

# Honorary Titles and Awards Policy

## 1. Purpose

1.1 The Honorary Titles and Awards Policy (the policy) outlines the categories of and conditions for the:

- conferral of honorary awards
- naming of academic and physical entities of the university, and
- awarding of honorary titles.

## 2. Scope

2.1 This policy applies to:

- the conferral of all honorary awards and awarding of all honorary titles
- the naming of physical or academic entities in recognition of support for the university (honour naming)
- all staff and Council members involved in the administration and approval of honorary titles, honorary awards and honour naming.

2.2 This policy does not cover:

- naming of prizes (see [Scholarships and Prizes Policy](#))
- giving or receiving donations (see [Philanthropic Fundraising Policy](#))
- key technology partnerships (see [Key Technology Partnership Program](#))
- honorary awards, honorary titles and honour names (including recognition names) conferred or awarded prior to the effective date of this policy.

## 3. Principles

3.1 In line with the [Recruitment and Appointments Vice-Chancellor's Directive](#), the principles of workforce diversity, strategic alignment, equality of opportunity and transparency of process apply for this policy.

3.2 Honorary awards should be conferred:

- in line with our [strategic objectives](#), driving collaboration with government, research, educational and industry partners
- on the basis of merit, with a focus on the potential for positive contributions to the university's strategic objectives, values (including diversity and gender representation) and culture.

3.3 Honour naming should be:

- conferred for a specified period of time, and not conferred in perpetuity

- made on the basis of merit, with a focus on the potential for positive contributions to the university's [strategic objectives](#), values (including diversity and gender representation) and culture.

#### 3.4 Honorary titles should be:

- proposed in line with our [strategic objectives](#), driving collaboration with government, research, educational and industry partners.
- conferred on the basis of merit, with a focus on the potential for positive contributions to the university's strategic objectives, values (including diversity and gender representation) and culture
- commensurate with expectations for UTS academic staff positions as outlined in the [Academic Promotion Policy](#).

3.5 Reappointments and renewals should follow the normal appointment or recognition processes outlined in this policy.

## 4. Policy statements

### Honorary awards nomination and conferral

4.1 Honorary awards are determined by Council and listed in [section 14, Student Rules](#).

4.2 Nominations for honorary awards will be invited by the University Secretary on an annual basis. These nominations can be made by deans, directors or members of the Senior Executive on the official form available from the University Secretary and Director, Governance Support Unit (see [contact details](#)). Any urgent nominations arising outside the annual process should be sent directly to the Vice-Chancellor or Chancellor for consideration.

4.3 The nominator is responsible for the content, quality and accuracy of the submission, and all required sections must be completed.

4.4 The University Secretary coordinates honorary award nominations for evaluation by the Vice-Chancellor. The Vice-Chancellor evaluates all nominations based on quality, calibre and standing before further submission to Council's [Honorary Awards Committee](#).

4.5 Council, on the recommendation of the Honorary Awards Committee, the Vice-Chancellor or the Chancellor, may confer an honorary award upon an individual who has:

- a meaningful relationship with UTS, and
- made an outstanding contribution in an area detailed in the table 4.6 below.

### 4.6 Categories and criteria for honorary awards

Honorary award category (outlined in Rule 14.1.1, Student Rules)	Recipient criteria and area of outstanding contribution
An <b>honorary doctorate</b> (relevant to the discipline or profession in which the contribution being recognised relates as listed in the rules), or a <b>Doctor of Letters</b> .	Scholarship or professional practice in one or more disciplines or professions of interest to the university.
	The advancement of society in Australia or overseas.

