



Code:	QA243
Title:	Honorary, Visiting and Adjunct Academic Appointments
Policy Date:	update August 2022
Approval:	University Management Team
Policy Owner:	Deputy President and Registrar

University of Galway is proud to be an equal opportunity employer and holder of an Athena SWAN Bronze award. We celebrate the diversity of our staff and students and work to support an inclusive environment free from discrimination and harassment.

1. Honorary Posts

1.1. Honorary Professor

- 1.1.1. Honorary Professor is a title awarded to a distinguished individual, of professorial standing, or to a person who has obtained clearly recognised and verifiable national and/or international eminence and leadership in their field of expertise or profession, to associate him or her with the University.
- 1.1.2. An Honorary Professor is not a salaried employee of the University, and no remuneration may attach to the post.
- 1.1.3. Nominations for Honorary Professorships, to include the curriculum vitae of the nominee, are made by the Executive Dean¹, in response to proposals from the Head of the relevant School, to the Academic Promotions Committee. The role of Honorary Professors will be specified by the Executive Dean¹, and should be explicitly linked to the Strategic Plans of the School and College. Administrative costs incurred in respect of that role will be met from the relevant School Budget.
- 1.1.4. The appointment is made by the President, acting on the recommendation of the Academic Promotions Committee. The appointment will be notified to the relevant School and College.
- 1.1.5. The term of the appointment is normally five years. The appointment may be renewed by the President, on the recommendation of the Executive Dean¹ in response to proposal from the Head of the relevant School. Requests for renewals should provide evidence of achievements by the nominee for the duration of their original appointment. In particular, the nominees contribution

¹ Where a proposal is received from the School of Medicine under the Academic Clinicians Advancement Programme, the Head of the School of Medicine will carry out the functions of the Executive Dean.

to the strategic goals of the University, College, School or Research Institute. The renewal of an appointment will be notified to the relevant College.

1.2. Honorary Research Lecturer/Senior Lecturer

1.2.1. Honorary Research Lecturer/Senior Lecturer is a title awarded to researchers whose posts are funded by peer reviewed external research grants.

1.2.2. No University remuneration will attach to the award of the title Honorary Research Lecturer/Senior Lecturer.

1.2.3. Nominations for Honorary Research Lectureships/Senior Lectureships, to include the curriculum vitae of the nominee, are made by the Head of the relevant School, or Director of relevant Research Institute, and the Vice-President for Research, to the Executive Dean¹ of the College. The role of Honorary Research Lectureships/Senior Lectureships should be explicitly linked to the Strategic Plans of the School or Research Institute and College.

1.2.4. The appointment is made by the Executive Dean¹, acting on a positive recommendation from the College Executive.

1.2.5. Persons appointed to Honorary Research Senior Lectureships/ shall, if requested to do so by the relevant University authority, carry out appropriate student supervision and teaching duties.

1.2.6. The appointment will be co-terminous with the externally funded research post.

2. Visiting Posts

2.1. Visiting Professor

2.1.1 Visiting Professor is a title awarded to Professors from other universities who are visiting the University for a limited time, either on sabbatical or to perform some role in teaching and/or research. To be eligible for the title 'Visiting Professor' a person must have the status of Professor/Personal Professor, or equivalent, in their home institution.

2.1.2 Nominations for Visiting Professorships, to include the curriculum vitae of the nominee, are made by the Executive Dean¹, in response to proposals from the Head of the relevant School, to the Academic Promotions Committee. The role of Visiting Professors will be specified by the Executive Dean¹, and should be explicitly linked to the Strategic Plans of the School and College. Administrative costs incurred in respect of that role will be met from the relevant School Budget.

- 2.1.3 The appointment is made by the President, acting on the recommendation of the Academic Promotions Committee. The appointment will be notified to the relevant School and College.
- 2.1.4 The term of the appointment will not normally exceed one year. The appointment may be renewed by the President, on the recommendation of the Executive Dean¹ in response to proposal from the Head of the relevant School. Requests for renewals should provide evidence of achievements by the nominee for the duration of their original appointment. In particular, the nominees contribution to the goals of the University, College, School or Research Institute. The renewal of an appointment will be notified to the relevant College.

