

## APPROVED TITLES

### SUMMARY OF PRINCIPAL CHANGES

<b>General changes</b>	
This document has been amended to reflect a decision of the Academic Board on 19 June 2013 that the University will no longer confer the title 'Honorary Fellow of the University of Hertfordshire'.	
<b>Section</b>	
6.2	Refer to text.

*(Amendments to version 05.0, UPR HR01 are shown in italics.)*

## 1 INTRODUCTION

- 1.1 The titles and definitions contained in this document have been approved by the Academic Board<sup>1</sup> and, as appropriate, the Board of Governors<sup>2</sup>.
- 1.2 This paper contains definitions only and does not give information concerning the sources of funding (whether internal or external) which may be used to support these posts where the holder is employed or supported financially by the University. In addition, it may be assumed that the holders of all titles may be expected to do some teaching and demonstrating and/or appropriate academic administration.
- 1.3 It should be noted that the titles referred to in this document which are conferred on an honorary basis are conferred at the absolute discretion either of the Board of Governors or the Academic Board which reserve the right, at their absolute discretion, to withdraw an honorary title where this is deemed appropriate.

## 2 DEFINITION

For the purposes of this document the following definition will apply:

**'Research Degree programme':**

a programme leading to the award of a postgraduate degree by research.

This document otherwise uses the terminology set out in UPR GV08<sup>3</sup>.

## 3 READERSHIPS

**(NOTE:**

- A** The criteria and procedures for the conferment of a Readership and the circumstances in which a Readership may be withdrawn are fully described in UPR HR07<sup>4</sup>.)

### 3.1 'Reader':

The title of 'Reader' is awarded by the University to a member of the University's academic staff in recognition of a candidate's distinction in research, entrepreneurship, consultancy and original work in the creative arts or professional practice. A Reader is a leader of national standing in his or her own field and is normally involved in the direct personal supervision of other staff and/or students. A Reader's work will have resulted in extensive public output, judged by peer review as being of outstanding quality.

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<sup>1</sup> **Academic Board Minutes:** 322.4, 16 March 94; 418.1, 28 June 95; 701.2, 6 October 99; 246, 1 March 2006; 514.1, 11 June 2008; 292, 19 June 2013 and 291, 19 June 2013, refer.

<sup>2</sup> Board of Governors Minutes 400.1, 21 October 99, 109, 18 June 2008, refer.

<sup>3</sup> UPR GV08 'Glossary of Approved University Terminology'

<sup>4</sup> UPR HR07 'Readerships'

**3.2 'Reader Emeritus':**

The title of 'Reader Emeritus' can be conferred on a member of staff who retires after having held the title of 'Reader' at the University for at least three (3) years prior to retirement and who is deemed to have served the University with particular distinction.

**3.3 'Honorary Reader (Clinical)':**

The title 'Honorary Reader (Clinical)' can be conferred on an individual who meets the criteria for the conferment of the title 'Honorary Senior Lecturer (Clinical)' and whose work is of a standard consistent with the criteria for a University of Hertfordshire Readership.

Honorary Readerships are conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

**3.4 Reporting requirements**

The Pro Vice-Chancellor (Research) is required to report all Readership appointments to the Academic Board at the earliest opportunity.

**4 PROFESSORSHIPS**

**(NOTE:**

**B** The criteria and procedures for the conferment of a Professorial title and the circumstances in which a Professorship may be withdrawn are fully described in UPR HR08<sup>5</sup>.)

**4.1 'Professor':**

The title of 'Professor' is conferred in recognition of an individual's academic distinction and, where appropriate, contribution to the work of the University. It is a personal chair rather than a functional chair, carrying defined organisational duties. The title is, therefore, conferred in recognition of research or professional achievements of national and international renown.

**4.2 'Visiting Professor':**

The title of 'Visiting Professor' may be conferred on a distinguished person who is not a member of staff but who satisfies the criteria for a University of Hertfordshire Professorship and who normally has a regular commitment to the University's academic activities.

Visiting Professorships are conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

**4.3 'Professor Emeritus':**

The title of 'Professor Emeritus' can be conferred on a member of staff who retires after having held the title of 'Professor' whilst employed at the University for a period of at least three (3) years prior to retirement and who is deemed to have served the institution with particular distinction.

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<sup>5</sup> UPR HR08 'Professorships'

#### 4.4 **Externally sponsored Professor:**

An externally sponsored Professor is a person who satisfies the criteria for a University of Hertfordshire Professorship but whose post is funded by an external body. An externally sponsored 'Professor' may be expected to meet some requirements of the sponsoring body which are additional to those of the University. The name of the funding body may be used in conjunction with the professorial title.

#### 4.5 **Reporting requirements**

The Pro Vice-Chancellor (Research) is required to report the conferment of all Professorships to the Academic Board at the earliest opportunity.

### 5 **OTHER RESEARCH TITLES**

#### 5.1 **Designation**

5.1.1 The titles in this section may be conferred by Deans of School on individuals who meet the relevant criteria.

5.1.2 The Visiting and honorary titles referred to in this section are conferred on the authority and at the absolute discretion of the Academic Board.

#### 5.2 **Adjudication by the Pro Vice-Chancellor (Research)**

It is recognised that there may be occasions where the title to be applied to a research worker is unclear. In the case of the titles referred to in this section (4), advice must be sought from the Pro Vice-Chancellor (Research) who will rule on such matters.

