

Honorary Titles for use within Brighton and Sussex Medical School (BSMS)

Introduction

Brighton and Sussex Medical School (BSMS) may choose to recognise the contribution made by an individual, not employed either by the University of Sussex or the University of Brighton as an assigned employee of BSMS, to the life of the School, by granting them honorary status within the School.

Honorary Status

Honorary status may be granted to an individual in respect of their contribution to the School's:

- *academic* work (teaching, curriculum development and/or research) – the titles being linked to Lecturer and Senior Lecturer grades, or
- *research*, the titles being linked to Research grades.

The granting of honorary status by the School does not:

- create or imply the creation of a contract of employment between the School and the individual, or imply the likelihood of future employment on an equivalent substantive or any other grade;
- create or imply the creation of any contracts in relation to the results of any unpaid contributions to the work of the School.

Titles

The following honorary titles are available for individuals assisting the School in its work:

Honorary Professor
Honorary Clinical Reader
Honorary Clinical Senior Lecturer
Honorary Senior Lecturer
Honorary Clinical Lecturer
Honorary Clinical Tutor
Honorary Teaching Fellow
Honorary Research Fellow
Visiting Professor
Visiting Clinical Reader)
Visiting Clinical Senior Lecturer)
Visiting Senior Lecturer) in all cases the title would be granted on the
Visiting Clinical Lecturer) same basis as the equivalent honorary title
Visiting Clinical Tutor)
Visiting Teaching Fellow)
Visiting Research Fellow)

Honorary Title – suitable for an individual who is likely to have a long-term commitment to the School's work.

Visiting Title – suitable for an individual working in the School for a specified period.

An individual employed, or formerly employed, in an academic or research post at another higher education or research institution and contributing to the School's teaching and research either on

a long term or visiting basis will normally be granted a title reflecting his/her status in the employing institution.

Retired members of staff of the University of Brighton or the University of Sussex, continuing to be active in research or teaching/tutoring and not holding the title of Emeritus Reader or Emeritus Professor, may be put forward for an honorary title. This will usually reflect their position immediately prior to retirement, but will still have to be approved.

Benefits and expectations

An individual with honorary status:

- is covered by the Universities' insurance arrangements;
- has the School's permission to use the title in appropriate circumstances;
- has access to the School's premises and facilities (as agreed in each case), usually including academic computing and library services.

The School, in granting honorary status, expects:

- the individual's contribution (in relation to which honorary status is granted) to be of the level expected of a School employee on an equivalent grade - such contributions may be subject to internal or external audits;
- where specified, the performance of duties on a sessional basis - this is particularly relevant to NHS Consultants and General Practitioners;
- individuals to behave in accordance with relevant School/University codes or procedures governing the conduct of staff.

Duration of honorary status

| | |
|--------------------------|---------------------|
| Visiting academics | maximum of 1 year |
| Research titles | 5 years (renewable) |
| Clinical academic titles | 5 years (renewable) |
| Other academic titles | 5 years (renewable) |

...unless a shorter period is requested in the application e.g. due to the duration of available funding.

An application for an extension will be subject to the same procedure used to obtain the initial authorisation / approval.

Honorary status will be withdrawn:

- on the expiry of the period for which the title was granted;
- if the relationship between the individual and the School ends;
- if any specific requirement on the basis of which the title was awarded ceases to be met;
- when the title holder reaches the normal retirement age for BSMS employees unless a special case is made and approved.

Additionally, the Dean of BSMS (or Vice-Chancellors in the case of Professorial appointments) retain(s) the right to withdraw an honorary title at any time.

General points

BSMS Staff

No honorary academic titles are available for members of BSMS staff. Substantive academic status (i.e. Lecturer or Senior Lecturer) may be available for appropriate cases and should be discussed with the Head of Division.

Staff in General Practices

In line with the provisions for NHS Consultants, individuals identified as lead GP teachers in practices may be granted the title of Honorary Clinical Tutor. Proposals for honorary titles for these individuals must be submitted to the Head of Division of Primary Care and Public Health.

Unpaid contributions not directly related to teaching and research

The School does not normally award honorary titles for unpaid contributions not directly related to teaching and research. Any proposals for such titles will be considered on an individual basis.

Proposed Honorary Titles**Honorary Professor**

This title may be conferred on individuals who: (a) are not members of staff of either the University of Brighton or the University of Sussex, *and* (b) are of sufficiently high academic distinction that, were they members of BSMS staff, they would be credible candidates for the award of a Personal Chair, *and/or* (c) leaders of major research teams in organisations with which the University(ies) enjoy a close working relationship in research *or* hold similar positions in local organisations with which BSMS has close working relationships in the areas of teaching or research infrastructure support *or* are retired but at this level.

