

## HONORARY APPOINTMENTS AND AWARDS PROCEDURE

### Governing Policy:

[Honorary Appointments and Awards Policy](#)

### Purpose

This procedure provides guidance on the process of nomination, selection, and conferral for Honorary Appointments and Awards at AIB.

### Definitions

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

### Procedure

#### 1. Nominations

- 1.1. Nominations for Honorary Appointments and Awards can be made at any time by AIB Staff members by completing the Adjunct Appointment Request Form (Appendix A).
- 1.2. Nominations must be submitted using the appropriate form (Appendix A) and accompanied by written support with the following specific information:
  - a full curriculum vitae
  - evidence of the nominee's suitability of the respective Honorary Appointment or Award as outlined in the Policy, including 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
  - list facilities and/or resources required for the proposed position
  - specify the period of appointment (where relevant)
  - up-to-date contact details for the nominee.
- 1.3. Nominations for Adjunct and Visiting Appointments must be endorsed by the relevant Associate Dean(s) prior to submission to the Academic Dean, and the appointment level must be aligned with [AIB's Academic Profiles](#).
- 1.4. Nominations for Honorary Doctoral Awards and Emeritus Professor positions must be endorsed by the Academic Dean prior to submission to the Research & Higher Degrees Committee, and/or Teaching & Learning Committee (as appropriate).

#### 2. Deliberation and Approval Process

- 2.1. AIB will undertake due diligence for each Honorary Appointment and Award to ensure the accuracy of the information submitted by the nominator and to identify any undisclosed information that may be of relevance to the consideration of the nomination.

- 2.2. Adjunct and Visiting Appointments are approved by the Academic Dean. Academic Board and its relevant subcommittees will note the appointment with advisement to the Board of Directors.
- 2.3. Honorary Doctoral Awards and Emeritus Professor positions are approved by the Board of Directors, with recommendation by Academic Board and prior endorsement of the Research & Higher Degrees Committee, and/or Teaching & Learning Committee (as appropriate).

**Table 1: Stakeholder Roles and Responsibility for Adjunct (including Industry Fellow) and Visiting Appointments**

<b>Stakeholder</b>	<b>Responsibility</b>
AIB Staff	Suggest a recipient to the relevant Associate Dean
Associate Dean	Nominates 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
HR	Provides offer of appointment to nominee.

**Table 2: Stakeholder Roles and Responsibility for Honorary Doctoral Award or Emeritus Professor Positions**

<b>Stakeholder</b>	<b>Responsibility</b>
Academic Dean	Nominates 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	Authorises the appointment
HR	Provides offer of appointment to nominee

### **3. Notification of Decision(s)**

- 3.1. AIB's HR team will manage the appointment and award offer for approved nominees.
- 3.2. The nominator for an Honorary Award and Appointment that is approved will be notified in confidence once the nominee has been notified.
- 3.3. Should a nominee be unresponsive after best efforts have been made to contact them, the matter will be referred to the Academic Dean for consideration.
  - (a) Where nominees for Adjunct and Visiting Appointments have not responded to the offer within 3 months, the Academic Dean will decide whether the offer should lapse and, if so, when that takes effect. Decisions will be advised accordingly to the Academic Board and Board of Directors.
  - (b) Where nominees for Honorary Doctoral Awards and Emeritus Professor positions have not responded within 3 months, the Academic Dean will recommend to the Board of Directors through the Academic Board whether the offer should lapse and, if so, when that takes effect.
- 3.4. In the event of an unsuccessful nomination, the nominator for an Honorary Award or Appointment will be notified of the decision within 10 working days.
  - (a) If the nominator believes there has been significant procedural inequity, and has evidence of such, they should follow the Staff Grievance Procedure.

### **4. Conferral**

- 4.1. Honorary awards may be conferred at a graduation ceremony or in absentia.
- 4.2. At the graduation ceremony recipients of an Honorary Doctorate will normally wear the AIB Doctorate Gown. Recipients of the titles of Emeritus Professor will normally wear the academic dress prescribed for the recipient's highest award.

