HONORARY TITLES

1. Submitting a recommendation to Senate

Recommendations from a Head of Department for the conferment or renewal of an honorary title should be submitted to the Registrar and Secretary, and should comprise

a) a letter of recommendation, including
   - details of the department’s intended relationship with the honorary appointee
   - the effective date and length of the appointment (up to 5 years)
   - the appointee’s address for subsequent correspondence

b) a brief *curriculum vitae* (two sides)

c) two external references (not required for renewal of an existing appointment or for a retiring member of staff).

2. Honorary titles awarded by the University of York

With the exception of emeritus, honorary titles and renewals are for a fixed term.

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| Emeritus Professor/ Emeritus Reader| Retired Professors and Readers  
*Nominees should be fully retired; any part-time contract undertaken subsequent to retirement from a full-time position must be completed before an emeritus title becomes effective.* |
| Honorary Professor                 | Distinguished individuals who have or retain a link with a department:  
  - Former Professors of this University, other than those who have retired  
  - Former Professors of other institutions  
  - Distinguished individuals of professorial-equivalent status outside Higher Education |
| Honorary Fellow                    | Retired staff, other than Professors, who continue an association with their department  
  - Individuals outside the University who have an active and continuing association with a department |
| Honorary Visiting Professor        | Distinguished individuals of professorial or equivalent status who  
  - are visiting the University for a term or more, or  
  - collaborate with the University on a regular basis, the title to lapse when the collaboration comes to an end |
| Honorary Visiting Fellow           | Academic visitors and individuals outside Higher Education, not of professorial status, who  
  - are visiting the University for a term or more, or  
  - collaborate with the University on a regular basis, the title to lapse when the collaboration comes to an end |