

Honorary Membership of the School

This document sets out the policy and procedure for the award of Honorary Membership of the School, as approved by Executive Board on 9 November 2009.

This status may be awarded to professional and teaching staff to recognise long and meritorious service. This document does not cover Professors and Readers who are separately eligible for emeritus status on retirement.

Conditions

1. The person must have been in the employ of the School for at least 25 years and reached and taken retirement.
2. The person must have been either a teacher at the School (who did not retire as Professor or Reader) or a member of a professional services department of the School.
3. The person's service to the School must be assessed against the criteria set out below, using the stated procedure, and be found to be worthy of the award.

Procedure

1. Where an individual is approaching retirement and qualifies in terms of length of service, the Human Resources Department will inform the Pro-Director (Research & Enterprise).
2. The Pro-Director will seek a short statement from the relevant line manager upon which a judgement of meritoriousness can be assessed.
3. Where a case is put forward for the conferment of Honorary Membership it will be assessed by the Director and Registrar & Secretary for members of professional services staff, or by the Director and the Pro-Directors for retiring teachers.
4. Where a decision is made to offer Honorary Membership of the School the person will be written to, asking whether they wish to receive the award. If an affirmative response is received, a letter will be sent to the individual confirming their status upon retirement.
5. A list of Honorary Members of the School will be retained in the Human Resources Department and in the Directorate.

Criteria

Merit will be judged in terms of:

1. Positive contribution to the running of the department or section of the School;
2. Esteem in which the person is held by their colleagues;
3. Particular achievements that the person has contributed over the period of their employment at the School.

Institution of this process

1. The process will be instituted from January 2010.
2. The Human Resources Department will produce a list of retirees since January 2007 who have the appropriate length of service. These people will then be considered under the procedure set out above.

Benefits of Honorary Membership

In line with emeritus status, an Honorary Member may have membership of the Library and the use of the Senior Common Room.