Honorary Clinical Reader

This title is available to (a) clinically qualified individuals with NHS-funded or grant-supported contracts of Consultant status or Principals in general practice, or other individuals of comparable experience working in the clinical setting; *and* (b) can demonstrate distinction in scholarship or research (supported by external peer review) *and/or* (c) can demonstrate significant contribution to the advancement of the subject and the educational activities of BSMS. External reviewers will be determined by the Dean of BSMS.

Honorary Clinical Senior Lecturer

Specifically for clinically qualified individuals with NHS-funded or grant-supported contracts of Consultant status or Principals in General Practices, or other individuals of comparable experience working in the clinical setting. Honorary Clinical Senior Lectureships will be offered to individuals who make a significant contribution to (i) the educational activities of the Medical School at a level equivalent to that of BSMS teaching staff *and/or* (ii) to the research activity of BSMS at a level commensurate with postdoctoral status.

Honorary Senior Lecturer

This title is offered in other Schools of the University of Sussex. In BSMS, this title may be offered to non clinically qualified individuals not directly funded by BSMS who have a regular and sustained involvement in the work of the School.

Honorary Clinical Lecturer

Most appropriate for individuals not funded directly by the School who are interested in pursuing a career in academic medicine, who demonstrate ability and who are, or would be involved in, teaching *and/or* research for the School; this might be an appropriate honorary title for specialist registrars (SpRs) and individuals on training fellowships undertaking research for a research doctorate.

Honorary Clinical Tutor

This title may be awarded to NHS Clinical Staff, GPs, or others who act as tutors and who regularly teach and coordinate the education of medical students within a clinical setting.

Honorary Teaching Fellow

This title may be offered (a) to individuals working in areas associated with the School's teaching; or (b) to medical practitioners not employed by an NHS Trust; or (c) recently retired members of the Universities' honorary or academic staff. In each case, the title is offered in recognition of a significant contribution to teaching within BSMS, for example, an annual course of lectures. The title may not be offered to employees of either the University of Sussex or the University of Brighton.

Post-retirement Honorary Teaching Fellowships are subject to three-yearly review by the BSMS Academic Board.

Honorary Research Fellow

This title may be offered (a) to individuals in areas associated with the School's research (b) to medical practitioners not employed by an NHS Trust or (c) recently retired members of the Universities' honorary or academic staff. In each case, the title is offered in recognition of a significant contribution to research within BSMS e.g. supervision of graduate students, a major contribution to research in collaboration with BSMS staff. This title may not be offered to employees of either the University of Sussex or the University of Brighton.

Post-retirement Honorary Research Fellowships are subject to three-yearly review by the BSMS Academic Board.

TITLE OF HONORARY PROFESSOR

Criteria for the award of the title of Honorary Professor¹

Conditions

This title may be conferred on individuals who: (a) are not members of staff of either the University of Brighton or the University of Sussex, *and* (b) are of sufficiently high academic distinction that, were they members of BSMS staff, they would be credible candidates for the award of a Personal Chair, *and* (c) hold Directorships of, or lead major research teams in, organisations with which BSMS has a close working relationship in research *or* hold similar positions in local organisations with which BSMS has a close working relationships in the areas of teaching or research infrastructure support.

NB: Subject to their meeting the appropriate criteria, senior NHS clinicians are eligible for honorary professorships rather than personal chairs.

Conditions

- 1) The title is awarded for up to five years, but may be renewed following a full review.
- 2) The title will be withdrawn, if:
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor is s/he regarded as being a member of the academic staff of the School.
- 4) No honoraria are payable.
- 5) Those awarded titles will be subject to any relevant University codes and procedures governing the conduct of staff to the extent that is applicable to their roles.

Procedure

The proposal should be forwarded to the Dean of BSMS. If the Dean considers that a prima facie case for the award of the honorary title has been made, he will refer it to the appropriate committees with the University of Brighton and the University of Sussex for full consideration.

Removal of titles

A title may be withdrawn by the Vice-Chancellors at any time.

¹ The titles of Honorary or Visiting Professor are not within the gift of the Medical School to bestow. Nominations for professorial titles will be forwarded to the Universities' Vice-Chancellors to determine on behalf of their respective committees (the Academic Promotions and Titles Committee at the University of Sussex and the Professorial Board at the University of Brighton).

TITLE OF HONORARY CLINICAL READER

Criteria for the award of the title of Honorary Clinical Reader

This title is available to (a) clinically qualified individuals with NHS -funded or grant-supported contracts of Consultant status or Principals in general practice, or other individuals of comparable experience working in the clinical setting; *and* (b) can demonstrate distinction in scholarship or research (supported by external peer review) *and/or* (c) can demonstrate significant contribution to the advancement of the subject and the educational activities of BSMS. External reviewers will be determined by the Dean of BSMS.

