1 Purpose and application

(1) These provisions:
   (a) give effect, within the Faculty of Medicine and Health, to the Honorary Titles Policy 2013 (“the policy”) and the Honorary Titles Procedures 2013 (“the procedures”);
   (b) apply in addition to the policy and procedures; and
   (c) specify the process for high-performing honorary titles holders to apply for additional privileges.

(2) These provisions do not apply to honorary titles holders with conjoint titles and nationally competitive peer-reviewed fellowships.

2 Commencement

(1) These provisions commence on 1 October 2019.

3 Definitions

(1) Words and phrases used in these provisions and not otherwise defined in this document have the meanings they have in policy and procedures.

4 Standard privileges

(1) Honorary title holders are entitled to apply for standard privileges, which includes:
   (a) a library card to obtain access to the University library;
   (b) an “@sydney” email account;
   (c) a UniKey log-in to access the University’s intranet.

   Note: See clause 21(3) of the policy.

(2) Honorary title holders should request standard privileges as part of the initial application process.

(3) Except in the case of Professors Emeriti, standard privileges will be:
   (a) granted for the duration of the honorary title; and
   (b) reviewed at the time the title is renewed.

(4) The Executive Dean, or nominee, may also authorise honorary title holders to:
   (a) participate in faculty or school activities, upon recommendation of the relevant head of school; and
   (b) access a workstation by arrangement with the relevant head of school in a designated space.
5 No entitlement to finance, services, space, facilities or administrative support

(1) Honorary title holders will not normally have access to:
   (a) University corporate cards;
   Note: Honorary title holders should access available consultancy funds for travel, etc via Concur
   (b) University services, including:
       (i) UniBuy, for procurement activity;
       (ii) Information Communication Technology; or
       (iii) Campus Infrastructure Services;
   (c) University laboratory, office or research space, including:
       (i) dedicated laboratory space;
       (ii) other dedicated research space; or
       (iii) office space;
   (d) administrative support, including:
       (i) executive officers; or
       (ii) assistants.

6 Additional privileges for high-performing honorary title holders

(1) The Executive Dean may approve finance, services, administrative support or laboratory or research space for high-performing honorary title holders for short periods, providing the following criteria are met:
   (a) the activity is time-limited, normally less than six months, with a clear end date and plan for review;
   (b) the activity is aligned with the current FMH and University strategic priorities;
(2) For requests related to space, a letter of support from the relevant head of school must be provided, confirming that:
   (i) space is available;
   (ii) there is not a competing, more pressing requirement for that space or its resources;
   (iii) the activity is critical to the strategy of the school; and
   (iv) the title holder will be responsible for the oversight and governance of the activities during the stated timeframe.
(3) For requests related to research:
   (a) the activity must be high quality e.g. a current chief investigator on a peer-reviewed funded research grant, which has been appropriately managed and governed;
   (b) the individual must be likely to make a major, critical contribution to faculty research, e.g. enabling the timely completion of higher degree research students, or contributing to the completion of category 1-4 grants; or
(c) the individual must be assisting with succession planning for a leadership role or staff training.

7 Application process for additional privileges

(1) High-performing honorary title holders should submit via the online Executive Briefing Note (EBB) and application for additional privileges to the Head of School and Dean for endorsement.

(2) The Head of School and Dean will forward this to the Executive Dean for approval.

(3) The application should include:
   (a) details of the finance, facilities, services or support required;
   (b) a CV of the honorary title holder;
   (c) a statement detailing the justification for the request; and
   (d) if the request relates to space, a letter of support as required by subclause 6(2)

(4) The Executive Dean may obtain advice from the Faculty Space Committee and other relevant staff such as research colleagues, about requests for additional privileges.

8 Recordkeeping

(1) The Faculty General Manager must establish and maintain a register to record applications made by honorary title holders under clauses 4 and 6 of these provisions.

(2) The register must record:
   (a) the type of application made;
   (b) whether or not the application was approved;
   (c) the date the application was processed;
   (d) the name of the person who approved the application;
   (e) the details of the privileges authorised;
   (f) the date the privileges expire; and
   (g) any other relevant conditions.
NOTES
Faculty of Medicine and Health - Honorary Title Provisions 2019
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Date commenced: 1 October 2019
Approved by: Executive Dean, Faculty of Medicine and Health
Signature:
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Facility of Medicine and Health Space Management Provisions 2019
Honorary Titles Policy 2013
Honorary Titles Procedures 2013

AMENDMENT HISTORY