2.2 Visiting Lecturer/Senior Lecturer

- 2.2.1 Visiting Lecturer is a title awarded to visiting academic staff, below the level of Personal Professor, from other universities who are visiting the University for a limited time, either on sabbatical or to perform some role in teaching and/or research.
- 2.2.2 Nominations for Visiting Lectureships, to include the curriculum vitae of the nominee, are made by the Head of the relevant School to the Executive Dean¹. The role of Visiting Lectureships will be specified by the Head of School, and should be explicitly linked to the Strategic Plans of the School and College. Administrative costs incurred in respect of that role will be met from the relevant School Budget.
- 2.2.3 The appointment is made by the Executive Dean¹, acting on a positive recommendation from the College Executive.
- 2.2.4 The term of the appointment will not normally exceed one year. The appointment may be renewed by the Executive Dean¹, on the recommendation of the relevant Head of School. Requests for renewals should provide evidence of achievements by the nominee for their duration of their original appointment. In particular, the nominees contribution to the strategic goals of the University, College, School or Research Institute. The renewal of an appointment will be notified to the relevant College.

3 Adjunct Posts

3.1 Adjunct Professor

- 3.1.1 Adjunct Professors are appointed for a specific purpose. The post may be paid or unpaid, consistent with public policy. If paid, this may not amount to more

than the equivalent of 0.2 FTE.

- 3.1.2 The title Adjunct Professor will be awarded to a distinguished individual, of professorial standing, or to a person who has obtained clearly recognised and verifiable national and/or international eminence and leadership in their field of expertise or profession.
- 3.1.3 Nominations for Adjunct Professorships, to include the curriculum vitae of the nominee, are made by the Executive Dean¹, in response to proposals from the Head of the relevant School, to the Academic Promotions Committee. The role of Adjunct Professors will be specified by the Executive Dean¹, and should be explicitly linked to the Strategic Plans of the School and College.
- 3.1.4 Adjunct Professors are employed for a specific purpose in teaching and/or research (which may include co-supervision of research students). They do not carry teaching/research/administration roles pro rata with full-time staff. The responsibilities of Adjunct Professors will be specified by the Head of School, or Director of Research Institute, as appropriate, at the time of appointment. Payments to Adjunct Professors will be made from the relevant School or Research Institute Budget.
- 3.1.5 The appointment is made by the President, acting on the recommendation of the Academic Promotions Committee. The appointment will be notified to the relevant School and College.
- 3.1.6 The term of appointment is for a defined period, normally not more than three years. Adjunct Professor appointments may be renewed by the President, on the recommendation of the Executive Dean¹ in response to proposal from the Head of the relevant School. Requests for renewals should provide evidence of achievements by the nominee for the duration of their original appointment. In particular, the nominees contribution to the strategic goals of the University, College, School or Research Institute. The renewal of an appointment will be notified to the relevant College.

3.2 Adjunct Lecturer

- 3.2.1 Adjunct Lecturers are appointed for a specific purpose. The post may be paid or unpaid, consistent with public policy. If paid, this may not amount to more than the equivalent of 0.2 FTE.
- 3.2.2 The title Adjunct will be employed in respect of post-holders who have postgraduate qualifications, professional qualifications, and/or relevant professional experience to qualify them for the academic role to be assigned to them by the Head of School.
- 3.2.3 Nominations for Adjunct Lectureships, to include the curriculum vitae of the nominee, are made by the Head of the relevant School, or Director of the relevant

Research Institute, to the Executive Dean¹ of College.

- 3.2.4 The appointment is made by the Executive Dean¹, acting on a positive recommendation from the College Executive.
- 3.2.5 Adjunct Lecturers are employed for a specific purpose in teaching and/or research (which may include co-supervision of research students). They do not carry teaching/research/administration roles pro rata with full-time staff. The responsibilities of Adjunct Lecturers will be specified by the Head of School, or Director of the relevant Research Institute, as appropriate, at the time of appointment. Payments to Adjunct Lecturers will be made from the relevant School or Research Institute Budget.
- 3.2.6 Recommendations for re-appointments to Adjunct Lectureships are made by the Head of the relevant School, or Director of the relevant Research Institute, to the Executive Dean¹ of College. Requests for renewals should provide evidence of achievements by the nominee for the duration of their original appointment. In particular, the nominees contribution to the goals of the University, College, School or Research Institute. The reappointment, for a defined period, is made by the Executive Dean¹ and notified to the relevant College.