<b>Honorary award category</b> (outlined in Rule 14.1.1, Student Rules)	<b>Recipient criteria and area of outstanding contribution</b>
<b>Honorary Doctor of the University</b>	The achievement of the university's mission, as well as enhancing its reputation and standing at a national and international level.
<b>Fellow of the University</b>	Business, industry, government, a profession or the arts, as well as a contribution to the university's objectives.  It is expected that the recipients of this award will continue to contribute to the university.
<b>UTS Distinguished Service Award</b>	Contribution to UTS, specifically, in recognition of: <ul style="list-style-type: none"> <li>• a member of the university staff who has given outstanding service beyond the requirements of his or her position, or</li> <li>• a member of the university community who has made a distinguished contribution to the university.</li> </ul>
<b>Emeritus awards (Professor, Vice-Chancellor or Chancellor Emeritus)</b>	<p>Emeritus professorships may be conferred on professors of the university who, normally, have been a professor, active in their respective disciplines, for at least 10 years. To be eligible for consideration of this award, a UTS professor will have completed (or be about to complete) continuing employment at the university, normally at retirement.</p> <p>Recipients conferred with an emeritus professorship should, as well as having made an outstanding contribution to the university or wider community, have also met at least two of the following criteria:</p> <ul style="list-style-type: none"> <li>• an outstanding record in research (international recognition)</li> <li>• outstanding record in teaching and learning (UTS and elsewhere, as visiting or adjunct), and/or</li> <li>• outstanding record of leadership (holding a leadership position in UTS and contributing to staff development or improvement).</li> </ul> <p>A retiring (or retired) Vice-Chancellor or Chancellor who, normally, has completed two terms of office and made, or continues to make, an ongoing contribution to the university or public life. Normally, Vice-Chancellor Emeritus and Chancellor Emeritus awards will be conferred automatically by Council upon retirement from the respective office.</p>
<p>Note: Council may determine to confer a different category of award than the one recommended if it considers such an award more appropriate to the stated contribution of the proposed recipient.</p>	

4.7 Honorary awards, with the exception of the UTS Distinguished Service Award, will not be conferred upon UTS staff during their employment with UTS. Council, on the recommendation of the Honorary Awards Committee, can approve emeritus awards for conferral (normally) upon retirement or after the Council decision date, whichever is later.

- 4.8 Honorary awards will be conferred at a university event approved by the Chancellor. Emeritus awards may be conferred upon retirement or at a date of Council's decision, whichever is the later.
- 4.9 The offer of an honorary award of the university must be taken up by the proposed recipient such that a conferral can be made within two years of the offer.
- 4.10 Honorary awards are ongoing. Rescissions are managed in line with [Rule 14.3](#).

### **Honour naming nomination and conferral**

- 4.11 Honour naming is the mechanism by which the university, in recognition of substantial support, may name academic and physical entities, including:
- university buildings or parts of buildings
  - outdoor physical features of the university such as green spaces, sports facilities, walkways, etc.
  - university bodies such as faculties, departments, centres, schools and institutes
  - academic positions, including chairs, professorships, lectureships and fellowships
  - academic awards, such as awards for excellence in teaching, etc.
  - academic programs, such as visiting lectureships, series of lectureships, etc.
  - student awards for excellence or merit, including scholarships and fellowships, and
  - collections (eg library or art collections).
- 4.12 UTS may recognise substantial support (normally, donations or sponsorships from persons or organisations), distinguished service or outstanding contributions to the university through honour naming in line with the delegations.
- 4.13 The honour naming of any entity must be reasonable and proportionate to the contribution made by individual or organisation. An individual or organisation's name will be honour named only once. Any exceptions must be considered by Council.
- 4.14 The current UTS Brand Guidelines (available at [visual identity](#) on Staff Connect) and [Publications Style Guide](#) (on Staff Connect) should be referenced in determining the form of honour naming.
- 4.15 UTS will consider the form and duration of honour naming as part of the approval process, and in consultation with the individual or organisation being recognised. Where honour naming is to be conferred in memoriam, the individual or organisation's trustees will be consulted. This will be agreed in writing.
- 4.16 Proposals for honour naming physical or academic entities not listed in this policy requires approval from the Vice-Chancellor and Council.
- 4.17 Council may, from time to time, establish minimum amounts below which honour naming of academic and physical entities will not be considered.
- 4.18 Proposals to honour name a structure or facility after a UTS staff member will not be considered until after that person's relationship with the university has ended.

## 4.19 Approval authorities for honour naming specific entities

Entity to be honour named	Approval authority
University buildings, parts of buildings, outdoor features, facilities, departments, centres, schools and institutes, academic programs, collections, chairs.	Approved by Council on the recommendation of Council's Honorary Awards Committee.
Academic positions (other than chairs), academic awards, student awards.	Approved by the Vice-Chancellor.

4.20 Honour naming proposals should be submitted to the Deputy Vice-Chancellor (Innovation and Enterprise) or the Vice-President (Advancement) for a full evaluation. The nominator is responsible for the content, quality and accuracy of the submission. Proposals should include:

- internal and external consultation on the merits of the proposal
- a strategic impact and advantage assessment, particularly in the context of the university's strategy for obtaining sponsorships for its structures, facilities and programs, and
- a background check and risk assessment of the proposal.

