**Brighton and Sussex Medical School**

**Honorary Title application pack**

Senior titles

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# Routes to Academic Honorary Titles for NHS consultants

Consultant Clinicians are invited to apply for honorary academic titles according to their interests in research and/or education. At the consultant grade there are 3 possible titles, Honorary Senior Lecturer, Honorary Reader and Honorary Professor. Normally these titles are not open to clinicians in training grades.

The requirements for attaining these titles are set out below**.** There are three main categories for consideration. This is to allow substantive clinical colleagues who excel in one area alongside their clinical commitments to be recognised fairly for their contribution to both research and education. Impact of wider contributions will also be considered.

The three main categories are:

1. Research
2. Education
3. Leadership and Citizenship

Candidates applying for the first time would normally be expected to first apply for the title of honorary senior lecturer, however more senior titles will be considered if the evidence provided fulfils the criteria.

**External academic review:** All applications for Professor and Reader titles are subject to external academic review by colleagues who are distinguished in their own field and understand the academic and professional field of the applicant. External academic review will be used to inform the Honorary Title Committees decisions, in particular, to assess applicants’ national and international academic profile.

# Criteria for Applications

## Honorary Senior Lecturer.

*The title of Honorary Senior Lecturer is typically awarded for a length of 3 years and subject to renewal on application after 3 years. During that period the title of ‘honorary senior lecturer’ may be used in internal and external communication alongside your official NHS title.*

Honorary Senior Lectureships are offered to colleagues who make a significant contribution to BSMS research and/or educational activities.

The title of Honorary Senior Lecturer requires three or more of the following;

1. A track record of research success and ongoing commitment to research
2. Publications in peer reviewed journals, the number and authorship consummate with years of experience.
3. Principal investigator status. In particular for, but not exclusively for NIHR portfolio studies.
4. Higher (i.e. MSc/MD/PHD) degree supervision (as co or primary supervisor)
5. Development and supervision of medical student undergraduate research projects, e.g. individual research projects (IRP)
6. Direct involvement in the delivery of undergraduate education for BSMS including; lectures, small seminars, practical sessions and organisation and delivery of clinical teaching.
7. Interviewing for Medical school entry
8. Examination, assessments and marking of undergraduate work.
9. Significant involvement in the delivery of postgraduate training with organisational and or regional or national responsibilities.

## Honorary Reader and Honorary Professor

For the titles of Honorary Reader and Honorary Professor, substantial commitment to the activities of BSMS or important national/leadership achievements are required.

Listed below are the criteria on which these achievements will be judged. The categories are similar between the two titles, the award will be made according to the level of contributions made as judged by the committee. Applicants are strongly advised to provide evidence of outcomes associated with their activities and the evidence should be current, within the past 5 years or since a previous honorary title award. In general evidence of national and international contributions are expected for applicants for Honorary Professor.

### Honorary Reader

*The title of Honorary Reader is typically awarded for a length of 5 years and subject to renewal on application after 5 years. During that period the title of ‘honorary Reader’ may be used in internal and external communication alongside your official NHS title.*

The title of Honorary Reader is granted where a person makes a significant contribution to either research or education, or both. There should be a robust contribution to BSMS activities, but consideration will also be given to postgraduate training activities and wider contributions to NHS activities, particularly at the national level.

It is considered desirable although not essential that the applicant has been awarded either a postgraduate education qualification (MSc education or PGcert education) or a postgraduate degree (MD(res) or PhD). The requirement will be assessed on the strength of the teaching and research portfolio and commitments.

Each case will be considered individually. Candidates are not expected to score in every criterion but will be expected to have provided sufficient evidence of academic excellence in either research or education or over a wider portfolio.

Each case will be considered individually, but typically, applicants should demonstrate at least four achievements from the below criteria:

 **Research:**

* + 1. Research in any aspect of medicine leading to a sustained portfolio of publications in peer-reviewed international journals in the field. A significant proportion of publications should demonstrate senior involvement in the research by means of first authorship, senior authorship or corresponding authorship.
		2. Evidence of academic distinction and a developing national and international reputation for research achievements.
		3. Research in any aspect of medicine leading to a sustained portfolio of interest and/or the award of peer- reviewed grants in the field.
		4. Successful co-supervision of at least one postgraduate students, leading to the award of a higher degree in medical sciences (MD or PhD).
		5. Commitment to the aims and values of BSMS, including research collaboration with BSMS research and/or researcher within the Universities of Sussex or Brighton. Includes a record of supporting undergraduate medical student research projects.
		6. Mentorship and support of colleagues developing research portfolios.
		7. 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.

