

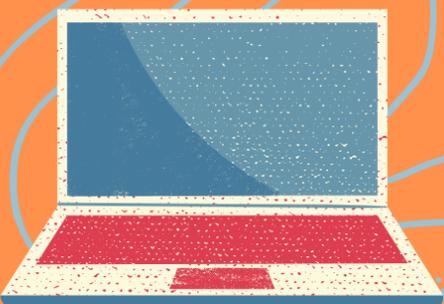
HOW TO: Use academic titles

What are Academic Titles?

You might find that your tutor has the title of Doctor or Professor. It can be hard to know how to use this when addressing tutors in emails or in conversation.

Many tutors are happy to be called by their first name but if you are unsure, you may prefer to use titles until invited to use first names.

If tutors introduce themselves or sign emails with a first name only, this is usually a sign that they are happy for this to be used.



Why are some academics called Doctor?

Someone who has passed a doctorate degree (for example, a PhD) has the right to be called Doctor. A doctorate is the highest academic qualification available and usually requires 4-5 years of intense research and a final spoken examination (viva voce)

What is a Professor?

A Professor is the highest academic grade, awarded to very senior academics who have excelled at research and/or teaching. In the UK, it is not usual to 'stack' academic titles and so Professors with a doctorate use the Professor title only and denote their doctorate degree by letters after their name.

For example, Professor [full name] PhD



Correct

Professor [surname]
Prof [surname]
Professor [on its own]

Not correct

Professor [first name]

Addressing Professors

In initial emails and meetings, some prefer to use a more formal greeting:

- In emails, start 'Dear' or 'Hello' Professor [surname]. It is acceptable to use Prof [surname]. There is no full stop after Prof
- In conversation, it is acceptable to use Professor on its own or Professor [surname] (unless invited to use the Professor's first name only)
- It is not usual to use Professor [first name only]

Addressing Doctors (non-medical)

In initial emails and meetings, some prefer to use a more formal greeting:

- In emails, start 'Dear' or 'Hello' Doctor [surname]. It is acceptable to use Dr [surname]. There is no full stop after Dr
- In conversation, use Doctor [surname] (unless invited to use the Doctor's first name only).
- It is not usual to use Doctor on its own without a surname or first name and surname (unless you are addressing a medical doctor).

Correct

Doctor [surname]
Dr [surname]

Not correct

Doctor [first name]
Doctor [on its own]

Find out more about the importance of getting names, pronouns and titles right at:
warwick.ac.uk/saymyname

