Honorary Academic Titles for use within Brighton and Sussex Medical School

INTRODUCTION

BSMS values the important contribution made by colleagues to the teaching and research activities of the Medical School. In recognition of sustained contributions to teaching and/or research with the Medical School, BSMS may recommend an individual to the University of Brighton and the University of Sussex for an Honorary Academic Title. Such Honorary status is awarded only where the individual is not employed by either of both our universities.

Honorary titles are normally awarded for 5 years or for as long as the appointee continues to hold their substantive employment, whichever is the shorter. Should your contribution to BSMS be only for a specific period the duration of your honorary title will reflect this.

BENEFITS AND EXPECTATIONS

The benefits of an honorary university appointment include:

- The School’s permissions to use the title in appropriate circumstances
- Access to the School’s premises and facilities, as agreed with the individual
- A BSMS e-mail account and access to academic computing and library services
- General access to University of Sussex campus facilities and sports facilities

The expectations from BSMS are that the individual:

- Will maintain a standing in the field comparable to the level expected of a School employee of an equivalent grade to which honorary status is granted. Such contributions may be subject to internal or external audits
- Individuals will be subject to School/University codes or procedures governing the conduct of staff & visitors.

Honorary status will normally be withdrawn when:

- The period for which the title was granted expires and has not been renewed
- The relationship between the individual and the School ends
- Specific requirements on the basis of which the title was awarded cease to be met
- Title holder resigns or retires from the substantive post to which it is related
- The Vice-Chancellors of the Universities of Brighton and Sussex retain the right to withdraw an honorary title at any time
The granting of honorary titles does not:

- Create or imply the creation of a contract of employment between either or both of the Universities and the individual, or imply the likelihood of future employment on an equivalent substantive or any other grade. An individual who is awarded an honorary title does not thereby become an employee of either or both of the Universities, nor will Statute 7 (University of Sussex) apply. No honoraria are payable.
- Create or imply the creation of any contracts in relation to the results of any unpaid contributions to the work of the School

The School does not normally award honorary titles for unpaid contributions not directly related to teaching and research.

HONORARY ACADEMIC TITLES

Visiting Titles

The title "Visiting" can precede the title of Professor, Reader, Senior Lecturer, Lecturer, Teaching Fellow or Research Fellow. A visiting title is awarded when faculty, who currently work for another Higher Education Institute:

- are based at BSMS for a time-limited period or
- have regular contact with, and make a contribution to, the University

A visiting title will be awarded at a level equivalent to the academic's current post held with their employing HEI. For clinically qualified individuals the title will be ‘Visiting Clinical [Lecturer, Reader, Professor et cetera]’

The individual awarded the title cannot be in receipt of a salary or fee from the University. Visiting titles will be time-limited, but are renewable if the collaboration continues.

Honorary Titles

The title "Honorary" will precede the title of Professor, Reader, Senior Lecturer, Lecturer, Clinical Tutor, Teaching Fellow or Research Fellow and will be awarded to individuals who do not work for an HEI e.g. individuals from industry or NHS. For clinically qualified individuals the title will be “Honorary Clinical [Professor etc]”

The individual awarded the title cannot be in direct receipt of a salary or fee from the University. All titles are time-limited, up to a maximum of five years, but all are renewable.

1 In the case of Primary Care, staff are eligible for an honorary title if it is the General Practice and not the individual who is in receipt of payment for teaching BSMS students. Honorary titles should not be confused with honorary academic contracts for staff holding substantive NHS contracts whose academic duties lead to an integrated job plan (e.g. where the medical school “buys out” a limited number of PAs). An individual may have an honorary title with, or without also holding an honorary contract. This paper only covers academic titles; if you think you should also have an honorary contract please discuss this with the Medical School Secretary in the first instance.
The following honorary titles are available, please read the criteria carefully.

**Honorary (Clinical) Professor**

All applications for Honorary Professorships are subject to external academic review. The title of honorary professor will normally only be conferred where an individual makes a significant contribution to teaching and/or research with some evidence of international impact. Typically, this will include several\(^2\) of the following elements, but it is not necessary for all these factors to be satisfied:

- A sustained and significant contribution to the teaching of undergraduate and/or postgraduate medicine, in particular making a significant contribution to course design/development, and taking a leadership role in a significant component of an undergraduate or postgraduate programme.
- Pedagogic development resulting in a significant innovation and/or research publications and/or grant income in relation to research in medical education
- Successful supervision (lead or co-supervision) of postgraduate students leading to the award of a higher degree in medical sciences (MD or PhD)
- Research in any aspect of medicine leading to a sustained and substantial portfolio of publications in peer reviewed international journals in the field, and/or the award of peer-reviewed grants in the field
- Other scholarly activity and/or evidence of high standing in the field including for example publications of books, book chapters, editorial work, membership of national or international academic bodies or government committees

**Honorary (Clinical) Reader**

All applications for Honorary Readerships are subject to external academic review. The title of Honorary Reader will normally only be conferred where an individual makes a significant contribution to teaching and/or research. Typically this will include some\(^2\), but not all, of the following elements:

- A sustained and significant contribution to the teaching of undergraduate and/or postgraduate medicine, in particular making a significant contribution to course design/development, and taking a leadership role in a significant component of an undergraduate or postgraduate programme.
- Pedagogic development resulting in a significant innovation and/or research publications and/or grant income in relation to research in medical education

\(^2\) Typically this would include at least three of these elements, but each case will be considered individually
• Successful co-supervision of at least one postgraduate student leading to the award of a higher degree in medicine (MD or PhD), or successful supervision of Masters’ dissertations

• Research in any aspect of medicine leading to a sustained portfolio of publications in peer reviewed national journals in the field, and /or the award of peer-reviewed grants in the field

• Other scholarly activity and/or evidence of high standing in the field including for example publications of books, book chapters, editorial work, membership of national or international academic bodies or government committees

Honorary (Clinical) Senior Lecturer
This title is for clinically qualified individuals of Consultant status or Principals in General Practice (on GP performers list for a minimum of five years), or other individuals of comparable experience. Honorary Clinical Senior Lectureships will be offered to individuals who make a significant contribution to the educational and/or research activities of BSMS. The contribution to BSMS will be of an equivalent of not less than 1 PA and this involvement will be recognised in the job plan.

