

Honorary Academic Appointments Policy

Document Type	Policy
Document owner	Pro-director Research and Academic Development
Approved by	Executive Team
Approval date	September 2026
Review date	September 2028
Version	1.0
Amendments	N/A
Related Policies & Procedures	Guest Access Policy

1. SCOPE

- 1.1 This policy applies to all honorary academic appointments conferred by LSHTM.
- 1.2 The policy applies to all faculties, departments and services that engage with, nominate, support, or supervise honorary appointees. All parties involved must comply with the requirements set out in this policy.
- 1.3 The policy does not apply to paid appointments, casual workers, contractors, volunteers, emeritus staff, individuals holding visitor status, or individuals participating in a contract for services with LSHTM. Honorary appointments do not constitute employment.

2. PURPOSE AND OVERVIEW

- 2.1 The purpose of this policy is to set out the principles, eligibility criteria, governance arrangements, and procedures associated with honorary academic appointments.
- 2.2 These appointments provide an institution-led, formal mechanism to recognise a relationship with individuals who, while not employed by LSHTM, contribute significantly to our mission and strategy. They should foster a mutually beneficial partnership between LSHTM and the individual/the individual's institution.
- 2.3 Honorary appointments must hold clear strategic value, defined as demonstrable alignment with LSHTM's mission and institutional priorities and recognisable as such at Executive Team level (e.g., advancing a priority research area or education initiative, strengthening a high-value partnership, or raising LSHTM's visibility and reputation with key constituencies).
- 2.4 This policy ensures that honorary appointments are awarded consistently, transparently, and in accordance with relevant legislative and regulatory requirements, including (where applicable) UKVI/immigration requirements, data protection, safeguarding obligations, academic governance, equality, diversity and inclusion principles, and internal HR policies

- 2.5 Honorary academic appointments are not employment relationships and are managed entirely outside HR appointment, monitoring, and employment governance processes. Responsibility for the nomination, approval, oversight, renewal, and withdrawal of honorary appointments rests with Faculties and Departments in accordance with this policy. HR does not approve, administer, monitor, or quality-assure honorary appointments and does not hold operational responsibility for their governance.

3. POLICY

3.1 Categories of Honorary Appointment

- 3.1.1 LSHTM awards the following honorary titles, aligned to the LSHTM Academic Expectations and based on the individual's academic, professional, or public-health track record:

- Honorary Professor
- Honorary Associate Professor
- Honorary Assistant Professor
- Honorary Professor of the Practice

This title applies to an exceptional public and global health leader who has not had an academic career but has a distinguished record of professional accomplishment including major impacts on policy, practice and advancement of public and global health.

- 3.1.2 LSHTM will also award the following honorary titles to defined groups where required to support their work with the School:

- Honorary Clinical Research Fellow

This title is reserved only for individuals undertaking approved clinical or public health training programmes, including Academic Clinical Fellows and Public Health Trainees, where honorary status is required to support their activities with LSHTM. It is distinct from LSHTM's honorary academic titles and is not available through the standard honorary appointments process. The title does not apply to Research Fellows or equivalent research staff who are not part of an approved clinical or public health training programme.

- European Observatory Partner

This title is reserved only for individuals employed by the World Health Organization and working within the European Observatory on Health Systems and Policies who are embedded within LSHTM departments and contribute to the Observatory's activities and partnership with the School. The title recognises their unique institutional relationship with LSHTM and does not imply employment by LSHTM or academic seniority.



3.2 Principles

- 3.2.1 Honorary appointments are conferred by LSHTM to recognise and formalise a relationship with individuals who contribute significantly to our mission and strategy. Appointments acknowledge either:
- An individual of distinguished academic or professional standing whose association with LSHTM is of valuable strategic benefit, such as enhancing our own reputation and networks or otherwise advancing strategic priorities.
 - An individual with an ongoing association to LSHTM that significantly and meaningfully enriches our education, research, or professional practice activities.
- 3.2.2 Nominations should arise from LSHTM's identification of clear strategic value (see 2.3 and associated guidance), and appointments are conferred by invitation following internal review.
- 3.2.3 Appointments are conferred for a period of up to three years and may be renewed where the strategic value and mutual benefit of the association is considered to still apply.
- 3.2.4 Honorary appointments are not employment contracts. Appointees are not remunerated for work undertaken in an honorary capacity and an honorary association must not be used as a route for paid employment.
- 3.2.5 Honorary appointees will not undertake paid work for LSHTM, either as an employee or contractor/consultant. In exceptional cases, where the work is unrelated to their honorary appointment then this will be undertaken under casual worker arrangements and subject to right-to-work checks.
- 3.2.6 Honorary appointments must not be used as a mechanism for granting access to any LSHTM facilities including buildings, IT access and email. Where access is required solely to support collaboration, the visitor route¹ should be used instead.
- 3.2.7 Being a former staff member or external collaborator is not on its own sufficient justification for an honorary title and individuals must fit the criteria in 2.3 and 2.4 in order to be eligible. Leavers and collaborators are expected to use the visitor route to facilitate access where this is necessary.
- 3.2.8 Access for Honorary Academics (physical and digital) is in line with the stipulations in [Guest Access Policy](#)², which includes eligibility for an IT account with an associated LSHTM email address. Honorary email addresses may be subject some measures, such as a designated honorary domain, to allow the application of security and access controls appropriate to non-employee users.

