

Faculty of Arts & Sciences Policy on Honorary Appointments to Persons Not Employed by Washington University

The Washington University Policy on Academic Freedom, Responsibility, and Tenure authorizes “grants of academic rank as a courtesy to persons not regular members of the University faculty (for example, to some staff members at the Central Institute for the Deaf, at City Hospitals, and at the Missouri Botanical Garden).” In Arts & Sciences, appointments which carry neither employment status nor any financial compensation, are considered “Honorary Appointments.”

This Policy establishes standards and procedures for honorary appointments to persons who are not employed by Washington University. This Policy does not apply to other appointments commonly described as “courtesy affiliations” – additional, unpaid appointments granted as a courtesy to persons who are otherwise employed as Arts & Sciences faculty or elsewhere in Washington University. Nor does this Policy address the appointments of emeritus or other retired faculty. All unpaid appointments other than those specifically excluded in this paragraph or below must be made consistent with this policy.

The rank of the appointees should reflect their status or standing in their primary role at their home institution (e.g., “visiting associate professor”); otherwise the title should reflect the nature of the relationship (e.g., “visiting scholar”).

Who Are Honorary Appointees? Departments, Programs, and Centers within Arts & Sciences confer honorary appointments for several different reasons, including these:

1. Honorary appointments may be conferred on colleagues who are employed by institutions closely tied to the University, such as the Missouri Botanical Garden or the Danforth Center.
2. Honorary appointments may be approved for visiting scholars with external support from a home institution (e.g., sabbatical) or granting institution (e.g., fellowship) to collaborate with an Arts & Sciences faculty member in residence. Official documentation of the external means of support must be included with the application for the appointment.
3. Honorary appointments may also be conferred on colleagues who are self-employed, typically in professional practices, such as psychologists in clinical practice who supervise clinical practicum of certain graduate students.
4. Honorary appointments may be conferred upon individuals who have made significant contributions to the discipline, such as the directors of major St. Louis arts associations.
5. Courtesy or honorary appointments in the Department of Speech & Hearing are conferred upon teaching staff of the Central Institute for the Deaf upon the recommendation of the administration of CID. For more than a half-century, Washington University and the CID have had a special relationship under which CID

staffs the Speech & Hearing Department. These appointees are full-time employees of CID, and are not employed by Washington University. Department of Speech & Hearing appointments are the subject of an agreement between CID and Arts & Sciences; they are governed by the terms of the inter-institutional affiliation agreement, not by this Policy.

What Roles May Honorary Faculty Play in Arts & Sciences? Honorary appointees may serve as informal mentors and advisors to undergraduate and graduate students, but may not be the only mentor or advisor for a student. Honorary faculty members are encouraged to offer guest lectures. Honorary faculty members may serve on Departmental, Arts & Sciences and University committees in an informal capacity, but may not take the place of regular members of the faculty on such committees. These restrictions shall not apply to CID employees appointed to the Department of Speech and Hearing.

It is the responsibility of the sponsoring department or faculty member to ensure that the honorary appointee complies with all University rules and regulations. **The honorary appointee may not engage in duties that establish an employment relationship** (i.e., duties for which the department would otherwise pay an employee to perform), unless those duties specifically fall under the provisions of a documented, external source of support (e.g., a paid sabbatical from a university or approved effort as part of primary employment at another institution). If the honorary appointee will be involved in any sponsored research project, the extent and duration of that involvement must be reviewed by the Office of the Vice Chancellor for Research.

Procedures for Appointing Honorary Faculty. Chairs and Directors of Arts & Sciences Departments, Programs, and Centers may request appointments for honorary faculty for approval by the Dean of Arts & Sciences; the Dean may also initiate such appointments.

- Before making any honorary appointment, the Chair of the appointing department shall advise the Dean of the proposed appointment and title, the appointee's primary employment, and the appointee's anticipated contributions, if any, to the Department, School or University.
- Every honorary appointment shall be confirmed with an appointment letter consistent with the appropriate attached model.
- **If the honorary appointee will perform any duties at the University, those functions must be linked to an external source of support or sponsorship.**
- **If the honorary appointee will be involved in any sponsored research project, the extent and duration of that involvement must be reviewed by the Office of the Vice Chancellor for Research prior to approval of this appointment.**
- Every honorary appointment shall have a termination date. Unless the appointment letter specifies otherwise, the honorary appointment shall conclude at the end of the academic year.

Effective Date. This policy was approved by Faculty Council January 29, 2002, and went into effect on July 1, 2002. Clarifications for effort and funding were added and approved by Faculty Council on September 5, 2017.

Proposal for Honorary Appointment

Name of proposed appointee: _____

Proposed title (include the word "Honorary"): _____

Appointee's regular employment/profession: _____

Anticipated contributions to Department: _____

Will the appointee participate in any research or other duties in the department?

YES NO

If yes, please provide details of anticipated tasks and information on external sponsorship (please attach any additional information as necessary): _____

Proposed start date of appointment: _____

Proposed end date of appointment: _____

Department Approval:

Chair, Department of _____

Dean's Approval:

Title:

for the Faculty of Arts & Sciences

Draft letter to A&S honorary faculty

[Name and Address]

Dear _____:

I am pleased to confirm your appointment as _____
(Honorary) in the Department of _____ in Arts & Sciences for the
period of [date] through [date].

This is a honorary appointment, neither tenured nor on tenure track; it neither confers
employment status nor carries any compensation from Washington University. It is governed by
the Arts & Sciences Policy on Honorary Appointments to Persons Not Employed by Washington
University, a copy of which is attached.

We welcome your association with Washington University.

Sincerely yours,

_____, Chair
Department of _____

cc: Dean of the Faculty of Arts & Sciences
Office of Human Resources

Draft letter to CID faculty

[Name and Address]

Dear _____:

Upon the recommendation of the Central Institute for the Deaf, I am pleased to confirm your appointment as _____ in the Department of Speech and Hearing in Arts & Sciences. This appointment shall remain in effect during your employment as _____ at the Central Institute for the Deaf.

This is an honorary appointment, neither tenured nor on tenure track; it neither confers employment status nor carries any compensation from Washington University. Your appointment is not governed by the Arts & Sciences Policy on Honorary Appointments to Persons Not Employed by Washington University, but by agreements between Washington University and the Central Institute for the Deaf, which are subject to revision.

We welcome your association with Washington University.

Sincerely yours,

Chair of the Department of Speech and Hearing

Dean of the Faculty of Arts & Sciences

cc: Office of Human Resources