4.21 Upon review, the Deputy Vice-Chancellor (Innovation and Enterprise) or the Vice-President (Advancement) in consultation may submit the proposal with an evaluation report to either the Vice-Chancellor or Council's Honorary Awards Committee, as appropriate to the proposed honour name. In exceptional circumstances, approvals for university entities may proceed to Council on the recommendation of the Vice-Chancellor.

4.22 The Vice-Chancellor, on the recommendation of the Deputy Vice-Chancellor (Innovation and Enterprise) or the Vice-President (Advancement), may approve the honour naming of academic positions in line with this policy. Council, normally on the recommendation of the Honorary Awards Committee, may confer an honorary name on all other entities.

4.23 Individuals or organisations being recognised by the university will be contacted by the Chancellor and must acknowledge the honour name in writing.

## Honour naming discontinuation or amendments

4.24 Discontinuation of honour naming is normally made in line with any contractual agreements made at the time of the honour naming being conferred.

4.25 The university may also choose to discontinue the use of a name at any time, in particular where the individual or organisation:

- acts or is seen to have acted in a manner that is inconsistent with the university's values
- has failed to meet their pledged commitments to the university, and/or
- has otherwise come into disrepute.

4.26 Discontinuation of, or amendments to, honour names are approved by the relevant approval authority. Amendments to honour names includes changing or modifying the name attached to an entity where the name of the organisation (or individual) has been changed.

4.27 Where circumstances require, the Vice-Chancellor has authority to amend or withdraw any use of an honour name and report any such changes to the next meeting of Council.

## Honorary titles

### 4.28 Honorary titles and categories table

Title (category)	Subcategories	Criteria	Approval authority and pathway
<b>Adjunct (academic)</b>	<ul style="list-style-type: none"> <li>• Adjunct Fellow (normally an academic below the level of professor)</li> <li>• Adjunct Associate Professor</li> <li>• Adjunct Professor</li> </ul>	<p>Adjunct academic titles will be awarded to academics from other universities on the basis of their achievements, expertise and contribution to teaching or research.</p> <p>Adjunct academics may hold (or be a retiree from) a corresponding position at another university, in a field of relevance to UTS.</p> <p>Adjunct academics will have a continuing relationship with and provide benefit to UTS.</p> <p>Adjunct titles are awarded for up to three years duration.</p>	<p>Adjunct fellows are approved by deans or directors.</p> <p>Adjunct associate professors and professors are approved by the Provost on the recommendation of the Honorary Titles Panel.</p>
<b>Adjunct (industry)</b>	<ul style="list-style-type: none"> <li>• Industry/Professional Fellow</li> <li>• Adjunct Associate Professor</li> <li>• Adjunct Professor</li> </ul>	<p>Adjunct industry titles will be awarded on the basis of expertise and recognition in business, public sector, not-for-profit, professional or cultural communities.</p> <p>Adjunct industry title holders will be non-academic and may hold (or be a retiree from) an appropriate and/or corresponding position in industry, business, public sector, professional or cultural communities, in a field of relevance to UTS.</p> <p>Adjunct industry title holders will have a continuing relationship with and provide benefit to UTS.</p> <p>Adjunct titles are awarded for up to three years duration.</p>	<p>Industry and professional fellows are approved by deans or directors.</p> <p>Adjunct associate professors and professors are approved by the Provost on the recommendation of the Honorary Titles Panel.</p>
<b>Visiting academic</b>	<ul style="list-style-type: none"> <li>• Visiting Scholar (normally a PhD student or researcher)</li> <li>• Visiting Fellow (normally an academic)</li> </ul>	<p>Visiting academic titles will normally be awarded to individuals who simultaneously hold appropriate and/or corresponding academic positions in another</p>	<p>Visiting academic titles are approved by deans or directors.</p>

Title (category)	Subcategories	Criteria	Approval authority and pathway
	below the level of professor) <ul style="list-style-type: none"> <li>• Visiting Professor</li> </ul>	Australian or overseas university.  Visiting academic titles may also be awarded to individuals of professional eminence in a field relevant to UTS.  Visiting titles are awarded for a finite period (no longer than one year) in order to engage in teaching, learning or other scholarly activity.	
<b>Clinical</b>	<ul style="list-style-type: none"> <li>• Clinical Fellow</li> <li>• Clinical Associate Professor</li> <li>• Clinical Professor</li> </ul>	Clinical titles will be awarded to: <ul style="list-style-type: none"> <li>• staff from affiliated Australian research institutes</li> <li>• staff from teaching hospitals or other clinical practice areas with a formal affiliation to UTS, and</li> <li>• practicing health professionals who support the teaching and learning needs of the university.</li> </ul> Clinical titles are awarded for a finite period (no longer than one year), for teaching, learning or other scholarly activity.	Clinical titles are approved by deans or directors.

