



# **Policy and Procedures for Honorary Appointments**

**UNIVERSITY OF RWANDA**  
**POLICY AND PROCEDURES FOR HONORARY APPOINTMENTS**

## **1. INTRODUCTION**

Honorary status is awarded in recognition of an individual's contribution to teaching, research and scholarship in the University. Appointment is based upon:

- Duration in service
- Participation in academia both within and outside of Rwanda
- Research productivity
- Advocacy for education
- Leadership

An honorary member of staff will have demonstrated a notable contribution in the teaching they undertake with undergraduate or postgraduate students. They are experienced, committed teachers and represent excellence in teaching. Retiring staff with exceptional research and teaching record may have honorary titles bestowed on them to facilitate their continued contributions to the institutional research and academic endeavours.

## **2. TITLES AND ELIGIBILITY**

### **2.1. Honorary Appointments**

#### **2.1.1. Titles for Honorary**

Honorary appointments may be made to academics, who are not members of UR staff, and the following titles used:

- Honorary Professor
- Honorary Associate Professor
- Honorary Senior Lecturer
- Honorary Lecturer
- Honorary Research Fellow

The following titles shall be used for honorary appointments specific to the College of Medicine and Health Sciences:

- Honorary Clinical Associate Professor
- Honorary Clinical Senior Lecturer
- Honorary Clinical Lecturer
- Honorary Associate Lecturer

#### **2.1.2. Eligibility for honorary appointments**

The academic qualifications, teaching and research profile as well as experience for the appointments at the different levels shall be equivalent to those for appointment to the corresponding substantive post.

##### **a) Honorary Professor**

To qualify for this level the individual must demonstrate outstanding level of research,

making substantial contributions to the advancement of knowledge in their field, recognized internationally. She/he shall also have experience of, and a demonstrated commitment towards fostering excellence in undergraduate and postgraduate education

**b) Honorary Clinical Associate Professor**

This title may be conferred on an individual who satisfies the requirements of Honorary Clinical Senior Lecturer, but subject to the following additional conditions. The individual will normally have several years of experience at the highest level and/or have achieved considerable distinction in their field. The individual will also normally have experience of, and a demonstrated commitment towards fostering excellence in undergraduate and postgraduate education.

**c) Honorary Associate Professor**

This title may be conferred on an individual who satisfies the requirements specified below for the category of Honorary Senior Lecturer but subject to the following additional conditions. The individual will normally have several years of experience at the highest level and/or have achieved considerable distinction in their field. The individual will also normally have experience of, and a demonstrated commitment towards fostering excellence in research as well as undergraduate and postgraduate education.

**d) Honorary Clinical Senior Lecturer**

This title is normally conferred on an MOH Hospital Consultant or senior grade nurse who has been in position for at least 5 years. Individuals will usually be expected to demonstrate evidence of involvement in academic activities in addition to the delivery of teaching. Individuals will normally be eligible for consideration immediately on appointment.

**e) Honorary Senior Lecturer**

Honorary Senior Lecturers should be able to contribute at an appropriately high level to teaching or research, or otherwise make a special contribution to the academic work of the University.

**f) Honorary Clinical Lecturer**

Eligible individuals should hold a clinical qualification. They must contribute to teaching or research at an appropriate level, or otherwise make a special contribution to the academic work of the College.

**g) Honorary Lecturer**

Honorary Lecturers must contribute to teaching or research at an appropriate level, or otherwise make a special contribution to the academic work of the University.

**h) Honorary Associate Lecturer**

Normally a general practitioner level doctor or community-based health professional whose contribution is limited to the delivery of teaching. This level of appointment may be suitable for someone who has a contribution to teaching or

research through his or her experience in community development or a NGO.

i) **Honorary Research Fellow**

Shall be an academic engaged in collaborative research at UR for a period of not less than one year (e.g. a regular visiting researcher) and to whom the other honorary titles would not be appropriate.

**2.2. Retiree Appointments**

**2.2.1. Titles for Retiree Appointments**

- a) Emeritus Professor
- b) Honorary Senior Research Fellow

**2.2.2. Eligibility for Retiree Appointments**

a) **Emeritus Professor**

The Board, on recommendation of Senate, may confer the title on retiring Professors. They must be deemed to have made significant contributions in terms of service and knowledge production to the University.

To be eligible, the candidate must have held a full professorship position at the University of Rwanda or at the former constituent institutions, for at least ten years. Under exceptional circumstances, a retiring professor who has made a significant contribution, but held the professorship for less than ten years may also be recommended for appointment as an Emeritus Professor.

b) **Honorary Senior Research Fellow**

This title is awarded to a senior member of staff (Senior Lecturer, Associate Professor or Professor) or equivalent at the time of retirement from a remunerative post if they are continuing to contribute to research and/or teaching.

