


UNIVERSITY OF THE WESTERN CAPE			
 UNIVERSITY of the WESTERN CAPE	POLICY AND RULES REGARDING THE APPOINTMENT OF HONORARY, EXTRAORDINARY, EMERITUS, ADJUNCT and VISITING PROFESSORS, ADJUNCT SENIOR LECTURERS and LECTURERS, VISITING ACADEMICS, RESEARCH FELLOWS and RETENTION OF THE TITLE OF “PROFESSOR”.	First Council Approval Date	R93/6
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POLICY AND RULES REGARDING THE APPOINTMENT OF:

1. HONORARY PROFESSORS
2. EXTRAORDINARY PROFESSORS
3. EMERITUS PROFESSORS
4. ADJUNCT PROFESSORS
5. ADJUNCT SENIOR LECTURERS AND ADJUNCT LECTURERS
6. VISITING PROFESSORS
7. VISITING ACADEMICS
8. RESEARCH FELLOWS
9. RETENTION OF THE TITLE OF “PROFESSOR”

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POLICY AND RULES REGARDING THE APPOINTMENT OF HONORARY PROFESSORS, EXTRAORDINARY PROFESSORS, EMERITUS PROFESSORS, ADJUNCT PROFESSORS, ADJUNCT SENIOR LECTURERS AND LECTURERS, VISITING PROFESSORS, VISITING ACADEMICS AND RESEARCH FELLOWS

1. Honorary Professor

1.1. Definition

- 1.1.1 An Honorary Professor is not necessarily required to have an academic profile, but must have made a sustained and outstanding contribution outside or inside academia to the discipline offered by the relevant faculty or the University in general. An Honorary Professorship in Economics may, for example, be bestowed on an economist in the commercial world who has over a long period of time made a sustained and outstanding contribution to a particular sphere of the country's economy or economic theory.
- 1.1.2 Such a person must have a high standing, practical knowledge and related work experience in the discipline.

1.2 Persons entitled to use the title of “Honorary Professor”

- 1.2.1 As this is an honorary title, no person has the right to refer to him- or herself as an Honorary Professor of the University unless such title has been bestowed as described in this policy.
- 1.2.2 Only a person on whom the title “Honorary Professor” has been bestowed by the University has the right to use such title and refer to him- or herself as an “Honorary Professor” at the University of the Western Cape.

1.3 Process for the bestowal of the title of Honorary Professor

- 1.3.1 The title of Honorary Professor is bestowed on a particular person, not being on the staff of the University, by the Joint Appointments and Promotions Committee of Senate and Council (SA).
- 1.3.2 The title may be held for a period of three (3) years, which may be renewed.
- 1.3.3 A request for such an appointment is initiated by a particular teaching department, institute, centre, or faculty.
- 1.3.4 The submission by the department, institute, centre, or faculty management committee is routed in the same way as submissions for the appointment of full time, permanent academic staff members. All such appointments are approved by SA, and are subsequently noted at Senate and Council.
- 1.3.5 The submission must be made in writing and must contain a full rationale motivating the appointment, as well as the *curriculum vitae* of the candidate concerned.

1.4 Duties and remuneration

- 1.4.1 Honorary Professors are obliged, if requested by the Chairperson of the department, Director of the institute or centre, or Dean of the faculty, to present at least one public lecture per academic year at the University, for as long as they hold the title.
- 1.4.2 Honorary Professors are not staff members of, and do not receive remuneration from, the University. However, except in the instance of the “public lecture” referred to above, such a person shall not be precluded from receiving remuneration from the University for rendering services to the University for which a person would normally be entitled to remuneration. The extent and nature of such remuneration will be negotiated between the person concerned and the University. Normal contracting guidelines will apply.
- 1.4.3 The Dean of the faculty may invite an Honorary Professor to attend certain committee meetings, including Faculty Board, as a non-voting member.