Conditions

- 1) The title is awarded for up to five years, but may be renewed following a full review.
- 2) The title will be withdrawn, if:
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor is s/he regarded as being a member of the academic staff of the School.
- 4) No honoraria are payable.
- 5) Those awarded titles will be subject to any relevant School codes and procedures governing the conduct of staff to the extent that is applicable to their roles.

Procedure

The proposal should be forwarded to the Dean of BSMS. If the Dean considers that a prima facie case for the award of the honorary title has been made, he will refer it to the School Academic Board for full consideration.

Removal of titles

A title may be withdrawn by the Dean at any time.

TITLE OF HONORARY SENIOR LECTURER

Criteria for the award of the title of Honorary Senior Lecturer

This title may be offered to non clinically qualified individuals not directly funded by BSMS who have a regular and sustained involvement in the work of the School

Conditions

- 1) The title is awarded for up to five years, but may be renewed following a full review.
- 2) The title will be withdrawn, if:
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor is s/he regarded as being a member of the academic staff of the School.
- 4) No honoraria are payable.
- 5) Those awarded titles will be subject to any relevant School codes and procedures governing the conduct of staff to the extent that is applicable to their roles.

Procedure

The proposal should be forwarded to the Dean of BSMS. If the Dean considers that a prima facie case for the award of the honorary title has been made, he will refer it to the School Academic Board for full consideration.

Removal of titles

A title may be withdrawn by the Dean at any time.

TITLE OF HONORARY CLINICAL SENIOR LECTURER

Criteria for the award of the title of Honorary Clinical Senior Lecturer

Specifically for clinically qualified individuals with NHS-funded or grant-supported contracts of Consultant status or Principals in General Practices, or other individuals of comparable experience working in the clinical setting. Honorary Clinical senior Lectureships will be offered to individuals who make a significant contribution to (i) the educational activities of the Medical School at a level equivalent to that of BSMS teaching staff and/or (ii) to the research activity of BSMS at a level commensurate with postdoctoral status.

Conditions

- 1) The title is awarded for up to five years, but may be renewed following a full review.
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor s/he regarded as being a member of the academic staff of the School.
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- 5) Those awarded titles will be subject to any relevant School codes and procedures governing the conduct of staff to the extent that is applicable to their roles.

Procedure

The proposal should be forwarded to the Dean of BSMS. If the Dean considers that a prima facie case for the award of the honorary title has been made, he will refer it to the School Academic Board for full consideration.

Removal of titles

A title may be withdrawn by the Dean at any time.

TITLE OF HONORARY CLINICAL LECTURER

Criteria for the award of the title of Honorary Clinical Lecturer

This title is for individuals not funded directly by the School who are interested in pursuing a career in academic medicine, who demonstrate ability and who are, or would be involved in, teaching and/or research for the School; this might be an appropriate honorary title for specialist registrars (SpRs) and individuals on training fellowships undertaking research for a research doctorate. Regard will be paid to the equality of the research being undertaken/promise being shown.

Conditions

- 1) The title is awarded for up to five years, but may be renewed following a full review.
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor s/he regarded as being a member of the academic staff of the School.
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Removal of titles

A title may be withdrawn by the Dean at any time.

TITLE OF HONORARY CLINICAL TUTOR

Criteria for the award of the title of Honorary Clinical Tutor

This title may be awarded to NHS Clinical Staff, GPs, or others who act as tutors and who regularly teach and coordinate the education of medical students within a clinical setting.

Conditions

- 1) The title is awarded for up to five years, but may be renewed following a full review.
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor is s/he regarded as being a member of the academic staff of the School.
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Removal of titles

A title may be withdrawn by the Dean at any time.

TITLE OF HONORARY TEACHING FELLOW

Criteria for the award of the title of Honorary Teaching Fellow

This title may be offered (a) to individuals working in areas associated with the School's teaching; or (b) to medical practitioners not employed by an NHS Trust; or (c) recently retired members of the Universities' honorary or academic staff. In each case, the title is offered in recognition of a significant contribution to teaching within BSMS, for example, an annual course of lectures. The title may not be offered to employees of either the University of Sussex or the University of Brighton.

Conditions

- 1) The title is awarded for up to five years^λ, but may be renewed following a full review.
 - the relationship between the individual and the department ends; or
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor is s/he regarded as being a member of the academic staff of the School.
- 4) No honoraria are payable.
- 5) Those awarded titles will be subject to any relevant School codes and procedures governing the conduct of staff to the extent that is applicable to their roles.

