsuccessful stage 2 nominations may be revised and resubmitted at a later date. The resubmission would begin again at the start of the stage 2 nominations process. **Strict confidentiality** will continue to be applied at all times.

After Approval

- 1.24. Only after approval has been given by University Court shall the nominee be invited to accept the Honorary Degree. This invitation shall be extended in writing by the Principal & Vice Chancellor.
- 1.25. Until the nominee has accepted, the nomination remains strictly confidential and should not be discussed with any individual out with the University.
- 1.26. Nominations for Honorary Degrees are only permitted for living individuals. Should a graduand pass away subsequent to a decision to award an honorary degree to the individual, the University will consult with the family of the graduand with a view to presenting the award to the graduand's family at a private ceremony.

Revocation

- 1.27. Should the award of an honorary degree be required to be revoked for any reason, the proposal for revocation (including full documentary evidence/ reason(s) for revocation) shall be initially considered by HVTC at the first available meeting. If

revocation is agreed, this will be communicated to Academic Board and Court at the earliest opportunity for approval. Following approval to revoke, the Principal will write to the graduate advising of the University's decision to revoke the award.

Parchment

1.28. The parchment for an Honorary Graduate shall be branded in line with current University regulations and shall record:

- the name of the University;
- the honorary award being conferred i.e. Honorary Doctorate of the University
- the date of the ceremony at which the Honorary Degree is conferred, and
- The name of the person receiving the honorary award (taking into account the preference of the honorary graduand with respect to any titles and honours they possess, but not to include any qualifications, memberships of professional bodies, previous honorary awards, or other 'post nominals').

1.29. The parchment shall bear the signatures of two of the senior office bearers of the University drawn from:

- i. The Chancellor;
- ii. the Vice-Chancellor, or
- iii. the Deputy Vice-Chancellor.

PART 2: CONFERMENT OF VISITING TITLES

Purpose

2.1. Visiting academic appointments may be conferred on individuals from academia, industry, commerce and the public/ third sector who have experience, skills and standing in their field which could bring benefit to the University. This arrangement enables distinguished individuals from other institutions and organisations to collaborate with ENU staff while having access to relevant University facilities.

2.2. Nominations for visiting appointments should describe the strategic importance of the proposed appointment and the rationale should demonstrate how the research and/or teaching environment will be complemented and/or enhanced by the appointment of the visiting academic.

Conferment of Visiting Titles

2.3. The following visiting titles may be conferred on academics from other institutions:

- Visiting Professor
- Visiting Associate Professor
- Visiting Lecturer

These titles reflect those in use for ENU academic staff. Visiting academics should be of equivalent standing in their own institution even if the titles used are slightly different. For example, other institutions use titles such as reader, senior lecturer and assistant professor. In these cases, a mapping exercise should be undertaken against the relevant criteria in the Academic Framework to assign the most appropriate visiting title.

2.4. Visiting titles may also be conferred on individuals from outwith academia who have equivalent standing and achievements in their field of expertise. These could include:

- Outstanding professional achievement
- Recognition as a leading expert within their profession or occupation
- Entrepreneurial activity
- Distinction as a clinical practitioner
- Distinction as recognised within their professional bodies and associations
- Outstanding achievements (including in 'non-professional' areas such as social contributions and advocacy) combined with scholarship and/or public engagement and/or fulfilling the role of thought leader or public intellectual.

2.5 The following titles may be conferred for non-academic appointees:

- Visiting Professor
- Visiting Senior Fellow
- Visiting Fellow

The titles 'visiting fellow' and 'visiting senior fellow' will be used for relatively inexperienced and relatively experienced candidates respectively.

2.6 In all cases, the normal wording for a title refers to the individual's area of specialism, for example, Visiting Professor in Sustainable Construction or Visiting Fellow in Entrepreneurship.

Criteria for conferment

2.7 Whilst the suggested activities of engagement are deliberately broad to enable visiting posts across a broad range of situations, all successful applications must show clear strategic alignment between the proposed post and the University and School plans and must have an agreed plan of engagement, involving measurable activities. Where appropriate, cross-School and interdisciplinary activity is encouraged.

Examples of suitable activities include:

- Providing academic leadership in a specified area of strategically important research and/or knowledge exchange or public engagement. For example, leading capacity building and learning in a new research technique or approach.
- Providing expert advice and input for external funding bids.
- Giving expert public lectures to enhance the external reputation and visibility of the School or Research Centre.

