**Queen’s University Belfast**

**Nomination Form for Honorary Titles (New or Upgrade only)**

Please read the regulations for the conferral of Honorary Titles before completing this form: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/HonoraryTitles/>

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| **Section A: Nominating University School/Institute** |
| **Nominating School/Institute**  |  |
| **Nominating School Centre – if appropriate**  |  |

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| **Section B: Title to be Recommended to the Honorary Titles Committee/Faculty** |
| **Honorary Professor/Honorary Professor of Practice/Honorary Senior Lecturer/Honorary Lecturer** (delete as applicable) (see Note1) |
| **There are no known conflicts of interest in the recommendation of the conferral of the Title (see Note 2)** | **Yes/No** |
| **New / Upgrade** (delete as applicable) |
| **Duration** (see Note 3) |

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| **Section C: Candidate’s Personal Details**  |
| **Title**  | **Professor/Dr/Mr/Ms/Miss/Mrs or Specify Other**(delete as applicable) |
| **First Name** |  |
| **Surname** |  |
| **Postal Address for Correspondence** |  |
| **Email Address** |  |
| **Specialist Subject Area** |  |
| **Consent to share name on University website in a table of Honorary Title Holders (see Note 4)** | **Yes/No** |
| **Honorary Professor/Honorary Professor Title Holder Nominations Only**100 word maximum summary of key planned contributions to the University |
| **Has the Candidate ever been an employee of Queen’s? Yes/No** (delete as applicable) Note: if yes, the staff number should be provided.**Candidate’s Staff Number:** **Confirm End Date of Employment** (dd/mm/yyyy) (see Note5)**:**For the purposes of the Honorary Title, does the nominee require continuation of/and access to their PURE Profile? Yes/No  |
| **Section D: Referees** |
| Please tick box below to indicate consent that your CV can be shared with a referee should this be requested (see Note 6a). [ ]  **Yes** |
| ***For New and Upgrade Honorary Professor/Honorary Professor of Practice: Provide Names and Contact Addresses (including email addresses) of Referees*** *(see Note 6b)*1. ***Two Referees Nominated by the Candidate***
2. ***A Referee Nominated by the School***
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| ***For New and Upgrade Honorary Senior Lecturers:*** *(see Note 6c)*Referees may be requested at the discretion of the Faculty Committee. Where this is the case, the School Committee will request these from the nominee.  |
| **Section E: Candidate’s Current Employment Details** |
| **Post** |  |
| **Name and Address of Employer (including specific site location, if applicable) (See Note 2)** |  |

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| **Section F: Contribution** |
| 1. **Detailed description of the candidate’s proposed contribution to the School** to include specific details such as the actual research and/or teaching activities (including the delivery of teaching etc. in a clinical setting) to be undertaken with **likely dates, frequency and extent of visits** to the University, where appropriate.
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| 1. **Assessment of the value and significance to the School and/or University of the candidate’s proposed contribution in line with the relevant Academic Profile** (see Note 7)
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| 1. **Candidate CV**

A CV for the candidate **must** be provided. This can be provided through a URL/hyperlink to a public-facing CV, if one is available or a separate CV document (a suggested summary CV Template is available [here](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/HonoraryTitles/HonoraryTitlesCategories/)). **In consideration of Data Protection requirements, should the nominee’s CV be publically accessible, this would be preferable.** If a CV is not provided prior to the Faculty Honorary Titles Meeting/ Honorary Titles Committee meeting, the nomination will not be considered. To comply with Data Protection requirements, it is the responsibility of the nominee/School to ensure that all personal details, related to individuals other than the nominee and referees, are removed/redacted from both CVs and nomination forms. Examples of information to be redacted include, the names of students supervised by the nominee and people who supervised the nominee through their career. Names associated with publications in the public domain do not need to be redacted. The School should advise nominees of this requirement in advance of nominations and CVs being completed/submitted.If a CV or a nomination form contains inappropriate personal details, such as that given as examples above or any of those within the guidance provided in **Appendix 1**, the form/CV will be returned to the School for redaction/amendment. |

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| **PLEASE NOTE** |
| **No remuneration from the University for activity for which this honorary title nomination is recommended should be made to this person for the duration of the Honorary Title.**  **An annual audit will be conducted and the Honorary Title may be rescinded if a payment has been made.** |
| **If this person will be engaged in any activity with children and/or vulnerable adults, the School must comply with the relevant safeguarding measures set out in the University’s Safeguarding Children and Vulnerable Adults Policy. Please see:**<http://www.qub.ac.uk/hr/LegalServicesUnit/SafeguardingChildrenandVulnerableAdults/> |
| **If this person is a non UK/Ireland passport holder and will visit Queen’s, at any point during the duration of the Title, you should contact your HR Business Partner and International Staff (****internationalstaff@qub.ac.uk****) for advice on immigration requirements.** |

**For Completion by the Head of School**

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| **Section G: Recommendation** |
| I do/do not recommend that the above Honorary Title be conferred on the above candidate. There are no known conflicts of interest. **Name of Signatory:** (Head of School)**Signature**  **Date** |

**Submission following approval by the School:**

* **Honorary Lecturers and Honorary Senior Lecturers:**

**Please submit the application to the relevant Faculty by the specified deadline.**

* **Honorary Professors and Honorary Professors of Practice:**

**Please submit the application to** egp@qub.ac.uk **by the specified deadline.**

**Using Personal Information**

The personal data we collect in respect of the Honorary Title nomination will be used in support of the following lawful purposes (or part thereof):

* Providing details of honorary title nominees to the University’s Honorary Titles Committee to assess the nomination for conferral of an honorary title, in the context of associated procedures and criteria for conferral for formal approval and ratification
* Maintaining the information provided on the nomination form within the Additional Persons Database as a record of the honorary title
* Conducting audits of compliance with the Honorary Titles Framework to provide assurance of the University’s governance arrangements
* Notification to any regulatory authority deemed as lawful and correct

By consenting to this nomination, the nominee is giving us permission to perform these actions.