4.29 Approvals of all adjunct, clinical and visiting titles must be kept on a register of honorary titles as managed by the Human Resources Unit (HRU). This should be available for reporting purposes to Council or the Senior Executive upon request.

### Honorary title nominations and approval

4.30 The university does not limit the number of adjunct or visiting titles made annually, however, the award of honorary titles (particularly adjuncts) must be appropriately reviewed, and made with care and attention to the continuing high status of the title.

4.31 Titles may be awarded jointly, between two or more faculties and/or institutes, to enhance research and/or teaching synergies.

4.32 Current UTS staff are not normally awarded honorary titles, however, in line with the university's strategy, UTS staff may be considered for an appropriate honorary title by the Honorary Titles Panel, approved by the Provost.

4.33 Nominations for all honorary titles, including all relevant supporting documentation, must be made on the official form approved and published by HRU (see [honorary appointments](#) on Staff Connect), and submitted by the appropriate deadlines.

4.34 Deans and directors may approve the following titles in line with normal recruitment, review and vetting processes:

- Adjunct Fellow
- Clinical Associate Professor
- Clinical Fellow
- Clinical Professor
- Industry/Professional Fellow
- Visiting Fellow
- Visiting Professor
- Visiting Scholar.

4.35 Deans and directors may endorse the following senior titles, and must forward any endorsements to the Honorary Titles Panel (the panel, see [appendix A](#)) for consideration:

- Adjunct Associate Professor (academic and industry)
- Adjunct Professor (academic and industry).

4.36 The panel will make recommendations to the Provost, who will approve adjunct professor and associate professor titles.

4.37 All adjunct titles may be awarded for periods of up to three years. All visiting and clinical titles may be awarded for up to one year.

4.38 A list of adjunct title holders may be published by the faculty or institute as required.

4.39 The approval authority should notify HRU of honorary title approvals as outlined on the [approval form](#) (Staff Connect), providing all necessary paperwork.

4.40 Formal honorary titles will be awarded in writing by HRU. The award offer will contain the following details:

- the nature of the honorary title
- the organisational unit within which the recipient will work
- the duration of the title appointment
- the supervisor, host and/or contact for the recipient
- the duties of the position
- if applicable, expenses to be reimbursed by UTS
- any relevant insurance information
- any special conditions relating to the title
- the ownership of intellectual property, and
- the requirement to accept the offer in writing.

4.41 Offers and any associated terms and conditions should be accepted by the title holder in writing.

### **Honorary title discontinuation or termination**

4.42 Individuals will hold an honorary title for the normal period as outlined in this policy. Reappointments of titles may be requested via the normal process.



- 4.43 An honorary title may be terminated at any time in writing by the recipient or the university (via the approval authority). The university would normally consider terminating an honorary title where:
- the continuation is considered to be against the university's best interests
  - the title holder has acted in a manner inconsistent with the university's values or strategic priorities
  - the title holder has breached UTS rules, delegations or policies, and/or
  - conditions associated with the honorary title have changed (eg cessation of external employment or appointment to a UTS staff position).
- 4.44 Terminations may be requested via the relevant dean or director and must be authorised by the relevant approval authority of the title. A letter of termination will be issued by HRU following the approval of a request for termination.