Procedure

The proposal should be forwarded to the Dean of BSMS. If the Dean considers that a prima facie case for the award of the honorary title has been made, he will refer it to the School Academic Board for full consideration.

Removal of titles

A title may be withdrawn by the Dean at any time.

^λ Post-retirement Honorary Teaching Fellowships are subject to three-yearly review by the BSMS Academic Board.

TITLE OF HONORARY RESEARCH FELLOW

Criteria for the award of the title of Honorary Research Fellow

This title may be offered (a) to individuals in areas associated with the School's research (b) to medical practitioners not employed by an NHS Trust or (c) recently retired members of the Universities' honorary or academic staff. In each case, the title is offered in recognition of a significant contribution to research within BSMS e.g. supervision of graduate students, a major contribution to research in collaboration with BSMS staff. This title may not be offered to employees of either the University of Sussex or the University of Brighton.

Conditions

- 1) The title is awarded for up to five years^λ, but may be renewed following a full review.
 - the relationship between the individual and the department ends; *or*
 - any specific requirement on the basis of which the title was awarded ceases to be met.
- 3) An individual who is awarded an honorary title does not thereby become an employee of the School or subject to Statute 21, nor is s/he regarded as being a member of the academic staff of the School.
- 4) No honoraria are payable.
- 5) Those awarded titles will be subject to any relevant School codes and procedures governing the conduct of staff to the extent that is applicable to their roles.

Procedure

The proposal should be forwarded to the Dean of BSMS. If the Dean considers that a prima facie case for the award of the honorary title has been made, he will refer it to the School Academic Board for full consideration.

Removal of titles

A title may be withdrawn by the Dean at any time.

^λ Post-retirement Honorary Teaching Fellowships are subject to three-yearly review by the BSMS Academic Board.



NOMINATION FOR HONORARY ACADEMIC TITLE

Part 1 – for completion by the applicant

It is essential that you complete all sections of this form in full. A copy of your Curriculum Vitae should accompany the form but you should not refer on the form to sections of your CV as a way of substituting the information requested.

| TITLE | FIRST NAME | LAST NAME |
|---------------------------------------|------------|-----------|
| <p>Correspondence address:</p> | | |

Please indicate below the honorary title for which you wish to be considered (e.g. Honorary Clinical Senior Lecturer, Honorary Senior Lecturer, Honorary Clinical Lecturer, Honorary Teaching Fellow, Honorary Research Fellow).

NB the titles of Honorary or Visiting Professor are not within the gift of the Medical School to bestow. Nominations for professorial titles will be forwarded to the Universities' Vice-Chancellors to determine on behalf of their respective committees (the Academic Promotions and Titles Committee at the University of Sussex and the Professorial Board at the University of Brighton).

HONORARY TITLE OF:

QUALIFICATIONS

| Degree/Qualification | Year | Awarding Institution | Class (if applicable) |
|----------------------|------|----------------------|--------------------------|
| | | | |

CURRENT POST(S) AND DATE(S) OF APPOINTMENT

| Dates (from...to) | POST | Hospital/institution | Existing honorary titles held |
|----------------------|------|----------------------|-------------------------------------|
| | | | |

PREVIOUS POSTS (last 7 years only)

| Dates (from...to) | POST | Hospital/institution |
|----------------------|------|----------------------|
| | | |

TEACHING

1. Current and projected teaching commitments within BSMS

Please give a clear account of the time commitment you give or intend to give to teaching of BSMS students and the nature of the work involved.

2. Contribution to curriculum planning/development and teaching administration within the School

Please give a clear account of the time commitment you give or intend to give to supporting BSMS activities and the nature of the work involved.

3. Current contributions to postgraduate teaching and training

RESEARCH

Current Research Interests

Indicate your current and areas of interest, any research grants held, collaborations within or outwith BSMS, and research students currently working under your supervision (if applicable)

PUBLICATIONS

Please list your peer reviewed publications from the last 5 years and highlight the 10 publications you consider to be your most significant.

I confirm that in my opinion there is no potential conflict of interest for the person proposing my nomination

Applicant's Signature.....

I confirm that the above information is correct to the best of my knowledge:

Applicant's Signature..... Date.....

Part 2 – for completion by the Trust Medical Director, Chief Executive or Academic Manager

I confirm that I support this application

| Signature | Title | Name | Position | Trust | Date |
|-----------|-------|------|----------|-------|------|
| | | | | | |

PLEASE RETURN THE COMPLETED FORM TO:

**Professor Jon Cohen
Dean of BSMS
Medical School Building
University of Sussex
Falmer
Brighton
BN1 9PX**