- Becoming involved in supervisory teams for PhD students where the appointee's expertise will contribute to the student's project.
- Using their contacts to help to develop national or international research networks
- Using their contacts to help to forge closer ties with industry that may result, for example, in CPD activity, joint funding bids, or student placements.
- Acting as a broker with external organisations to identify and exploit knowledge transfer opportunities.
- Providing advice to company boards on future product development.
- Providing academic leadership in a specified area of teaching or teaching approach or philosophy. For example, giving specialist input to a module or programme or leading capacity building in a new teaching approach or application of a new teaching technology.
- Curriculum development and advice. For example, helping a programme team plan and implement new courses.
- Willingness to attend engagement events that help facilitate discussion and build networks with industry for advancement of ENU research programmes.

2.8 The evaluation of each appointment must be tailored to suit the specific case, but each one must involve activity plans that include (but are not limited to) clearly measurable activities. Assuming a typical appointment of 3 years (for a visiting academic), these plans will involve activities in each of the years which extend beyond single 'guest lectures' or symbolic commitments. Appointments will typically involve commitments of at least five days per year.

2.9 An engagement plan should be drawn up for the first year of the appointment and thereafter be reviewed annually.

Duration and revocation of appointments

2.10 Visiting appointments will normally be awarded for a period of between one and three years, reviewed annually and may be extended by following the reconferment process (see below). Appointees may use their Edinburgh Napier visiting title for the period specified in their letter of appointment but must not use this title after that period without confirmation of reconferment from the University.

2.11 Visiting status should only be maintained for as long as the individual's contribution remains consistent with the title conferred and expectations agreed and may be withdrawn at any time where there is good reason.

2.12 Reasons why appointments may be revoked may include return to paid employment, failure to meet agreed expectations, conduct likely to bring the University into disrepute and violation of University regulations, policies and codes of practice. Where a conflict of interest arises during the term of the appointment these must be disclosed. Appointees may also terminate their appointment at any time by providing written notice to the University.

Nominations

2.13 Nominations for visiting appointments may be put forward by an academic proposer (normally the relevant Head of Subject) using the Nomination Form for Visiting Titles (Appendix A) and should include:

- The visiting title proposed for the nominee
- CV including publication list
- Details of the contribution the nominee is expected to make to the University
- The expected work location while the nominee is carrying out this work
- Any financial arrangements such as whether expenses will or will not be paid. (NB: visiting appointments are unpaid).
- Whether it is anticipated that the nominee has the right to work in the UK (based on current work location, nationality, visa status etc)
- Details of access required to relevant University facilities and resources including campus access and desk space
- Any further checks that may be required such as disclosure checks

References will not normally be required but may be requested by exception

Approval process

2.14 All nominations should be put forward to the School Leadership Team who, in conjunction with the relevant Vice Principal, will have delegated authority to approve the titles of Visiting Lecturer and Visiting Associate Professor (for academic appointments) and Visiting Fellow and Visiting Senior Fellow (for non-academic appointments).

2.15 Nominations for Visiting Professors (both academic and non-academic) should be first approved by the School Leadership Team and then forwarded to the Honorary & Visiting Titles Committee.

Commencement of the Appointment

2.16 Once approved, the academic proposer should forward all nomination details, to HR who will issue a formal letter confirming the appointment. This letter will include all terms associated with the appointment including expected activities, commitments and outputs, the expected term and expiry date, right to work / PVG checks if required and a diversity monitoring form. A copy of the letter will be sent to the academic proposer. Appointment details will be recorded on the HR system for reporting purposes and the required access to University facilities will be provided. Access will normally include the following:

- H Drive access
- Departmental SharePoint access
- @napier.ac.uk email account
- VPN Access
- Access to MFDs for printing, scanning and copying
- Access to library e-resources
- Access to network applications

- 2.17 Right to work checks should be completed prior to the commencement of the appointment.
- 2.18 Academic proposers should ensure that an appropriate induction is provided to appointees, that the necessary access to facilities and resources is in place and any necessary training provided (e.g., Health & Safety inc. use of specialist equipment; Equality, Diversity & Inclusion, Data Protection).
- 2.19 Details of appointees will be listed on the University's website (Napier.ac.uk) under the appropriate School.