¹ [LSHTM Guest Access Policy and Visitor Procedure](#)

² Section 3.3 of the Guest Access Policy which relates to UKVI checks does not apply to Honorary Associations.

- 3.2.9 Honorary appointees must use their honorary title in all LSHTM-related correspondence (e.g., “Honorary Assistant Professor”).
- 3.2.10 Honorary appointees may not apply for or hold research grants as PI, CoPI or CoI where LSHTM is named as their affiliation or host institution. This restriction does not apply to Honorary Clinical Research Fellows³, where this forms part of the academic component of their training programme, or where the honorary appointee applies through, and is affiliated with, another institution and collaborates with LSHTM.
- 3.2.11 Honorary appointees using the LSHTM affiliation on publications or other outputs would usually be expected to do so where work has largely been completed at LSHTM or in collaboration with LSHTM colleagues. Where this is not the case, the Head of Department or Dean of Faculty must be consulted in advance of publication. Honorary appointees are not permitted to access funding from the LSHTM institutional block grant or LSHTM resources to fund open access charges, nor are they permitted to utilise institutional transformative agreements for publishers (the terms of these agreements only allow access by employed staff). This clause does not apply to Honorary Clinical Research Fellows³, where the publication or output arises from the academic component of their training programme.
- 3.2.12 Where honorary appointees are undertaking media work and it may be appropriate to reference LSHTM, this must be agreed in advance with the LSHTM press office at press@lshtm.ac.uk.
- 3.2.13 Honorary appointees are not entitled to an LSHTM Elements profile.
- 3.2.14 Honorary appointees may not hold nominal accounts at LSHTM.
- 3.2.15 Honorary appointees may undertake limited teaching activities up to 20 hours per academic year, including preparation and marking. Honorary appointees must not act as module organiser/co-organiser.
- 3.2.16 Honorary appointees may undertake secondary doctoral supervision where already suitably qualified for the honorary title. Supervision alone is not grounds for an appointment.
- 3.2.17 Although there is no quantitative expectation of how great a contribution honorary appointees should make to LSHTM, these individuals are expected to contribute and engage with LSHTM in a way that maintains their relationship with the School. Should the appointee’s engagement with LSHTM be altered in such a way that they no longer fit the criteria in 3.1.1, then the School reserves the right to terminate the appointment.

3.3 Roles and Responsibilities

³ Honorary Clinical Research Fellows should refer to the Integrated Academic Training leads at LSHTM for guidance regarding research grants and publications.



- 3.3.1 Deans of Faculty hold overall responsibility for honorary appointments within their Faculty and for ensuring appropriate use of honorary roles in line with the Executive Teams strategic priorities.
- 3.3.2 Heads of Department, Faculty Operating Officers and Associate Deans for Education are responsible for local oversight, including monitoring contributions to teaching, research and other activities.
- 3.3.3 Each appointee must have an identified Sponsoring Academic, responsible for day-to-day oversight, ensuring appropriate use of facilities and provision of training and induction, and compliance with relevant policies and behaviour frameworks.
- 3.3.4 The Department Manager (or their delegate) will coordinate building/IT access in line with the [Guest Access Policy](#) and relevant institutional processes. They will support the Sponsoring Academic to successfully on-board and off-board the Honorary Academic.

3.4 Appointment Procedure and Record-keeping

- 3.4.1 The Sponsoring Academic must complete the Honorary Appointment Nomination Form and submit it with the nominee's CV for Faculty Management Group consideration.
- 3.4.2 All nominations must be submitted to the Faculty Management Group for discussion. Appointments are approved by the Dean of Faculty, under delegated authority from the Director.
- 3.4.3 The Faculty/Department must issue a formal invitation letter setting out the terms of appointment, including expiry date, and the appointee must agree to these terms.
- 3.4.4 Master records of honorary appointments will be maintained by the faculty using a centralised repository and in accordance with LSHTM's records retention policies.
- 3.4.5 At the Dean or Head of Department's discretion, the Faculty/Department may issue a thank you letter to honoraries whose appointment has expired and will not be renewed.
- 3.4.6 Any space, local management, or resource issues relating to honorary appointees are managed by Departments/Faculties.

3.5 Renewal and Withdrawal of Honorary Status

- 3.5.1 Sponsors and the individual Honorary Academic will be notified at least six months prior to their end date that the period is coming to an end. Honorary appointments will automatically terminate at their stipulated end date with relevant access (physical and digital) withdrawn unless a renewal is processed and approved. Renewal follows the same procedure as outlined in 3.4.
- 3.5.2 LSHTM may withdraw an honorary appointment and related access from an individual at any point with immediate effect, at its sole discretion and without right of appeal. Reasons for early termination may include, but are not limited to, evidence of competing interest, conduct likely to bring LSHTM into disrepute, or violation of any of LSHTM's



regulations, values, policies, codes of practice or risk assessments. Early withdrawal of an honorary association can be initiated by the Sponsor, Head of Department or Dean of Faculty.

- 3.5.3 The Faculty Operating Officer and Department Manager must be notified of any planned withdrawal of an Honorary Association. The Department Manager will make arrangements to withdraw building and IT access rights, update the database.
- 3.5.4 The Honorary Academic must be notified in writing by the Dean of Faculty or Head of Department (or their delegate) that the association has been withdrawn. A reason for early termination does not need to be provided.