### **5. Rescission of Honorary Appointments and Awards**

- 5.1. Honorary Appointments and/or Awards may be rescinded where AIB is of the opinion that there is compelling evidence that the recipient has acted in a manner that brings AIB's reputation into disrepute.
- 5.2. In such circumstances, a case for review comprising substantial grounds and evidence will be submitted to the Board of Directors for an investigation.
- 5.3. The Board of Directors may set a working group, and upon their recommendation will make a determination to:
  - (a) Uphold the Honorary Appointment and/or Award
  - (b) Recommend to the Board of Directors to rescind the Honorary Appointment and/or Award.
- 5.4. Confidentiality will be exercised at all stages of an investigation to rescind an Honorary Appointment and/or Award.

**Related Forms and Documents:**

AIB Adjunct Appointment Request Form (Appendix A)  
AIB Honorary Doctoral Nomination Form (Appendix B)

**Responsibility:**

Academic Dean

<b>Current Status:</b>	<b>Version 2</b>
<b>Approved By:</b>	Board of Directors
<b>Effective From:</b>	<b>5 June 2025</b>
<b>Date of Approval:</b>	5 June 2025
<b>Previous Versions:</b>	14 September 2022 26 October 2021
<b>Date of Next Review:</b>	5 June 2028

## Appendix A: Adjunct Appointment Request Form

Please complete all fields, ensure that a copy of the adjunct's CV is forwarded with this form, and allow **three weeks** for the appropriate paperwork to be completed, to enable the adjunct appointment to be finalised. ALL fields must be completed.

<b>Requestor name</b>	<i>(person responsible for induction of adjunct)</i>
<b>Name of adjunct</b>	
<b>Is this a new or renewal position</b>	<b>New:</b> ✓ <b>Renewal:</b> Y
<b>Title</b>	Please choose from one of the following titles (please delete all others) <ul style="list-style-type: none"> <li>• Adjunct Professor</li> <li>• Adjunct Associate Professor</li> <li>• Adjunct Senior Lecturer</li> <li>• Adjunct Lecturer</li> <li>• Industry Fellow</li> </ul>
<b>Adjunct duties and responsibilities</b>	<i>(A statement of duties and responsibilities of the proposed position)</i>
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Date of birth</b>	
<b>Justification of adjunct appointment</b>	<i>(Include:</i> <ul style="list-style-type: none"> <li>- <i>(specify the period of appointment</i></li> <li>- <i>include justification for the appointment</i></li> <li>- <i>list facilities/resources required)</i></li> </ul>
<b>Document to attach</b>	
<b>CV</b>	

<b>Endorsement for Nomination (by relevant Associate Dean)</b>	
<b>Name and Position</b>	Signature:
<b>Endorsement Approval (Academic Dean)</b>	
<b>Name and Position</b>	Signature:

## Appendix B: Honorary Doctoral Award Nomination Form

Please complete all fields, ensure that a copy of the nominee's CV is forwarded with this form. ALL fields must be completed.

Nominee's details		
Full Name of Nominee		
Business address		
Phone number		
Email address		
Details of person making the nomination		
	Signature	Date
Nominator name and position		
Academic Dean endorsement		
Details of the nomination for Doctor of the Institute		
<i>What has this person done to be recognised in this way? Please provide a response to each section below.</i>		
<b>Service</b>	<i>In what role and over what period has the nominee achieved eminence in an area of education or research, or through eminent service to the community.</i>  <i>OR</i> <i>In what role, and over what period, has the nominee rendered exceptionally distinction service to the Institute or to society?</i>	
<b>Achievement</b>	<i>How has the nominee demonstrated scholarship or service worthy of recognition by this award? E.g. key achievements, awards etc.</i>	
<b>Future Contribution</b>	<i>How will the nominee advance AIB's strategic priorities and/or maximise its use of community resources?</i>	

Document to attach	
CV	