2 Extraordinary Professor

2.1 Definition

- 2.1.1 Extraordinary Professors are considered by their peers, nationally and/or internationally, as of high standing and as experts in their fields of study.
- 2.1.2 An Extraordinary Professor will make a special academic contribution to the University with regard to teaching and/or research in a specific discipline.

2.2 Persons entitled to use the title of “Extraordinary Professor”

- 2.2.1 No person is automatically entitled to refer to him- or herself as an “Extraordinary Professor” of the University or has the automatic right to use such a title.
- 2.2.2 Only a person on whom the title “Extraordinary Professor” has been bestowed by the University has the right to use such title and refer to him- or herself as an “Extraordinary Professor” at the University of the Western Cape.

2.3 Process for the bestowal of the title of Extraordinary Professor

- 2.3.1 The procedure for the appointment of an Extraordinary Professor follows, with the necessary changes, the same committee governance process as that followed in appointing full-time, permanent academic staff members. All appointments are approved by SA.
- 2.3.2 A person will only be appointed as an Extraordinary Professor if SA is persuaded that:
 - 2.3.2.1 The person can and will make a special academic contribution to the University with regard to teaching and/or research in a specific discipline; and
 - 2.3.2.2 The person enjoys such high standing in his or her particular discipline that he or she could be appointed to a professorship at the University.

2.4 Duties and remuneration

- 2.4.1 An Extraordinary Professor is appointed for a specific purpose to teach a specific course or courses at the University, to initiate and/or to carry out a specific research project or projects, and for a specific term of up to three (3) years, which may be renewed.
- 2.4.2 Extraordinary Professors render specific services to the University. They may, depending on the circumstances, be entitled to remuneration for such services. The extent and nature of such remuneration will be negotiated between the person concerned and the faculty. Normal contracting guidelines will apply.
- 2.4.3 The Dean of the faculty may invite an Extraordinary Professor to attend certain committee meetings, including Faculty Board, as a non-voting member.

3 Emeritus Professor

3.1 Definition

- 3.1.1 The title “Emeritus Professor” is bestowed on a full professor upon retirement who has made a significant contribution to the University in respect of teaching, research, and/or administration.
- 3.1.2 Such a person must have been promoted to the academic rank of full professor before retirement. The person concerned must have a doctoral degree or equivalent qualification. The person must have reached retirement age, that is, early retirement or normal retirement.
- 3.1.3 The person concerned must have been employed at the university for an uninterrupted period of at least ten (10) years. Exceptions to the 10-year rule may be made in the case where a person joined the University as a senior academic after the age of 55.

3.2 Persons entitled to use the title of “Emeritus Professor”

- 3.2.1 As this title is essentially an honorary one, no person is automatically entitled to refer to him- or herself as an “Emeritus Professor” of the University or to use such title.
- 3.2.2 Only a person on whom the University has bestowed the title of “Emeritus Professor” has the right to use such title and may refer to him- or herself as an “Emeritus Professor” at the University of the Western Cape.

3.3 Process for the bestowal of the title of Emeritus Professor

- 3.3.1 The process commences immediately when a full professor retires.
- 3.3.2 A letter of motivation from the Chairperson of the Department, the Director of the relevant institute or centre, or the Dean, and the *curriculum vitae* of the person concerned serves at the relevant Faculty Professorial Appointments Committee (FPAPC).

- 3.3.3 The FPAPC recommendation serves for approval at SA.
- 3.3.4 The decision of SA is subsequently noted at Senate and Council.
- 3.3.5 The title “emeritus” is a life-long status, although the University reserves the right to withdraw the title of Emeritus Professor if the individual bearing this title brings the name of the University into disrepute.

