Honorary Appointments

- Honorary appointments are an HR process that require approval by a committee.
- Approval from the committee may take from 1-2 months.
- Honorary appointments are provided with a maximum of a 1-year appointment that requires re-approval to renew.
- There should be a clear and defined reason why honorary appointments are needed.
  - The Division collects information and helps to navigate the process.
  - The Division reviews the information for completeness, for consideration of space, and for consideration of meeting specific program requirements for effort before sending the information to HR.
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• List of questions/items to address:
  1. Brief description of the type of work you are asking to be approved for this honorary appointment.
     • Please indicate if this is unique research, independent research, or already awarded research
     • Please indicate the funding source and the PIs/co-PIs
     • Indicate the benefit to the UW-Madison for this honorary appointment and what is expected as outcomes over the next year as a result of the honorary appointment
       – i.e. will there be 1 or 2 or more published papers to X journal, there will be a new grant submitted from preliminary data on Y, etc.
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• List of questions/items to address:

  2. What UW-Madison and/or School/College/Division systems, networks, databases, etc. are involved in this honorary appointment.

  3. If any ADRC or WRAP data will be used, as well as any databases where participant data would be accessed from.

    a. Indicate if the ADRC or WRAP data owners have approved of the data access by the honorary appointment for the research proposed (i.e. has approval been granted).
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• List of questions/items to address:
  4. What participant data is being accessed for research?
     a. Is there any patient data from Health Link involved?
     b. Can this be confirmed to be de-identified?
  5. Does there need to be IRB protocol revisions or approval for this honorary appointment to access the data?
  6. Where will this honorary appointment reside on-campus? What % effort will be on-campus vs. remote work?
• List of questions/items to address:

7. Country/countries where this employee will be engaged in international telecommuting for purposes of their UW-Madison honorary appointment.
   a. If so, brief justification why telecommuting is necessary.

8. Provide current CV of person requesting honorary appointment for.

9. If associated with an Advanced VA Fellowship position, include additional information on the % effort related to UW vs. VA clinic and research time.

10. Email information to Sam Bolin and Toni Hofhine.