**2.3. Visiting Appointments**

**2.3.1. Objective**

The objective of the appointments is to accord lecturers and researchers who are visiting the University for a period of not more than one year, affiliation with the University, while they are undertaking teaching and/or research, for the period they are with the University

**2.3.2. Titles for Visiting Appointments**

- a) Visiting Professor
- b) Visiting Academic

### **2.3.3. Eligibility for the Visiting Appointments**

- A Visiting Professor or Academic will normally come from a higher education or research environment and hold a comparable status at his/her home institution.
- The expectation is that Visiting Professors and Academics, will maintain a significant presence in the University, delivering lectures and seminars and collaborating in research activities.

## **3. TERMS AND CONDITIONS FOR APPOINTMENT**

- 3.1. All Honorary appointments are for a maximum period of three years, which can be renewed subject to satisfactory performance. It is the Honorary's responsibility to keep an accurate record of his/her activities and to meet the criteria for eligibility for renewal of term.
- 3.2. The appointment for the Emeritus Professor is for life, unless rescinded by the appointee or the University.
- 3.3. All honorary appointees shall be issued with special ID cards entitling them access to the following:
  - 3.3.1. Library facilities and services, including electronic data bases
  - 3.3.2. IT services (internet and emails)
  - 3.3.3. Parking space where applicable
  - 3.3.4. Office space, laboratory space, computer and research facilities as appropriate
- 3.4. Honorary appointees can have the privilege of being invited to official University functions and any other privileges as determined by the University
- 3.5. Honorary appointees can apply for research and other grants in the name of the University and can be PIs
- 3.6. Emeritus Professors and Senior Research Fellows are expected to undertake research and publish in the name of the University as well as supervise postgraduate students
- 3.7. The Honorary appointment has no remuneration, but the honorary appointee can be assigned responsibilities for he/she may be remunerated
- 3.8. The Honorary may, at the request of the Principal, Dean or HoD, be involved in additional reasonable teaching activity, such as: marking, examining, coursework, assignments, mentorship and other section activities
- 3.9. Honorary appointees shall be listed in the College Handbooks under appropriate Schools and Departments.

- 3.10. It is the responsibility of all Honorary Status Holders to inform their affiliated School or Research Institute representative if their correspondence address, telephone and fax number or email address changes.
- 3.11. Honorary status holders should inform the affiliated School or Institute representative, in writing, if they move to a different post or retire, since this may affect their eligibility for honorary status in the College.
- 3.12. Honorary appointees may voluntarily rescind their honorary status at any time by informing the Dean of School in writing. They may wish to do so if they feel their teaching commitments have changed for the time being, and this will not affect consideration of future honorary status
- 3.13. The University reserves the right to rescind the Honorary or Visiting appointment if the appointee is deemed to engage in activities that are not in line with the core values of the institution

#### **4. APPOINTMENT PROCEDURE**

- 4.1. The Dean of School shall in consultation with the Heads of Departments, request for the appointment, in writing, to the College Principal.
- 4.2. The requests shall be accompanied by supporting evidence, which shall include a full curriculum vitae and a detailed motivation indicating the standing of the nominee in the field.
- 4.3. Honorary appointees may be appointed at a higher level than initially granted if their contribution in teaching and research warrants this. This is normally done at 3-yearly renewal but can be done within a 3-year term if the Dean of School wishes a case to be considered by the College Promotions Committee. Honorary appointments are an 'honour' and as such appointees cannot apply for promotion in the usual way for substantive appointees.
- 4.4. The requests for appointments, except Retiree Appointments and Honorary Professorial Appointments shall be forwarded to the College Promotions Committee.
- 4.5. The requests for the Emeritus Professor, Senior Research Fellow, Honorary Associate Professor, Honorary Clinical Associate Professor and Honorary Professor shall be forwarded to the University Promotions Committee.
- 4.6. The Committees shall consider: a) the suitability and academic standing of the nominee to be appointed at the motivated level; b) whether the role of the nominee in teaching and/or research would justify the appointment and c) whether the appointment would enhance the academic prestige of the School. If need be the Committee can call for referees' reports.

- 4.7. Recommendations from the College Promotions Committee with a motivation and an abridged CV for each nominee shall be forwarded to the College Academic Council for approval.
- 4.8. Recommendations from the University Promotions Committee with a motivation and an abridged CV for each nominee shall be forwarded to the Senate for approval. The nomination for the Emeritus Professor shall be for recommendation by Senate to the Board for approval.
- 4.9. The appropriate Human Resources Departments shall notify the appointees of their appointments.
- 4.10. Appointees shall use the honorific appointment under their names on business cards along with the University logo. This should cease once the appointment lapses.
- 4.11. Honorary Professors can style themselves as 'Professor' whereas Associate Professors should not use the style 'Professor'.

*James McWha*



**Prof. James McWha**  
**Vice-Chancellor**