# UCL open logo

# HONORARY APPOINTMENTS NOMINATION FORM

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| All fields must be completed by the nominating member of staff; please put n/a where not applicable. |
| Name of nominator:  |
| Name of Head of Department:  |
| Department:  |
| Faculty:  |
| Nature of Request (please tick):  |
| New Request(not currently at UCL) |[ ]  Reappointment(already honorary at UCL) *NB if appointment title is changing enter previous level on page 2*  |[ ]
| DETAILS OF NOMINEE:  |
| Prof [ ]  | Dr [ ]  | Mr [ ]  | Mrs [ ]  | Ms [ ]  | Other [ ]  | Surname:  |
| Forename(s):  | Known as (if different):  |
| Email address: |
| Qualifications:  |
| Current employer:  |
| Title requested:  |
| **Please outline:** |
| Details of the academic standing of the nominee:  |
| The reason for award of honorary title:  |
| The contribution the nominee will make to the academic life of UCL:  |
| The value of this appointment to the School/Faculty/Department:  |
| Is the nominee prepared to undertake UCL’s mandatory training and refresher training as part of their appointment? Yes / No |

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| Duration of Appointment: |  |
| Proposed Start date: | Proposed End date (max. 3 years): |
| Has the nominee got a current appointment with UCL? (Please check the [**UCL directory**](https://www.ucl.ac.uk/directory/)). If yes, should the assignment be terminated?  | **Yes** [ ]  **/ No** [ ]  |
| Any other relevant information:  |
| Right to work:Will the nominee be undertaking the honorary work in the UK? **Yes** [ ]  **/ No** [ ] If yes, will they be able to evidence that they have the right to work in the UK?(Honoraries based and working overseas will not need a right to work check) |

## Division Approval

I can confirm that I approve the nomination

Electronic signature:

Name:

Job title: Division Head of Department

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| How to submit the application |

### Please attach their CV and forward to *email address* who will submit the application to the Honorary Professorial Committee or the Faculty Honorary Committee for consideration.

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| Record of Honorary Committee outcome: |

Date of Committee meeting:

Approved / Declined:

Name of Secretary to Committee:

Secretary email:

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| Once approval has been given, the Honorary appointee and the Departmental Administrator should complete the following together: |
| Date of Birth: | Sex: Gender:  |
| Evidence of qualifications:  |
| Address for correspondence: Email Address:  |
| Nationality: Type of visa, if applicable: Date of expiry of visa, if applicable:  |  |
| Is an [ATAS](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/academic-technology-approval-scheme-atas) required? | **Yes** [ ]  **/ No** [ ]  |
| Should the honorary be included on departmental listings? | **Yes** [ ]  **/ No** [ ]  |
| Will an IT account be required? (This is highly recommended so that the honorary can access UCL systems). | **Yes** [ ]  **/ No** [ ]  |
| Is a [DBS check](https://www.ucl.ac.uk/human-resources/ucl-dbs-checks-and-criminal-convictions-policy) required for this honorary appointment?  | **Yes** [ ]  **/ No** [ ]  |
| Name of their supervisor / line manager:Job title of their supervisor / line manager: |  |

### The departmental administrator should arrange for a right to work check to be undertaken and use the information on this form to set up the appointment and request a contract on Departmental Transactions.