

Memo

Guidelines for awarding the titles honorary professor and honorary associate professor at the Faculty of Arts

Honorary titles

Pursuant to *the ministerial order on conferment of the titles honorary professor and honorary associate professor*, and subject to the rector's delegation of the competence to award such honorary titles, the dean may award the titles honorary professor and honorary associate professor. These titles can be awarded to:

- 1) Respected researchers who a school wishes to honour with such titles, thereby strengthening their affiliation with the school.
- 2) People who are not respected researchers but who have qualifications of a high academic level and with whom a school wishes to have a stronger affiliation.

Louise Søndergaard
Special Consultant
HR partner
Dean's Office, Arts

Date: 5 October 2015

Page 1/1

The title honorary professor/associate professor is awarded for a period of no more than five years. On the expiry of a period such titles can be awarded again following a new honorary award process as described in this memo.

These are honorary titles, and there is no remuneration. Honorary titles do not generate any academic credit and rights apart from those possessed by the person concerned at the time the titles were awarded.

Expectations regarding honorary professors/honorary associate professors at the Faculty of Arts

Honorary professors/associate professors will normally perform the following tasks:

- participation in research partnerships with researchers at the school
- lectures/conferences
- teaching/PhD supervision when relevant
- participation in assessment committees
- contributions to recruitment when relevant

The actual tasks and other terms applying to individual honorary professors/associate professors must be arranged with the head of school in question.

Honorary professors/associate professors must be informed that their title is honorary and that is not a tenured position.

The award process

Proposals for awards of honorary titles are submitted by qualified staff to the head of school, who ensures that the candidate is interested in the possibility of being awarded an honorary title at the school. Based on the proposal and after consulting the school forum, the head of school decides whether to recommend the candidate to the dean.

Recommendations to the dean should be sent to the HR office and should consist of the following documents:

- The candidate's CV and list of publications
- The head of school's motivation and arguments for awarding the title
- A plan for the candidate's future affiliation and tasks
- If the candidate is already a respected researcher in a professorship or associate professorship, the recommendation to the dean may contain an existing, academically relevant assessment to document the candidate's academic level

If the dean chooses (based on the school's recommendation) to proceed with the honorary award, he/she will present the head of school's recommendation consisting of the above-mentioned documents to the Academic Council, via the faculty's HR office. The Academic Council will then advise the dean as to whether to proceed with the honorary award based on an academic assessment of the person concerned. Any objections by the Academic Council should be sent to the HR office, who will inform the dean.

The dean will then decide whether the evidence presented justifies the award of an honorary professor/associate professor title, or whether an assessment is required as described in the rector's memo on assessments for honorary titles (see below).

The process of awarding honorary titles is treated confidentially.

Assessments for honorary titles

In connection with the delegation of this competence to the deans, the rector has laid down the following framework for assessments in accordance with section 6 of the ministerial order on honorary titles:

“For people who are already tenured professors/associate professors whose academic level can be documented based on their CV or existing academic assessment¹, the head of school will submit his/her motivation for recommending the award of the title honorary professor/associate professor to the dean along with the person’s CV or any existing academic assessment.

For people whose high academic level as respected researchers or qualifications are not documented, an academic assessment committee is set up consisting of at least three people of professor level for recommendations regarding honorary professors, and at least three people of associate professor level for recommendations regarding honorary associate professors. This committee performs an assessment based on the same guidelines as those applying to assessments for professors/associate professors in accordance with the ministerial order on appointments of academic staff at universities, although the assessment must conclude that the person concerned either has a level corresponding to that of a professor/associate professor, or has qualifications of a high academic level. The head of school sends the reasons for recommending the award of the title honorary professor/associate professor to the dean, accompanied by the academic assessment and the CV of the person concerned.”

The assessment committee is subject to the approval of the dean and Academic Council, and at the Faculty of Arts it can consist of three internal members of the necessary qualification level.

Based on the candidate’s CV and other relevant production, the assessment must demonstrate that the candidate has qualifications of a sufficiently high level which is academically relevant in relation to the honorary title in question. Documentation of this academic level for staff who are already employed by the university (who have therefore already been assessed) has already been provided when they were appointed as professors/associate professors.

The faculty’s HR secretariat provides administrative support during the assessment of candidates for honorary titles.

Awarding honorary titles

After completion of this process, the dean awards the title honorary professor/honorary associate professor. HR Arts then produces a letter to the candidate announcing the award and informs the school.

Announcing honorary titles

¹ This means that their academic level has already been documented.

The award of such titles will be announced on the university's homepage for honorary professors and associate professors. (See the AU homepage on honorary professors/associate professors).

When new honorary titles are awarded at the faculty, the school will inform the homepage web editor with a view to having the page updated. Arts Communication will also be contacted, and will produce a news article about the person concerned for the school/faculty/university homepage.

Following a review by the Academic Council, these guidelines were adopted by the faculty management team on 8 October 2015.

References:

Link to ministerial order:

<https://www.retsinformation.dk/Forms/R0710.aspx?id=146413>

Reference is also made to the memo explaining the rector's delegation to the deans of the competence to award the titles honorary professor/honorary associate professor, produced by AU HR and dated 11 October 2013.