Management of Visiting Appointees

- 2.20 Deans of School have overall accountability to ensure that visiting appointments are appropriately managed. Academic proposers are responsible for the day-to-day management of visiting appointments. These duties include ensuring that the agreed expectations of the appointment are met and that the relationship remains of mutual benefit; meeting with the appointee several times a year to review progress; completion of administrative tasks such as expense claims.
- 2.21 Any changes in the relationship (such as a potential conflict of interest or resignation) should be communicated to the Dean of School and HR as soon as this becomes apparent.
- 2.22 HR will advise Deans of School in advance of appointments approaching their end dates so that offers to extend can be made in good time.

Honorary & Visiting Titles Committee

- 2.23 Visiting titles are conferred by the Honorary & Visiting Titles Committee (HVTC) under authority delegated by Academic Board. Visiting titles below the designation professor are further delegated to Deans of School although details of all visiting appointments will be routinely provided to HVTC. The committee will meet once per trimester (normally October, February and June) and will approve all nominations for Visiting Professorships (academic and non-academic).
- 2.24 The panel will be constituted as described in Annex 3
- 2.25 A list of all current visiting appointments and expected expiry dates will be provided to the University Court on an annual basis by HR.

Reconferment of Titles

- 2.26 Visiting appointments are normally conferred for a period of three years after which a request for reconferment can be made.

2.27 In March each year, HR shall notify Deans of School of visiting appointments which are due to expire in the next academic year so that reconferments can be requested where appropriate.

2.28 Requests for reconferments should be made using the same form for visiting title nominations – see Appendix A.

2.29 Reconferments will be confirmed in writing to the appointee by HR

PART 3: CONFERMENT OF PROFESSOR EMERITUS

Criteria for conferment

3.1 The title Professor Emeritus may be awarded to a professor who retires from the University in recognition of distinguished academic service and exceptional contribution to the University.

3.2 Conferment of the title Professor Emeritus will normally be for the lifetime of the individual. It may be withdrawn at any time where there is good reason. Reasons may include, conduct likely to bring the University into disrepute and violation of University regulations, policies and codes of practice. Where a conflict of interest arises during the term of the appointment these must be disclosed. Appointees may terminate their appointment at any time by providing written notice to the University.

3.3 Retired staff who have been awarded a 'Professor Emeritus' title may include the title in publications and signatures on behalf of the University, for example 'Professor Emeritus of Edinburgh Napier University'. The University may include the names of those holding emeritus titles in publications, departmental web pages, and marketing material.

3.4 While any contribution post retirement is entirely voluntary there may be a number of activities where a Professor Emeritus might offer support which would benefit the University. These should be discussed between the appointee and the Head of Subject / Dean of School, ideally in advance of retirement, and reviewed over time as necessary. These may include:

- providing guest lectures
- acting as mentors to junior academics
- helping with proposal-writing
- Professors Emeriti may play a supporting role in PhD student supervision, however they cannot act as Primary Supervisor
- willingness to attend Chancellor, Vice Chancellor and Vice-Pro Chancellor engagement events that help facilitate discussion and build network with industry for advancement of ENU research programmes

Nomination process

3.5 The conferment of Professor Emeritus is by nomination only by the Dean of School. Self-nominations will not be accepted.

3.6 Nominations should be made using the Nomination Form for Professor Emeritus (Annex B) and should include:

- CV including publication list
- Details of contributions beyond retirement the nominee would like to make
- The expected work location while the nominee is carrying out this work
- Any financial arrangements such as whether expenses will or will not be paid. (NB: emeritus appointments are unpaid).
- Details of access required to relevant University facilities and resources including campus access and desk space

Approval process

3.7 All nominations should be first approved by the School Leadership Team and then forwarded to the Honorary & Visiting Titles Committee.

Commencement of the Appointment

3.8 Once approved, the Dean of School should forward all nomination details, to HR who will issue a formal letter confirming the appointment. This letter will include all terms associated with the appointment including expected activities and a diversity monitoring form. A copy of the letter will be sent to the Dean of School. Appointment details will be recorded on the HR system for reporting purposes and the required access to University facilities will be provided. Access will normally include the following:

- H Drive access
- Departmental SharePoint access
- @napier.ac.uk email account
- VPN Access
- Access to MFDs for printing, scanning and copying
- Access to library e-resources
- Access to network applications

3.9 Professors Emeriti will be listed on the University's website (Napier.ac.uk) under the appropriate School.

Management of Professors Emeriti

3.10 Deans of School have overall accountability to ensure that Professors Emeriti are appropriately managed where they are undertaking activities on a voluntary basis. These duties include ensuring that completion of administrative tasks such as expense claims which should be processed in accordance with the arrangements agreed at appointment.

