

FACULTY OF MEDICINE AND HEALTH - HONORARY TITLE PROVISIONS 2019

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

Date adopted: 8 April 2019

Date registered: 14 November 2019

Date commenced: 1 October 2019

Approved by: Executive Dean, Faculty of Medicine and Health

Signature:

Review date: 1 October 224

Rescinded documents: None

Related documents: [University Space Management Policy 2012](#)
[Faculty of Medicine and Health Space Management Provisions 2019](#)
[Honorary Titles Policy 2013](#)
[Honorary Titles Procedures 2013](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
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