



1. Departments/Institutes/Centres/Units (hereafter referred to departments) can motivate for an appointment in terms of the Honorary Titles Framework as approved by the institution. This framework can be accessed at:  
<http://www.ru.ac.za/research/research/honoraryappointments/>
2. The Head of Department (HoD) is responsible for submitting such a motivation after consultation with members of the department. Guidelines for what is required the motivation can be found on page two of this document.
3. From 2020, new Honorary Appointment nominations are accepted via the **Rhodes Online Submission Engine (ROSE)**. The link is: <https://ru.infoready4.com/CompetitionSpace/#>
4. The nomination can be completed by a faculty member and routed to the HoD. However, the HoD must approve the nomination in order for it to be forwarded to the Dean of the Faculty for recommendation. The information required for the nomination is:
  - An HoD motivation;
  - Full CV;
  - Email address;
  - Postal address;
  - Copy of Identity Document (or passport).
5. Renewals of expiring honorary appointments need to be motivated for by the HoD. In the last quarter of each year, the DVC: R& D's Office sends reminders to HoDs of upcoming expiring appointments. An email response from the HoD is sufficient motivation and no CV is required for extensions. However, we do require confirmation of the appointee's email address and affiliations (if any have arisen).
6. All nominations require Dean and DVC's recommendations and are tabled for consideration at the Executive Committee of Senate (SENEX). If SENEX recommends approval, the nomination is tabled at Senate and Council.
7. Once there is approval by Senate and Council, the DVC: R & D issues an honorary appointment letter. Following this letter, the individual can request access to library and e-mail facilities from the relevant HR Practitioner.
8. The Honorary Titles appointment list is updated quarterly by the DVC: R & D'S office and the link is <https://dmuapps.ru.ac.za/web/honorary>

## **Guidelines for Motivating for an Appointment In terms of the Honorary Titles Framework**

1. The HoD letter of motivation should include the following information:
  - a) The category to which you would like the person appointed;
  - b) The relevant criteria for this appointment as per the Honorary Title's Framework and that this person meets those criteria. This information can be obtained from the Framework document which can be found at: <http://www.ru.ac.za/research/research/honoraryappointments>
  - c) If relevant, the individual's past involvement in the department, Faculty and/or University and the benefits that the institution has derived from this individual's involvement;
  - d) The nature and extent of the proposed involvement of the individual in the department, Faculty and/or University over the next three years;
  - e) The benefits that will accrue from the individual's involvement;
  - f) Whether or not there will be any remuneration linked to such involvement and the relevant budget that will be accessed for this. Please note that there is no automatic budget associated with these appointments;
  - g) The resources and/or facilities that the individual will need and the ability of the department, Faculty and/or University to provide such resources and access. Examples of resources are:
    - Office space
    - Computer and internet access
    - Library access
    - Research Committee funds
  - h) If one of the outcomes of this relationship is likely to be research outputs accredited to Rhodes, a statement is needed as to any potential conflicts of interest; e.g. person's involvement with other HE or research institutions.

You are encouraged to discuss your application with the Dean before making a formal submission.

If you require further assistance with the application, please contact the DVC: R & D.

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DVC: Research and Development