



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Protocol for the Appointment of Professor Extraordinaire

Responsible Committee/Unit/Division/Faculty	HR
Responsible Chairperson/Director/Manager	
Date	April 2012
Last Reviewed	April 2022: Confirmed by HR to be current





PROTOCOL FOR THE APPOINTMENT OF PROFESSOR EXTRAORDINAIRE

1. Nature of title

This is an employment title, distinct from an honorary title. The title is used for distinguished scholars who are employed on fixed term contracts for one to three years at a time and as such are strongly affiliated to the University for the period of the contract. They are not tenured professors of the University: they are not appointed against permanent posts nor are they members of Senate. Persons appointed as Professors Extraordinaire shall be entitled to use the title Professor, and the designation Professor Extraordinaire of Rhodes University.¹ The title is normally associated with a fixed-term, usually part-time contract entered into through the offices of the HR Director and DVC R&D.

2. Details of the appointment

CRITERIA	BENEFITS	CONDITIONS
<ul style="list-style-type: none"> • Academic experience, seniority and reputation: Regarded as a leader in a specific discipline due to contributions made over a period of time. • A host department or institute is required. • The title is intended to apply to persons external to the university (i.e. not a current staff member or emeritus category), where a distinguished scholar is employed part time in such a way that they do not occupy a substantive post at the university. Professor level scholars employed for a limited period on a research output contract would fall into this category. • The title is intended to distinguish this category of professors from professors occupying substantive posts and who are members of Senate, and also from honorary titles such as Visiting Professors, since Professors Extraordinaire are more strongly affiliated to the university for the period of contract than an honorary title suggests. 	<ul style="list-style-type: none"> • Host department may provide office space, computers, laboratory and equipment access. • Once appointed, HR may grant access to Rhodes University general facilities. • The University Librarian may grant access to electronic databases as regulated by license agreements. • The Research Committee and T&S funds may be applied for as for other academic staff members, subject to specific conditions. • Professors Extraordinaire are NOT eligible for consideration as Professors Emeritus at the end of their period of contract. • Professors Extraordinaire and their partner and dependents will only be considered for fee remissions provided that they work at least 1000 hours per year. Conditions applicable to other staff apply. • Professors Extraordinaire are paid on a total package basis with no add on benefits e.g. medical aid or pension provided for in the contract. 	<ul style="list-style-type: none"> • Not entitled to attend Senate meetings. • Must spend at least one month per annum at Rhodes University sharing expertise in research, teaching, and/or community engagement, or as specified in the specific contract of employment for the individual concerned.

3. Process of appointment

Appointments are usually motivated by the DVC R&D but may also be motivated by departments or other research entities to the DVC R&D. Funds for the full period of the contract must be available. A motivation for appointment is made to the Vice-Chancellor who is provided with a detailed Curriculum Vitae of the individual and an outline of funds provided. The Vice-Chancellor is authorized to approve this appointment where the appointment shall be reported to Senate and Council. Once approved, the HR Division may make an offer of appointment subject to the terms specific above. Any renewal of the contract shall be at the authorization of the DVC R&D and subject to funding being available.

**Written: Director, HR utilizing the document written by the DVC R&D as approved by Senate and Council in April 2012.
Last updated: May 2012**

¹ This means that letters shall be addressed to "Dear Professor x" but correspondence indicates Professor Extraordinaire x.