### **Honorary title holder duties and obligations**

- 4.45 The specific duties of each honorary title will be the subject of negotiation between the title holder, dean or director, the approval authority and HRU.
- 4.46 Honorary title holders who do not have a right to work in Australia must obtain an appropriate visa from the [Department of Home Affairs](#) in order to take up their honorary title and receive reimbursement of expenses or any form of payment from UTS.
- 4.47 Honorary title holders are expected to discharge their duties or obligations in accordance with the faculty and UTS strategic plans, and relevant UTS rules, delegations and policies, including the university's [Code of Conduct](#), [Child Protection Policy](#) and [Intellectual Property Policy](#).
- 4.48 Honorary title holders may be asked to perform duties, including but not limited to:
- the identification of research collaboration and participation opportunities through joint research programs and grant applications
  - external advice or supervisory positions for postgraduate students (see [Graduate Research and Supervision Policy](#)) and/or assessment of senior undergraduate or postgraduate students
  - contribution to curricula and/or teaching (including guest lectures, participation in the delivery of executive education/short courses, etc.)
  - contribution to activities associated with developing the university's external relationships with industry and community
  - representation of UTS in professional forums, conferences and public seminars
  - contribution to the profile and reputation of UTS through public dissemination of knowledge and intellectual engagement (including contributing to [The Conversation](#))
  - staff and/or student engagement, development or mentoring.
- 4.49 Honorary title holders are expected to attend the university when necessary to meet commitments or discharge duties or obligations.
- 4.50 Honorary title holders may not hold the position of First Named Chief Investigator (defined in the [Research Management Policy](#)) or equivalent on any research project awarded to UTS, unless approved by the dean of the relevant faculty or institute.

## Honorary title holder entitlements

- 4.51 Honorary titles confer on the recipient similar rights, privileges and obligations to that of an academic staff member, including use of the UTS Library and the university's IT services.
- 4.52 Honorary title holders will not normally receive remuneration (including honorarium, consultancy fee or other salary payment). Honorary title holders (with a right to work in Australia) may be remunerated for undertaking specific assignments, for which they will be issued with a separate contract.
- 4.53 The dean or director may approve the reimbursement of expenses reasonably associated with the duties of an honorary title holder and in line with the [Delegations](#).
- 4.54 Where required by the [Department of Home Affairs](#), UTS may be required to sponsor the visa of an honorary title holder. Sponsored honorary title holders are obliged to provide information requested by UTS in order to meet visa requirements.
- 4.55 As honorary title holders are not employees of UTS, they are not covered by the university's workers compensation insurance. However, honorary title holders are covered by the following UTS insurance policies when engaged in activities on behalf of the university:
- public liability and professional indemnity insurance
  - personal accident insurance for limited expenses which are not covered under Medicare or private medical insurance
  - university's travel insurance when travelling directly to or from university activities, in line with the [Staff Travel, Expenses and Credit Card Policy and Procedures](#).

## 5. Policy ownership and support

### 5.1 Policy owner

The **Provost**, on behalf of the Vice-Chancellor, is responsible for policy review, enforcement and compliance, ensuring that its principles and statements are observed. The Provost is also responsible for the approval of any associated university-level procedures and for the approval of honorary titles as outlined in this policy.

### 5.2 Policy contacts

The **Vice-Chancellor** is responsible for the review and evaluation of all nominations for honorary awards for submission to Council's Honorary Awards Committee.

The **Deputy Vice-Chancellor (Innovation and Enterprise)** and the **Vice-President (Advancement)** are responsible for the review and evaluation of nominations of honour name proposals and endorse them for submission to the Honorary Awards Committee and for specific duties in relation to the Honorary Titles Panel.

### 5.3 Others

Council's **Honorary Awards Committee** is responsible for duties outlined under its [terms of reference](#) and this policy.

The **Honorary Titles Panel** (the panel) is responsible for duties outlined under its terms of reference (see [appendix A](#)) and this policy.

**Council** is responsible for approving all honorary awards.

The **University Secretary** is responsible for coordinating nominations for all honorary awards in line with this policy.

**Deans and directors** are responsible for recommending honorary title approvals and terminations, approving some honorary title appointments and approving the reimbursement of funds as outlined in this policy.

The **Human Resources Unit (HRU)** is responsible for making written offers of appointment, managing the register of honorary titles, developing templates, forms and systems as required, and coordinating employer sponsorship approvals through the Department of Home Affairs so that applicants may request sponsorship visas, as outlined in this policy.

## 6. Definitions

These definitions apply for this policy and all associated procedures. These are presented in addition to the definitions outlined in [Schedule 1, Student Rules](#).

A **Chair**, for the purposes of this policy, means an honorary academic title (at the level of professor) in recognition of significant contribution to scholarship, research or academic development.

