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| **NOMINATION FORM**conferral of an HONORARY TITLE(in accordance with Ordinance F6) |
| PLEASE PROVIDE A STATEMENT OF SUPPORT AND A FULL CURRICULUM VITAE\*  |
| **In the box below please indicate ✓ the title for which nomination is being made***The title to be conferred depends upon the level of distinction and qualification of the nominee.* |
| **Honorary Professor** |  | **Honorary Associate Professor** |  | **Honorary****Assistant****Professor** |  | **Honorary** **Professorial Fellow** |  | **Honorary Research Fellow** |  | **Honorary Fellow** |  |
| **Full name and title of Nominee***(please include any post-nominal letters)* |  |
| **Nominee’s e‑mail address** |  |
| **Nominee’s postal address** |  |
| **Current occupation/role of Nominee** |  |
| **School to which appointment to be made** |  |
| **Please indicate ✓ whether this is a new appointment or an extension to an existing appointment** | **New** |  |
| **Extension\*** |  |
| **Requested Period of appointment** |  |
| (normally up to three years, and commencing 1 August and ending on 31 July in respective years, there is a minimum period of six months) |
| Statement in Support of a Nomination for an Honorary Title *Please describe how the nominee fulfils the criteria that are appropriate to the level of the proposed Honorary Title; and briefly lay out the current or expected relationship with the recipient, as well as the benefits that will accrue to the various parties from the conferral of the Honorary Title*.*A separate document can be attached for this section if desired.* |
| **Please tick ✓ to confirm that a current curriculum vitae is appended:** |  |
| **Signature of Head of School** #*(NB this signature confirms that the School supports the nomination. A colleague signing on behalf of the Head of School must have authority to do so)* |  | **Date** |  |
| **Signature of a Dean** #*(NB this signature confirms that the Dean is content that the nomination is in order and can be considered for approval)* |  | **Date** |  |
| # - electronic signature is permissible**Criteria for the conferral of an Honorary Title of the University**:With reference to [Ordinance F6](https://www.hw.ac.uk/documents/ordinances.pdf), and the Policy and Procedures agreed by the Senate for Honorary, Visiting and Emeritus Titles, the criteria used to determine the eligibility of a person for an Honorary Title shall include the following as appropriate (the statement of support must indicate how the nominee meets the relevant criteria):* A level of professional standing, normally demonstrating achievement and ability in either teaching or research, at a level appropriate to the level of the Honorary Title.
* Where a nominee is working outside the higher education sector, the appropriate title may be conferred on the basis of non-academic professional standing.
* Evidence of an impact on society through public acknowledgement or through published work.
* Making a significant contribution to one or more School of the University and/or the broader University.
* The Title of Honorary Fellow may be conferred in recognition of an association with the University through either a contribution to the teaching of a programme of study validated by the University or making a significant contribution to the University or member of the Heriot-Watt Group.

\* **Extensions**: A proposal to extend the conferral of a title must include evidence of the nominee’s contribution to the University during the period they have held the Honorary Title and a description of the intended contribution for the requested additional period. Proposals for extension can include an abridged version of the nominee’s CV. |
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| Approval process for a Nomination for an Honorary Title * A nomination form is filled out within a School, and presented to the **Head of School** (HoS) for signature along with a supporting statement and the CV of the nominee (the Head of School may authorise a senior colleague to sign on their behalf);
* If content with the nomination and supporting statement the HoS (or authorised nominee) signs the form (if not content, the HoS may send the document back for amendment before agreeing to sign);
* The School then sends electronically the signed nomination form and the supporting statement and CV to the Deans’ Administrator (deansadministrator@hw.ac.uk) to request a countersignature from a Dean;
* The appropriate Dean gives initial scrutiny to the documentation and may ask for changes to be made by the School before agreeing to sign the form;
* The nomination form bearing signature of both HoS and Dean is then sent (electronically) along with the supporting statement and CV, to the Clerk of the Senate to submit to the committee of the Senate with delegated authority to approve conferral of the Honorary Title (currently the Senate Committee for Interim Business and Effectiveness);
* The committee may ask for changes to be made and/or seek clarification before giving approval;
* Once conferral of the Honorary Title is approved, the Clerk to the Senate prepares a letter for the Principal to write to the recipient of the Honorary Title, copying the Head of School.

NB Electronic signatures are permissible on the nomination formThe conferral letter includes information on the rights and responsibilities of those in receipt of an Honorary Title of the University. |