#### 5.3 **'Research Assistant':**

A person employed by the University to work on a specific research programme or programmes. A 'Research Assistant' may be registered for a Research Degree.

#### 5.4 **'Research Associate':**

A researcher, more senior than a Research Assistant, who is employed on a research project but who has not yet obtained a Research Degree.

#### 5.5 **'Visiting Research Associate':**

A researcher, more senior than a Research Assistant, who is not a member of staff but who satisfies the criteria for the title of 'Research Associate' and who visits the University on a regular basis.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

#### 5.6 **Research Fellows:**

##### i **'Research Fellow':**

A person who has a PhD or equivalent qualifications who is employed by the University to carry out research. In certain circumstances, such equivalence may be achieved by previous research experience.

ii **'Visiting Research Fellow':**

A person who satisfies the criteria for the title of 'Research Fellow' who is not employed by the University but who visits the University on a regular basis to carry out research.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

iii **'Senior Research Fellow':**

A Research Fellow of Principal Lecturer status or above.

iv **'Senior Visiting Research Fellow':**

A person who satisfies the criteria for the title of 'Senior Research Fellow' who is not employed by the University but who visits the University on a regular basis to carry out research.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

**5.7 Reporting requirements**

5.7.1 Deans of School are required to report the conferment of the following titles to the Academic Board at the earliest opportunity:

- i Visiting Research Associate;
- ii Visiting Research Fellow;
- iii Senior Visiting Research Fellow.

**6 HONORARY TITLES**

**6.1 Honorary titles conferred by Deans of School on the Authority of the Academic Board**

**6.1.1 Designation**

- i The titles in this section may be conferred by Deans of School on individuals who meet the relevant criteria.
- ii The Visiting and honorary titles referred to in this section are conferred on the authority and at the absolute discretion of the Academic Board.
- iii **'Honorary Lecturer (Clinical)':**

A graduate licensed to practise medicine who has at least two (2) academic sessions for research or teaching in his or her National Health Service job plan and is supervised during his or her clinical or academic training by a member of the University's academic staff (including Visiting or Honorary members of University staff).

The title 'Honorary Lecturer' is awarded for the duration of the individual's National Health Service training post.

iv **'Honorary Senior Lecturer (Clinical)'**:

A Consultant or General Practitioner who is able to demonstrate research at a senior level, normally through the achievement of a PhD or MD and/or a significant level of publication which has been the subject of peer review. This title is awarded to enable the holder to demonstrate a commitment to on-going research and/or teaching and training in clinical medicine and a willingness to continue this with the University and the Bedfordshire and Hertfordshire Postgraduate Medical School.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

v **'Visiting Fellow'**:

An individual associated with the University of Hertfordshire who is of Senior Lecturer status (or equivalent) either academically or within his or her profession.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

vi **'Visiting Clinical Fellow'**:

An established Consultant, General Practitioner or Health Professional who supports or delivers elements of a programme offered by the Bedfordshire and Hertfordshire Postgraduate Medical School or the University.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

vii **'Visiting Senior Clinical Fellow'**:

A distinguished or senior Consultant, General Practitioner or Health Professional who supports or delivers elements of a programme offered by the Bedfordshire and Hertfordshire Postgraduate Medical School or the University.

This title is conferred for periods of three (3) years, after which time the designation will lapse automatically unless renewed.

viii **'Visiting Industrial Fellow'**:

An eminent individual from industry, commerce, the professions or the Public Sector who, as a member of a Professional Advisory Group (or equivalent group) within a School, is deemed to strengthen that School's links with industry or commerce or the professions or the Public Sector.

Conferment of the title is conditional upon the individual concerned remaining a member of a Professional Advisory Group (or equivalent group).

This title is conferred for periods of no more than three (3) years, but will be deemed to have lapsed automatically in cases where the individual concerned withdraws from membership of the Professional Advisory Group (or equivalent group) to which he or she has been appointed.

ix     **Reporting requirements**

a     Deans of School are required to report the conferment of the following titles to the Academic Board at the earliest opportunity:

- 1**    Honorary Senior Lecturer (Clinical);
- 2**    Honorary Lecturer (Clinical);
- 3**    Visiting Fellow;
- 4**    Visiting Clinical Fellow;
- 5**    Visiting Senior Clinical Fellow;
- 6**    Visiting Industrial Fellow.

6.2    **Honorary titles conferred by the Honorary Awards Board on the authority of the Academic Board**

**Fellow of the University of Hertfordshire**

*Regardless of their previous academic qualifications, the title 'Fellow of the University of Hertfordshire' may be conferred on any current or previous member of the University's staff or Board of Governors, or on distinguished individuals who are not, nor have been, members of the University's staff or Board of Governors.*

**(Honorary Fellow of the University of Hertfordshire)**

On 19 June 2013, the Academic Board agreed that the University would no longer confer the title 'Honorary Fellow of the University of Hertfordshire' which had been defined as follows:

'Regardless of their previous academic qualifications, the title 'Honorary Fellow' may be conferred on distinguished individuals who are not, nor have been, members of the University's staff or Board of Governors.'

7     **USE OF OTHER TITLES**

The use of titles, other than those recognised by the Board of Governors or Academic Board and listed in this document, is not permitted.

Mrs S C Grant  
Secretary and Registrar  
Signed: **1 September 2013**