**Donation** is defined in the [Philanthropic Fundraising Policy](#).

**Honorary award** is defined in [Schedule 1, Student Rules](#).

**Honour naming** means the process of naming a structure, facility, collection, academic program or chair in honour of an individual or organisation.

**Honorary title** means the conferral of a title to a person in recognition of their position or contribution based on merit, without the normal duties or privileges of an employee of the university.

**Retired or retiring** means retirement from their prominent position at UTS, at or around the normal age of retirement, irrespective of further involvement with the university.

**Right to work in Australia** is outlined and defined in the [Recruitment and Appointment Vice-Chancellor's Directive](#).

## Approval information

Policy contact	The University Secretary
Approval authority	Council
Review date	Three years post approval
File number	UR18/3340
Superseded documents	Honorary Appointments Vice-Chancellor's Directive (UR97/0243) Recognition Naming Policy (UR09/556) University Honours Policy (UR07/525)

## Version history

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Council (COU/18-6/129)	28/11/2018	01/01/2019	New policy.
1.1	Director, Governance Support Unit	27/06/2019	02/09/2019	Honour naming nomination and conferral section amended to reflect amendment to the delegation.
	Director, Governance Support Unit	21/08/2019		Process for awarding honorary titles clarified, and terminology relating to conferrals (of awards) and awarding (of titles) corrected.
1.2	Council (COU/20-2/31)	15/04/2020	25/05/2020	Changing references from the former Fundraising Policy to the Philanthropic Fundraising Policy and the addition of the Vice-President (Advancement) as having approval authority.

## Web version

[Honorary Titles and Awards Policy](#)

## References

[Recruitment and Appointment Vice-Chancellor's Directive](#)

## Additional references

[Academic Promotion Policy](#)

[Child Protection Policy](#)

[Code of Conduct](#)

[Delegations](#)

[Department of Home Affairs](#)

[Honorary Awards Committee](#) and its [terms of reference](#)

Honorary Titles Panel's terms of reference: see [appendix A](#)

Nomination forms:

- honorary appointments: available at [honorary appointments](#) (Staff Connect)
- honorary awards: contact [University Secretary and Director, Governance Support Unit](#)

[Philanthropic Fundraising Policy](#)

[Publications Style Guide](#) (Staff Connect)

[Student Rules: section 14, Schedule 1](#)

UTS Brand Guidelines: see [visual identity](#) (Staff Connect)

## Appendix A: The Honorary Titles Panel

### Purpose

The Honorary Titles Panel (the panel) is responsible for considering proposals for the award of senior honorary adjunct titles as outlined in the Honorary Titles and Awards Policy (the policy).

### Membership and composition

The panel comprises the following members:

- Provost — convenor
- Deputy Vice-Chancellor (Education and Students)
- Deputy Vice-Chancellor (Innovation and Enterprise)
- Deputy Vice-Chancellor (Research)
- Chair of Academic Board.

The panel may seek advice from others in relation to specific proposals for appointment of honorary titles in line with the policy.

### Terms of reference

1. The panel will make recommendations for approval of adjunct professor and adjunct associate professor by the Provost in line with the policy.
2. The panel will operate as needed, in a virtual capacity, to consider nominations as follows.

Adjunct title	Panel members to be consulted
Adjunct Associate Professor (academic)	<ul style="list-style-type: none"><li>• Provost</li><li>• Deputy Vice-Chancellor (Education and Students)</li></ul>
Adjunct Professor (academic)	<ul style="list-style-type: none"><li>• Deputy Vice-chancellor (Research)</li><li>• Chair of Academic Board</li></ul>
Adjunct Professor (industry)	<ul style="list-style-type: none"><li>• Provost</li><li>• Deputy Vice-Chancellor (Education and Students)</li><li>• Deputy Vice-chancellor (Innovation and Enterprise)</li><li>• Chair of Academic Board</li></ul>

3. The panel will, in making recommendations for the award of honorary titles, give due consideration to the calibre of individual nominee, the strategic aims of the university and the need to preserve the high status of these titles.
4. The panel should meet as required (normally once per year) to:
  - note the consolidated list of deans' appointments, panel recommendations and all appointments made by the Provost
  - consider the university's strategic requirements and as appropriate
  - consider the need to establish or review precedence for honorary title appointments.

5. The panel may request information from the Human Resources Unit on any senior honorary title appointments made by the university, to facilitate review or decision-making.
6. The panel may make recommendations for amendment or review of the policy and any associated procedures.