

From: Director of People and Culture

Subject: **Promotions Committee 2019/2020: 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 2019/2020, I am writing to provide information for Honorary Appointments and Promotions.

1. **Honorary Chairs and Readerships**

Cases for Honorary Professorships and Readerships 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;

Recommendations should be submitted to the relevant Human Resources Manager not later than 14 January 2020.

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 submitted to the relevant Human Resources Manager **not later than 4 March 2020.**

HR will provide names of current honorary appointments due to end on 31 July 2020, 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 4 March 2020.**

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