



## HONORARY APPOINTMENTS AND AWARDS PROCEDURE

### Governing Policy:

[Honorary Appointments and Awards Policy](#)

### Purpose

This procedure provides guidance on Honorary Appointments and Awards at AIB.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### Procedure

#### 1. Nomination and Deliberation

1.1. Nomination and approval is made using the appropriate form accompanied by written support in the form of the following specific information:

- a full curriculum vitae
- information on how the appointment will advance AIB's strategic priorities and/or maximise its use of community resources
- a statement of duties and responsibilities of the proposed position.

1.2. Nominations must include evidence that the nominee meets the criteria outlined above. The nomination process depends on the type of appointment, award or position.

#### 2. Adjunct (including Industry Fellow) and Visiting Appointments

Stakeholder	Responsibility
Academic staff	Suggest a recipient to the relevant Associate Dean
Associate Dean	Nomination and recommends the appointment to the Academic Dean, based on the criteria outlined above and with documentation to <ul style="list-style-type: none"><li>- indicate the type of appointment</li><li>- specify the period of appointment</li><li>- include justification for the appointment</li><li>- list facilities/resources required</li></ul>
Academic Dean	Approves and advises Academic Board via the Research & Higher Degrees Committee, and/or Teaching & Learning Committee (as is appropriate to the appointment type)
Academic Board	Notes the appointment, with advisement to the Board of Directors

Stakeholder	Responsibility
HR	Provides offer of appointment to nominee.

### 3. Honorary Doctoral Award or Emeritus Professor Positions

Stakeholder	Responsibility
Academic Dean	Nomination and recommends the appointment to the Research & Higher Degrees Committee, and/or Teaching & Learning Committee (as is appropriate to the appointment type), based on the criteria outlined above and with documentation to: <ul style="list-style-type: none"> <li>- indicate the type of appointment</li> <li>- specify the period of appointment</li> <li>- include justification for the appointment</li> <li>- list facilities/resources required (Emeritus Professor positions only)</li> </ul>
R&HDC and/or T&LC	Endorses to Academic Board
Academic Board	Recommends to Board of Directors
Board of Directors	Authorise the appointment
HR	Provides offer of appointment to nominee

### 4. Conferral

- 4.1. Honorary awards may be conferred at a graduation ceremony. At the graduation ceremony recipients of an Honorary Doctorate will normally wear the Doctorate Gown. Recipients of the titles of Emeritus Professor will normally wear the academic dress prescribed for their highest award.

#### Responsibility:

Academic Dean

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