- 3.11 Any changes in the relationship (such as a potential conflict of interest or resignation) should be communicated to the Dean of School/ Honorary & Visiting Titles Committee as appropriate.
- 3.12 A list of all current Professors Emeriti will be provided to the University Court on an annual basis by HR.

Approved by Academic Board 03 June 2022

Approved by University Court 20 June 2022

Annex A

HonD/1

Nomination for the Award of Honorary Doctorate of the University

(NB: please refer to the Regulations and Guidance Notes above prior to completing this form, which should be returned, with appropriate supporting documentation, to the Clerk to the Honorary & Visiting Titles Committee. Please complete the form in black type or ink and use block capitals for all names and titles)

1. **Name of nominee** (block letters)

2. **Title and existing honours, awards etc.**

(including details of any honorary awards already held)

3. **Biographical details in brief**

(please include date of birth and any published biographical references)

4. **Details of specific connections to the values of the University**

5. **Statement in support of nomination**

(please refer to the guidance at 1.9. Attach a separate sheet if necessary)

6. **Potential for ongoing involvement in Edinburgh Napier activities**

(outline how the nominee could become involved in Edinburgh Napier activities, e.g., mentoring students, giving lectures, acting as an ambassador, etc)

7. Details of the member of University staff who will maintain contact with the nominee beyond graduation

8. Details of proposer

Name

Job title

Signature..... **Date**

TO BE RETURNED UNDER '**STRICTLY CONFIDENTIAL**' COVER TO
Clerk to Honorary & Visiting Titles Committee, Human Resources Department

Annex B

EDINBURGH NAPIER UNIVERSITY
Nomination Form for Visiting Appointments

Completed nomination forms should be send to the Dean of School. Nominations for Visiting Professors (academic and non-academic) will require approval from the Honorary Awards & Visiting Titles Committee.

Section 1: Details of Nomination	
Type of nomination:	<input type="checkbox"/> New appointment <input type="checkbox"/> Reconferral
Nominating School	
Name of academic proposer (usually Dean of School, Head of Subject)	
Visiting Title being recommended for approval (tick box)	<p><i>Academic</i></p> <input type="checkbox"/> Visiting Professor <input type="checkbox"/> Visiting Associate Professor <input type="checkbox"/> Visiting Lecturer <p><i>Non academic</i></p> <input type="checkbox"/> Visiting Professor <input type="checkbox"/> Visiting Senior Fellow <input type="checkbox"/> Visiting Fellow
Full title proposed e.g., Visiting Professor in the School of Computing; Visiting Fellow in Entrepreneurship	
Expected duration (new appointments and reconferments should be for a maximum of 3 years)	
Section 2: Candidate's Details	
Candidate's name including title:	
Address for correspondence:	
Email address:	

Area of expertise:	
Please ensure you have attached the following documents (tick box confirm attached)	<input type="checkbox"/> Candidate's CV <input type="checkbox"/> Programme of engagement covering at least the first year of the appointment (see "Criteria for Conferment" above)
Section 3: Contribution	
Description of the candidate's proposed contribution to the School including details of their research and/ or teaching activities and how these will support the School / University to achieve its goals (max 1000 words).	
Section 4: Checks	
Has the candidate confirmed they have the right to undertake the proposed activities in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the candidate be working with children or vulnerable adults? If yes, a PVG disclosure will be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the candidate likely to be using specialist equipment or facilities for	<input type="checkbox"/> Yes

<p>which health & safety training is required?</p> <p>If yes, the academic proposer is responsible for making sure that the necessary training has been completed.</p>	<input type="checkbox"/> No
<p>Section 5: Recommendation</p>	
<p>I confirm that I have read the Regulations and Procedures for the conferment of visiting titles and that this nomination is in line with these.</p>	
<p>Signed:</p>	
<p>Print Name:</p>	
<p>Date:</p>	

Annex C

EDINBURGH NAPIER UNIVERSITY
Nomination Form for Professor Emeritus

Completed nomination forms should be send to the Dean of School for stage 1 approval. If stage 1 approval is given, the nomination will proceed for stage 2 approval from the Honorary & Visiting Titles Committee.

