

From: Director of Human Resources

Subject: **Promotions Committee 2018/2019: Honorary Appointments**

To: Heads of School
Pro-Vice-Chancellors

c.c. Vice-Chancellor
Human Resources Managers

Further to my memorandum setting out the Promotions Committee's timetable for 2018/2019, I am writing to give further information for Honorary appointments and promotions.

1. Honorary Chairs and Readerships

The Promotions Committee is responsible for new appointments/promotions to Honorary Professorships and Readerships, and works as far as possible to the same criteria as for substantive promotions to these grades. Initial consideration of the *prima facie* cases within both grades is undertaken by a Review Panel. Accordingly, recommendations are sought for new appointments or promotions to Honorary Professorships and Readerships. **In recommending each case, Heads of School are asked to provide:**

- a statement of the case on behalf of the School's Promotions Committee detailing the individual's relationship with, and activities within, the School;
- a copy of the individual's up-to-date Curriculum Vitae;
- for recommendations to Chair, contact details of three external assessors, at least one of whom should be able to comment on the candidate's international research reputation.

Recommendations should be submitted to the relevant Human Resources Manager not later than 9 January 2019.

2. Other Honorary Appointments and Extensions of Existing Appointments

Honorary appointments below the grade of Reader may be made by the Human Resources Division on the recommendation of the Head of School, following consideration by the School's Promotions Committee.

Recommendations should comprise an up-to-date CV, together with details of the individual's relationship with, and activities within, the School concerned. These should be sent to reach the Human Resources Manager for the respective Faculty **not later than 1 March 2019**.

HR will provide names of current honorary appointments due to end on 31 July 2019, and Schools are asked to review whether it is appropriate to end or extend the periods of appointment of existing honorary appointees and advise HR accordingly.

Recommendations for extension (normally for a further 3 years) should likewise reach the relevant Human Resources Manager **by 1 March 2019**.

Questions about the procedure and timetable should be directed to Linda Cole, Human Resources Manager (email linda.cole@uea.ac.uk).

Cécile Piper
21 August 2018