3.4 Duties and remuneration

- 3.4.1 Emeritus Professors typically remain active in the University through teaching, supervision, research, and mentoring.
- 3.4.2 Emeritus Professors are not staff members of and do not receive remuneration from the University. However, when they perform academic work, they may, depending on the circumstances, be entitled to remuneration for such services. The extent and nature of such remuneration will be negotiated between the person concerned and the faculty. Normal contracting guidelines will apply.
- 3.4.3 The Dean of the faculty may invite an Emeritus Professor to attend certain committee meetings, including Faculty Board, as a non-voting member.

4 Adjunct Professor

4.1 Definition

- 4.1.1 Adjunct Professors are recognised experts, from outside of the academic sector, in fields relevant to the University’s academic activities, who are able to make a specific contribution to the University in general and to a specific department, institute or centre in particular.
- 4.1.2 An Adjunct Professor will not necessarily be required to meet specific requirements in respect of qualifications, teaching experience, or research publications. To qualify as Adjunct Professor, he or she must however have a high level of professional standing and expertise, as well as extensive experience in the relevant field.

4.2 Persons entitled to use the title of “Adjunct Professor”

- 4.2.1 No person is automatically entitled to refer to him- or herself as an “Adjunct Professor” of the University or has the automatic right to use such a title.
- 4.2.2 Only a person on whom the University has bestowed the title of “Adjunct Professor” has the right to use such title and may refer to him- or herself as “Adjunct Professor” at the University of the Western Cape.

4.3 Process for the bestowal of the title of Adjunct Professor

- 4.3.1 The procedure for the appointment of an Adjunct Professor is, with the necessary changes, the same as that followed in appointing full-time, permanent academic staff members. All appointments are approved by SA.

- 4.3.2 An Adjunct Professor is appointed for a specific term of up to three (3) years, which may be renewed.
- 4.3.3 A person is only designated as an Adjunct Professor if SA is persuaded that:
 - 4.3.3.1 The appointment of the person concerned will be of definite benefit to the University in general and to a specific teaching department, institute or centre in particular; and
 - 4.3.3.2 The person concerned has a high level of professional standing and expertise, as well as extensive experience in the relevant field, and is recognised as such by his or her peers nationally and/or internationally.

4.4 Duties and remuneration

- 4.4.1 An Adjunct Professor is appointed for a specific purpose to teach a particular course or courses at the University and/or to initiate or to carry out a specific project or projects.
- 4.4.2 Adjunct Professors render specific services to the University. They may, depending on the circumstances, be entitled to be remunerated for such services. The extent and nature of such remuneration will be negotiated between the person concerned and the University. Normal contracting guidelines will apply.
- 4.4.3 The Dean of the faculty may invite an Adjunct Professor to attend certain committee meetings, including Faculty Board, as a non-voting member.

5 Adjunct Senior Lecturer and Adjunct Lecturer

5.1 Definition

- 5.1.1 Adjunct Senior Lecturers and Lecturers are recognised experts, from outside of the academic sector, in fields relevant to the University's academic activities, who are able to make a specific contribution to the University in general and to a specific department, institute, or centre in particular. Their profile does not however make them eligible for appointment at the level of Adjunct Professor.
- 5.1.2 An Adjunct Senior Lecturer or Lecturer will not necessarily be required to meet specific requirements in respect of qualifications, teaching experience, or research publications. The level of appointment will be determined by the person's standing, expertise, and experience.

5.2 Persons entitled to use the title of "an Adjunct Senior Lecturer" or an "Adjunct Lecturer"

- 5.2.1 No person is automatically entitled to refer to him- or herself as an "Adjunct Senior Lecturer" or "Adjunct Lecturer" of the University or has the automatic right to use such a title.
- 5.2.2 Only a person who has been designated as "Adjunct Senior Lecturer" or "Adjunct Lecturer" has the right to use such title and may refer to him- or herself as "Adjunct Senior Lecturer" or "Adjunct Lecturer" at the University of the Western Cape.