Section 1: Details of Nomination	
Nominating School	
Name of academic proposer (usually Dean of School)	
Section 2: Candidate's Details	
Candidate's name including title:	
Date employment commenced at ENU:	
Expected date of retiral:	
Address for correspondence:	
Email address:	
Area of expertise:	
Please ensure you have attached the following documents (tick box confirm attached)	<input type="checkbox"/> Candidate's CV <input type="checkbox"/> Programme of engagement
Section 3: Evidence of distinguished service and exceptional contribution	
Description of the candidate's service and contribution to the School/ University during their employment with ENU (max 1000 words).	

Section 4: Details of future voluntary contribution (leave blank if not applicable).

Description of any activities which the nominee would like to support on a voluntary basis. (NB: this is not an expectation of the appointment) (max 500 words).

Section 5: Recommendation

I confirm that I have read the Regulations and Procedures for the conferment of emeritus titles and that this nomination is in line with these.

Signed:

Print Name:

Date:



Annex D

EDINBURGH NAPIER UNIVERSITY

Honorary & Visiting Titles Committee

Constitution

- Principal & Vice Chancellor (Convenor)
- Vice Principal Learning & Teaching
- Vice Principal Research, Innovation & Enterprise
- One Dean of School representative
- Professorial representatives from the other four Schools
- Two professor level members of Academic Board
- Director of Marketing & External Relations (Honorary Awards only)
- VP International (Honorary Awards only)
- One lay member of Court

Clerks to the Committee:

Member of MER (Hon Awards) and HR (Visiting and Emeritus Titles) teams who will have this responsibility as part of their core role and will provide procedural advice to both this committee and School Leadership Teams considering School level nominations.

Arrangements for graduation ceremonies:

The MER clerk to the Committee will be responsible for communicating acceptances of conferments to the Academic Registrar so that they can be scheduled for graduation.

Meetings:

The Committee will meet once a trimester, normally in October, February and June. The meeting will be divided into two parts: Part A will consider nominations for honorary degrees and Part B nominations for visiting and emeritus titles.

Annex E: Nomination, Approval and Conferment Processes

	Nominations	Stage 1 Approval School SLTs	Stage 2 Approval Honorary & Visiting Titles Committee (HVTC)	Conferment
Honorary Degrees	<ol style="list-style-type: none"> 1. Call to all staff, Academic Board and Court members 2. Nominees send brief CV and statement to Clerk HVTC 3. Clerk HVTC forwards to relevant School SLT 	<ol style="list-style-type: none"> 1. School SLT considers nominations 2. Informs clerk whether supported or not 3. Clerk asks nominator to submit nomination form HonD1 4. Clerk submits nominations to HVTC 	<ol style="list-style-type: none"> 1. HVTC consider nominations 2. Decision options are reject, defer, approve 3. Where approved letter of invitation sent to nominee by Principal 	<ol style="list-style-type: none"> 1. Following acceptance, clerk to confirm with Academic Registrar 2. Conferment scheduled for graduation ceremony
Emeritus Professors	<ol style="list-style-type: none"> 1. Nomination form completed by Dean of School 	<ol style="list-style-type: none"> 1. School SLT considers nominations 2. Where supported nominations sent to Clerk HVTC for consideration at next Committee 	<ol style="list-style-type: none"> 1. HVTC consider supported nominations 2. Decision options are reject or approve 3. Where rejected state reasons 4. Outcomes recorded by Clerk HVTC 	<ol style="list-style-type: none"> 1. HR sends nominee letter of appointment 2. Details of appointee updated on website under appropriate School
Visiting Titles	<ol style="list-style-type: none"> 1. Nomination form completed by academic proposer (Dean of School/ Head of Subject) 	<ol style="list-style-type: none"> 1. School SLT considers nominations in conjunction with VP 2. School SLT informs clerk HVTC of outcomes 3. HR issue letter of appointment for supported non professorial appointments. 4. Supported professorial nominations submitted by clerk to next HVTC 	<ol style="list-style-type: none"> 1. HVTC consider supported nominations for professorial appointments 2. Decision options are reject or approve 3. Where rejected state reasons 4. Outcomes recorded by Clerk HVTC 	<ol style="list-style-type: none"> 1. HR sends nominee letter of appointment 2. Details of appointee updated on intranet and website under appropriate School