Typically educational activities will include:

• Regular lectures and seminars (didactic teaching)

• Evidence of involvement in academic activities in addition to the delivery of teaching, eg contribution to BSMS admissions process, discipline leadership, committee membership

• Examiner for BMBS

The criteria for research activities will typically include:

• Track record of research success and ongoing commitment to research within BSMS strategic aims

• Principal investigator status

• Higher degree supervision

Honorary (Clinical) Lecturer
This title is for individuals who are required to give regular seminars, lectures or dedicated teaching sessions and act as an examiner for BMBS. The contribution should be regular (at least 20 hours per annum) and recognised in their NHS job plan. An honorary clinical lecturer title might be appropriate for consultants or specialist registrars (SpRs, STRs) and individuals on training fellowships undertaking research for a research doctorate.
Honorary (Clinical) Teaching Fellow

This title may be offered to individuals working in areas associated with the School’s teaching. The title is offered in recognition of a significant contribution to teaching within BSMS, for example, an annual course of lectures.

Honorary Research Fellow

This title is normally awarded to individuals in a post doctoral appointment 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.

Honorary Clinical Fellow

Eligible individuals for this title are:

- Academic Clinical Fellows who are awarded this status to allow access to University facilities during their academic rotations
- Graduates without doctoral status (eg academic F2s) in recognition of a contribution to the research of the University in association with a senior supervisor

EXTENSION

All honorary titles will end on the expiry date unless a request for extension is received. Extensions require completion of a new application form completed and updated curriculum vitae.

PROCESS FOR APPLICATION AND/OR REVIEW OF TITLE

Holders of Honorary Academic Titles with BSMS will be reviewed periodically to consider whether there is a case for the title to be converted, for example from Sen Lecturer to Reader or Professor. New applicants or holders of existing titles should follow the process outlined below. For titles other than Hon professor and Hon reader the University of Sussex Academic Promotions Advancements & Titles Committee (ATAPC) will normally act directly on the recommendation from the school. All applications for Hon Reader or Professor will be subject to full external review.

HOW TO APPLY

- complete sections 1–5 of the application form
- return the form with a full cv, detailing career history and key achievements, to the relevant BSMS Head of Division as below
- the approval process is outlined in figure 1

Please note that the university can vary, replace or withdraw these procedures at its sole discretion.
<table>
<thead>
<tr>
<th>BSMS Head of Division</th>
<th>Contact details</th>
<th>Applicants</th>
</tr>
</thead>
</table>
| Professor Jon Cohen, Dean of BSMS | Tracey O’Gorman  
BSMS Teaching Building  
University of Sussex  
Falmer  
Brighton  
BN1 9PX | Applicants for the title of Honorary Professor. |
| Professor Gordon Ferns, Head of Division of Medical Education | Mayfield House  
University of Brighton  
Falmer  
Brighton  
BN1 9PH | Applicants for honorary titles whose main contribution to the work of BSMS is to postgraduate taught programmes, research within IPGM or Medical Education. |
| Professor Helen Smith, Head of Primary Care and Public Health | c/o Ms Jane Faragher  
BSMS  
Mayfield House  
University of Brighton  
Falmer  
Brighton  
BN1 9PH | Applicants for honorary titles whose main contribution is to research and/or undergraduate teaching in primary care and public health.  
GP teachers applying for the title of Honorary Clinical Tutor. |
| Professor Kevin Davies, Head of Clinical Medicine | c/o Ms Lisa Costick  
BSMS Teaching Building  
University of Sussex  
Falmer  
Brighton  
BN1 9PX | Applicants for honorary titles whose main contribution is to research and/or undergraduate teaching in medical and surgical specialties and biomedical ethics |
| Professor Pietro Ghezzi, Head of Clinical and Laboratory Investigation | c/o Ms Pat Butler  
BSMS Trafford Centre for Medical Research  
University of Sussex  
Falmer  
Brighton  
BN1 9RR | Applicants for honorary titles whose main contribution is to research and/or undergraduate teaching in anatomy, biochemistry, physiology, pathology or imaging. |

Should an applicant fail to meet the criteria for an honorary title they will normally be expected to wait 12 months before resubmitting an application.
Figure 1 – BSMS honorary title process

Completed nomination forms received by relevant Head of Division

HoD checks information given and that form is signed by MD or equivalent and academic referee

In HoDs view information given DOES adequately describe contribution made

In HoDs view information DOES NOT adequately describe contribution made

HoD to sign form and pass to HTEE Secretary for consideration at Committee

HoD to feedback directly to applicant

HTEE meeting

Application is SUPPORTED by HTEE

Application is NOT SUPPORTED by HTEE

Letter to applicant advising title has not been supported, giving reason why and who to contact for further feedback.

University of Sussex APATC meeting

Application is APPROVED by APATC

Application is NOT APPROVED by APATC

Confirmation letter sent from UoS HR