5.3 Process for the bestowal of the title Adjunct Senior Lecturer and Adjunct Lecturer

- 5.3.1 The procedure for the appointment of an Adjunct Senior Lecturer or Adjunct Lecturer follows, with the necessary changes, the same committee governance process as that followed in appointing full-time, permanent academic staff members.
- 5.3.2 An Adjunct Senior Lecturer or Adjunct Lecturer is appointed for a specific term of up to three (3) years, which may be renewed.
- 5.3.3 All such appointments are approved by the relevant Faculty General Appointments and Promotions Committee (FGAPC), and are noted at SA.

5.4 Duties and Remuneration

- 5.4.1 An Adjunct Senior Lecturer or Adjunct Lecturer may assume responsibilities in teaching and/or research as well as any associated administrative duties. These responsibilities must be clarified in the letter of appointment. Performance will be assessed by the Chairperson of the department or the Director of the institute or centre against this set of responsibilities.
- 5.4.2 The Dean of the faculty may invite an Adjunct Senior Lecturer or Adjunct Lecturer to attend certain committee meetings, including Faculty Board, as a non-voting member.
- 5.4.3 An Adjunct Senior Lecturer or Adjunct Lecturer may, depending on the circumstances, be entitled to remuneration for their services. The extent and nature of such remuneration will be negotiated between the person concerned and the faculty. Normal contracting guidelines will apply.

6 Visiting Professor

6.1 Definition

A Visiting Professor is an academic from another institution whose scholarly profile qualifies him or her for a professorship at this University, and whose visit is of definite benefit to the University in general and to a specific teaching department, institute or centre in particular.

6.2 Persons entitled to use the title of “Visiting Professor”

- 6.2.1 No person is automatically entitled to refer to him- or herself as a “Visiting Professor” of the University or has the automatic right to use such a title.
- 6.2.2 Only a person who has been designated a “Visiting Professor” by the University, has the right to use such a title and may refer to him- or herself as a “Visiting Professor” at the University of the Western Cape.

6.3 Process for the bestowal of the title of a Visiting Professor

- 6.3.1 The designation of a Visiting Professor is considered at the relevant Faculty management committee and approved by the Deputy Vice-Chancellor: Academic.

- 6.3.2 This designation is noted at SA and does not have to serve at Senate.
- 6.3.3 A person is only designated as a Visiting Professor in those instances where the relevant Faculty Management committee and the DVC: Academic are convinced that:
 - 6.3.3.1 The visit to the University by the person concerned will be of definite benefit to the University in general and to a specific teaching department, institute or centre in particular; and
 - 6.3.3.2 The person concerned is a nationally and/ or internationally recognised scholar in his or her particular academic discipline and is held in high esteem by his or her peers nationally and/or internationally.

6.4 Duties and remuneration

- 6.4.1 A Visiting Professor is invited for a particular period of time, to offer a series of lectures or seminars, and/or to assist with a research project or projects.
- 6.4.2 A Visiting Professor is not entitled to be remunerated, although the University may pay a stipend towards accommodation and living allowances, if applicable.
- 6.4.3 During the period as a Visiting Professor, the person must, like other members of the teaching staff, maintain a physical presence on campus.
- 6.4.4 The Dean of the faculty may invite a Visiting Professor to attend certain committee meetings, including Faculty Board, as a non-voting member.

7 Visiting Academic

7.1 Definition

A Visiting Academic is an academic from another institution who is a recognised scholar in his or her particular academic discipline and is held in high esteem by his or her peers, but whose scholarly profile does not qualify him or her for a professorship at this University. His or her visit is of definite benefit to the University in general and to a specific teaching department, institute, or centre in particular.

7.2 Persons entitled to use the title of “Visiting Academic”

- 7.2.1 No person is automatically entitled to refer to him- or herself as a “Visiting Academic” of the University or has the automatic right to use such a title.
- 7.2.2 Only a person who has been designated a “Visiting Academic” by the University has the right to use such title and may refer to him- or herself as a “Visiting Academic” at the University of the Western Cape.