4 Medical Posts

4.1 Honorary Clinical Fellow

- 4.1.1 Honorary Clinical Fellow is a title awarded to a person not holding an appointment as a medical consultant, an academic appointment, any other honorary appointment or equivalent, who contributes to the academic mission of the School of Health Sciences, the School of Medicine or the School of Nursing and Midwifery in teaching and/or research.
- 4.1.2 Persons appointed to Honorary Clinical Fellowships shall, if requested to do so by the relevant University authority, carry out appropriate student supervision and teaching duties. The post may be paid or unpaid, consistent with public policy. If paid, this may not amount to more than the equivalent of 0.2 FTE.
- 4.1.3 Nominations for Honorary Clinical Fellowships, to include the curriculum vitae of the nominee, are made by the Head of the appropriate School to the School Board. The appointment is made by the Executive Dean¹, acting on a positive recommendation from the School Board.
- 4.1.4 The term of the appointment is for a defined period. The appointment may be renewed. Requests for renewals should provide evidence of achievements by the nominee for the duration of their original appointment. In particular, the nominees contribution to the strategic goals of the University, College, School or Research Institute.

4.2 Academic Appointments and Promotions Opportunities for Medical Consultants

- 4.2.1 The University has in operation an Academic Clinician Advancement Programme. This allows for the appointment of Medical Consultants at UHG/Merlin Park Hospitals, and in its affiliated hospitals, to Honorary Senior Lectureships, with a promotional outlet to Honorary Clinical Professorship.
- 4.2.2 Appointments as Honorary Senior Lecturer under this scheme are administered by the College of Medicine, Nursing and Health Sciences.
- 4.2.3 Appointments at Honorary Associate Professor or Honorary Professor are considered by the Academic Promotions Committee of the University, following a positive recommendation by the Head of School Medicine acting on a recommendation from the Academic Clinician Advancement Programme Committee.
- 4.2.4 Full details of this scheme are to be found on the website of the College of Medicine, Nursing and Health Sciences.

5. The Correct Use of Titles

- 5.1 Holders of such titles as are conferred under this scheme must use the title correctly. They may not omit the words “Honorary”, “Visiting” or “Adjunct” from their title, for example on stationery or research papers. The titles may, however, be abbreviated to “Hon.”, “Vis.” and “Adj.” respectively.
- 5.2 Breaches of this rule may, at the discretion of the Academic Promotions Committee, lead to the award of the title being rescinded.

6. Proliferation of Titles

It is University policy that there should not be a proliferation of titles in this area and, accordingly, that proposals for use of titles other than the above will not be allowed.

7. Nomination Process

- 7.1 Nominations for all posts except those outlined in sections 4.1 and 4.2 above may be made at any time to the Academic Promotions Committee. Nominations must be made on the relevant form, with required accompanying documentation. This may be accessed at:
<https://www.universityofgalway.ie/registrar/senior-academic-roles/>

- 72 In the case of all nominations for which remuneration is proposed, the proposer must, in consultation with Human Resources, ensure that the remuneration will conform to current public policy in respect of public sector employees.
- 73 By 31 January of each year each College shall submit to the Academic promotions Committee a report detailing
- the number of nominations and the number of appointments, broken down by appointment category, School, discipline and gender, that were made during the previous calendar year; and
 - the total number of such postholders at the previous 31 December, broken down by appointment category, School, discipline and gender.

8. University of Galway Code of Conduct, Policies and Procedures

Anyone appointed under this scheme is bound by University of Galway's Code of Conduct, policies and procedures. Where a post-holder is found to be in breach of any such codes, policies or procedures, their appointment may be terminated.

9. Review

This document will be reviewed not later than five years from its coming into effect. Regard will be had in that review to the recommendations of Colleges, Academic Council and the Academic Promotions Committee on their experience with the appointments system set out above.

Name	Responsibility
University Management Team	Policy approval.
President	Membership of the Academic Promotions Committee will be proposed by the President. Adoption of Committee recommendations.
Deputy President and Registrar	Policy Owner
Director of Human Resources	Director of HR or nominee attend APC meetings.
Academic Promotions Committee	Adherence to and application of policy in their role as members of the Academic Promotions Committee