The School should provide the nominee with a copy of the relevant [Privacy Notice](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/HonoraryTitles/HonoraryTitles/) (found under Procedures) which provides more information. A link to the Privacy Notice will also be included on any letter of confirmation concerning the title.

**Guidance Notes**

\*Indicates section that must be completed.

1. The Academic Profile/Criteria relevant to the title selected must be met in terms of their academic/ professional standing and the proposed contribution to the University.
2. Should there be a conflict of interests which overlaps with the relationship with the University, this must be disclosed initially to the relevant Head of School.
3. An Honorary Title will initially be awarded for three years. If a shorter duration is requested, please provide an explanation for this.
4. The University is committed to promoting the work undertaken by its Honorary Title holders and will list all Title-holders in a table on its webpages for those Title-holders who have consented. Short biographies will be also produced for Honorary Professors and Honorary Professors of Practice to highlight their contribution to the University at School and Faculty level.
5. Honorary Titles holders cannot be employees of the University. The candidate’s end date of employment must, therefore, be prior to the start date of the Honorary Title. The candidate’s staff number will be used to verify details.
6. References:
	1. A referee may occasionally request access to a nominee’s CV prior to writing a reference. This can cause delays when consent at the time of nomination has not been specified.
	2. Honorary Professors/Honorary Professors of Practice
		1. For New and Upgrade Honorary Professors/Honorary Professors of Practice three references are required. The details required include names and contact details, including email addresses.
		2. Academic referees must be of a status at least equal to that of the title for which the individual is to be considered. Non-academic referees must have an appropriate professional standing.
		3. All referees must be external to the University and to the nominee’s own institution.
		4. The nominee should provide two referees and the School should nominate a third referee.
		5. It is imperative that the referees have been consulted by the nominee and/or School and agreed to provide a reference before being named as referees.
	3. Honorary Senior Lecturers
		1. For New and Upgrade Honorary Senior Lecturer nominations, references may be requested at the discretion of the Faculty/Honorary Titles Committee, and the School will be in contact if necessary.
		2. Academic referees must be of a status at least equal to that of the title for which the individual is to be considered. Non-academic referees must have an appropriate professional standing.
		3. **All referees must be external to the University.**
		4. The nominee should provide two referees and the School should nominate a third referee.
		5. It is imperative that the referees have been consulted by the nominee and/or School and agreed to provide a reference before being named as referees.
	4. Honorary Lecturers
		1. For New and Upgrade Honorary Lecturer nominations, references are not required as standard and therefore do not have to be listed on the nomination form. These can be requested at the discretion of the Faculty; however, should this be required, the School will be contacted as a follow-up action.
7. For both New and Upgrade titles, the School should outline the impact of the candidate’s proposed contribution in line with the relevant Academic Profile and explicitly detail how the School and the University will benefit from this contribution.

**APPENDIX 1**

**Guidance on Personal Information in Honorary Title Nomination Forms and CVs**

In the wake of the enhanced regulations arising from the Data Protection Act 2018 and the EU General Data Protection Regulation, the University has identified steps to be taken to minimise the risk of personal information being held or processed inappropriately.

One mitigation introduced has been to ask Schools/Centres to provide links to public facing CVs in submitting Honorary Titles nominations instead of a bespoke CV document, should an open CV be available. An example of where public-facing CV may be held is Linked-in. Where this is not possible, a CV document can be provided.

Within CVs and Nomination Forms, the nominee/School/Centre is responsible for ensuring the following:

* The CV and/or the nomination form **must not** contain any personal information which does not relate to the nominee, other than referee details, if appropriate.
	+ For Honorary Professor/Honorary Professor of Practice titles, referee details should only include name, position and contact details, specifically an email address.
	+ For Honorary Senior Lecturer, referee details should only include the name and position.
	+ Referees must have given their agreement to be named as referees prior to the nomination/CV being submitted.
	+ For Honorary Lecturer, referee details are not required as standard on the nomination.

The golden rule is no personal information about anyone (other than referees) should be included but for clarity, examples of personal information that should not be on the nomination form and/or CV and should therefore be removed/redacted prior to submission are listed below.

This list is not exhaustive and therefore when providing a nomination and CV, the nominee/School/Centre must apply consideration for the privacy and security of others’ data.

No personal information should be included that is:

* Not relevant to the nomination.
* Might impact on the privacy of another individual.
* Might be a risk to the security of another person’s personal information; or
* Information, which if it was your personal data, you would not wish someone else to include.

Specific examples which should not be detailed on CVs or nomination forms include:

* The names of students supervised by the nominee. The number of students at any level supervised can be detailed but no identifiable information should be included.
* The names or circumstances of any individual related to any decision board the nominee with which the nominee has been involved;
* The names, dates of birth or any other personal data of the nominee’s own family.
* The names of any individuals who acted as supervisors or managers of the nominee, unless they are being listed as a referee in the referee section; or
* The nominee’s own personal data not relevant to the nomination, for example National Insurance Number, Date of Birth.