

## MDHS HONORARY ENGAGEMENT - HUGS

### Summary document and approval requirements

Updated August 2024

MDHS Honorary Intranet Page: [Honorary Titles](#)

University KBA Article: [Document Requirements](#)

Equivalent academic level	Appointment Type	Documents required	MDHS Approval in HUGS
Level A	Clinical (Tutor)	- CV and Publications - Recommendation	- Head of Department or Institute/Centre Director  <i>Head of School if above not applicable</i>
Level B	Clinical (Lecturer) Honorary (Fellow)	- CV and Publications - Recommendation	- Head of Department or Institute/Centre Director  <i>Head of School if above not applicable</i>
Level C	Clinical (Senior Lecturer) Honorary (Senior Fellow)	- CV and Publications - Recommendation	- Head of Department or Institute/Centre Director  <i>Head of School if above not applicable</i>
Level C	Honorary (Melbourne Enterprise Fellow)  <i>Visit <a href="#">Melbourne Enterprise Guidelines</a></i>	- CV and Publications - Recommendation - Assessor reports	- Head of Department or Institute/Centre Director  <i>Head of School if above not applicable</i>
Level D	Honorary (Melbourne Enterprise Fellow)  <i>Visit <a href="#">Melbourne Enterprise Guidelines</a></i>	- CV and Publications - Recommendation - Assessor reports	- Head of Department or Institute/Centre Director - Head of School  <i>Research Institutes/Centres add the Deputy Dean as Head of School approver</i>
Level D	Clinical (Associate Professor) Honorary (Principal Fellow)	- CV and Publications - Recommendation	- Head of Department or Institute/Centre Director - Head of School  <i>Research Institutes/Centres add the Deputy Dean as Head of School approver</i>
Level E	Clinical (Professor) Honorary (Professorial Fellow)	<b>New</b> - FAPC Report Cover Page - Recommendation letter - CV and Publications - Citation - Assessor reports  <b>Renewal*</b> - Recommendation letter - CV and Publications - Citation	<b>New</b> - Head of Department or Institute/Centre Director - Head of School - MDHS FAPC <i>select Group &gt; HUGS-MDHS-FAPC</i>  <b>Renewal*</b> - Head of Department or Institute/Centre Director - Head of School  <i>Research Institutes/Centres add the Deputy Dean as Head of School approver</i>

Level E	Honorary (Melbourne Enterprise Professor) Honorary (Laureate Professor Emeritus) Honorary (Professor Emeritus) Honorary (Redmond Barry Distinguished Professor Emeritus)	<p><b>New</b></p> <ul style="list-style-type: none"> <li>- FAPC Report Cover Page</li> <li>- Recommendation letter</li> <li>- CV and Publications</li> <li>- Citation</li> </ul> <p><b>Renewal*</b></p> <ul style="list-style-type: none"> <li>- Recommendation letter</li> <li>- CV and Publications</li> <li>- Citation</li> </ul>	<p><b>New</b></p> <ul style="list-style-type: none"> <li>- Head of Department or Institute/Centre Director</li> <li>- Head of School</li> <li>- MDHS FAPC</li> </ul> <p><i>select Group &gt; HUGS-MDHS-FAPC</i></p> <p><b>Renewal*</b></p> <ul style="list-style-type: none"> <li>- Head of Department or Institute/Centre Director</li> <li>- Head of School</li> </ul> <p><i>Research Institutes/Centres add the Deputy Dean as Head of School approver</i></p>
	University Guest (Academic) University Guest (Non-Academic)		<ul style="list-style-type: none"> <li>- Head of Department or Institute/Centre Director</li> </ul> <p><i>Head of School if above not applicable</i></p>

\* **Renewal steps** also apply for a full (salaried) professor of a Group of Eight, Universitas 21, Asia Pacific Rim Universities, China 9 group institution, or a full (salaried) Professor with existing esteemed academic recognition as specified in MPF1299.

- This includes salaried University of Melbourne Professors who are retiring or ceasing employment.
- A salaried University of Melbourne staff member must not concurrently be engaged as an employee and hold an honorary appointment, unless each arrangement:
  - has been, or is being, implemented for a distinctly different reason; and
  - is located in a different area of the University

*Note: HR-Assist will contact the relevant HR representative to confirm the engagement*

**Assessor reports (formerly referee reports):**

- Three assessment reports are required, at least two should be from international assessors.
- Assessors should hold positions or titles at or more senior to the title being requested.
- Assessors should be competent in the candidate's field to provide an independent, unbiased, external review of the candidate.
- For example, assessors should not have published or had a collaboration within the past 5 years or with whom they have a personal relationship.

**HUG NOTES:**

- All recommendations for Professorial Level E titles are automatically sent to UAPC for approval or noting.
- Approval updates (including approval rejected) are automatically sent to the user who submitted the HUGs request.
- **The following requests will be rejected and returned to the user.** The status will revert to 'Draft':
  - Incorrect approver
  - Missing custom approvals (this defaults approval to the Dean)
  - Missing documentation
- Requests are rejected in the system so that the user may re-submit the request with the correct custom approvals and/or correct documentation.

**Decision Matrix:** <https://mdhs.unimelb.edu.au/assets/documents/people-and-culture/Decision-Matrix-Honorary-Titles-UPDATED.pdf>