7.3 Process for the bestowal of the title of Visiting Academic

- 7.3.1 The designation of a Visiting Academic is considered at the relevant Faculty Management

committee and approved by the DVC: Academic.

7.3.2 This designation is noted at SA and does not have to serve at Senate.

7.3.3 A person is only designated as a Visiting Academic in those instances where the relevant Faculty Management committee and the DVC: Academic are convinced that:

7.3.3.1 The visit to the University by the person concerned will be of definite benefit to the University in general and to a specific teaching department, institute or centre in particular; and

7.3.3.2 The person concerned is a recognised scholar in his or her particular academic discipline and is held in high esteem by his or her peers.

7.4 Duties and remuneration

7.4.1 A Visiting Academic is invited for a particular period of time, to offer a series of lectures or seminars, and/or to assist with a research project or projects.

7.4.2 A Visiting Academic is not entitled to be remunerated, although the University may pay a stipend towards accommodation and living allowances, if applicable.

7.4.3 During the period as a Visiting Academic, the person must, like other members of the teaching staff, maintain a physical presence on campus.

7.4.4 The Dean of the faculty may invite a Visiting Academic to attend certain committee meetings, including Faculty Board, as a non-voting member.

8 Research Fellow

8.1 Definition

Research Fellows are researchers who hold doctorate degrees and are based at other universities, research institutes or research councils, who will be engaged in research activities at the University.

8.2 Persons entitled to use the title of “Research Fellow”

8.2.1 No person is automatically entitled to refer to him- or herself as a “Research Fellow” of the University or has the automatic right to use such a title.

8.2.2 Only a person who has been designated a “Research Fellow” by the University has the right to use such title and may refer to him- or herself as a “Research Fellow” at the University of the Western Cape.

8.3 Process for the bestowal of the title of Research Fellow

8.3.1 The procedure for the appointment of a Research Fellow follows, with the necessary changes, the same committee governance process as that followed in appointing full-time, permanent academic staff members. All appointments are approved by the relevant FGAPC, and are

noted at SA.

8.3.2 Research Fellows are appointed for a period of three (3) years, which may be renewed.

8.4 Duties and remuneration

8.4.1 Research Fellows render a significant research contribution to the University, including joint research publications and assisting with postgraduate supervision. They may however only assist as co-supervisors.

8.4.2 Research Fellows participate in research programmes and are not necessarily involved in any teaching engagements.

8.4.3 The Dean of the faculty may invite a Research Fellow to attend certain committee meetings, including Faculty Board, as a non-voting member.

8.4.4 Research Fellows may, depending on the circumstances, be entitled to remuneration for their services. The extent and nature of such remuneration will be negotiated between the person concerned and the faculty. Normal contracting guidelines will apply.

9 Retention of the title of “Professor” or “Associate Professor”

9.1 Normally, an appointed Associate Professor or Professor no longer has the right to use the title of “Professor” or “Associate Professor” when:

9.1.1 S/He resigns or retires from the University; or

9.1.2 S/He moves to a non-teaching or non-research post (e.g. Registrar, Director of Information Services, etc.).

9.2 In the event of either 9.1.1 or 9.1.2 occurring, an Associate Professor or Professor may retain the title of “Professor” or “Associate Professor” if SA takes a decision to that effect.

9.3 A request for the retention of the title of “Professor” or “Associate Professor” must, in the first instance, be made in writing, to the relevant FPAPC and must provide a full rationale motivating for the retention, as well as a *curriculum vitae* of the person concerned.

9.4 Requests to the relevant FPAPC may be made by:

9.4.1 The person concerned;

9.4.2 The Chairperson of the relevant department;

9.4.3 The Director of the relevant institute or centre;

9.4.4 The Dean of the relevant faculty; or

9.4.5 The EMC

9.5 Having duly considered such a request, the relevant FPAPC may make a recommendation to

SA for the retention of the title of Professor / Associate Professor.