 **Education:**

* + 1. A sustained contribution to the teaching of undergraduates and/or postgraduate medicine at BSMS. The applicant should be making a significant contribution to course design/ development with the potential to establish a leadership role in a significant component of an undergraduate or postgraduate programme.
		2. There should be pedagogic development with the potential for significant innovation and/or research publication, and/or grant income in relation to research in medical education.
		3. Commitment to the aims and values of BSMS with active involvement in the provision of education, including but not exclusively; providing opportunities for undergraduate medical student research projects, interviewing medical school applicants, examining at all stages of the curriculum.
		4. Leadership of or holding senior office in a regional, national or international subject association or pedagogic policy unit. For clinicians this includes educational matters in either undergraduate education associated with BSMS, or postgraduate training of specialty doctors. It may include roles associated with Royal Colleges, Health Education England (HEE), and major medical societies with educational roles.
		5. Evidence of demonstrable potential to provide academic leadership, development, mentoring and career management advice for colleagues, research assistants and students in the area of education and learning. Evidence of leadership in education of her or his own discipline and/or cognate disciplines, demonstrating an ability to inspire colleagues to develop their own teaching potential, including partnerships with individuals and/or bodies of international standing.
		6. Academic distinctions (e.g. academic awards and prizes).
		7. 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.

 **Leadership and Citizenship:**

1. Important leadership roles will be considered. The Committee will wish to see evidence of commitment to BSMS. This includes.
	1. How the applicant has fostered the promotion, development, and support of undergraduate and postgraduate research.
	2. How the applicant has fostered the promotion, development, and support of medical education.
	3. Evidence of promoting equality and diversity.
2. Accepting tasks such as service on relevant national, regional or local bodies will be taken into consideration given suitable evidence of impact achieved.

### Honorary Professor

*The title of Honorary Professor is typically awarded for a length of 5 years and subject to renewal on application after 5 years. During that period the title of ‘honorary Professor’ may be used in internal and external communication alongside your official NHS title.*

The title of Honorary Professor is granted where a person makes a significant contribution to either research or education or both. There should be a robust contribution to BSMS activities, but consideration will also be given to postgraduate training activities and wider contributions to NHS activities, particularly at the national level.

It is considered desirable although not essential that the applicant has been awarded either a postgraduate education qualification (MSc education or PGcert education) or a postgraduate degree (MD(res) or PhD). The requirement will be assessed on the strength of the teaching and research portfolio and commitments.

Each case will be considered individually, but typically, applicants should demonstrate at least five achievements from the below criteria.

 **Research:**

* + 1. Research in any aspect of medicine leading to a sustained and substantial portfolio of publications in peer-reviewed international journals in the field. A significant proportion of publications should demonstrate senior involvement in the research by means of first authorship, senior authorship, or corresponding authorship.
		2. Evidence of academic distinction, national and international reputation for research achievements.
		3. Research in any aspect of medicine leading to a sustained and substantial portfolio of interest and/or the award of peer- reviewed grants in the field.
		4. Successful supervision (lead or co-supervision) of postgraduate students leading to the award of a higher degree in medical sciences (MD or PhD).
		5. Commitment to the aims and values of BSMS, including research collaboration with BSMS researchers and/or researchers within the Universities of Sussex or Brighton. Includes a substantial record of providing opportunities for undergraduate medical student research projects.
		6. Proven ability to inspire colleagues to develop their own research potential.
		7. 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.

 **Education:**

* + 1. A sustained and significant contribution to the teaching of undergraduates at BSMS 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.
		2. Pedagogic development resulting in a significant innovation and/or research publication, and/or grant income in relation to research in medical education.
		3. Commitment to the aims and values of BSMS with active involvement in the provision of education, including but not exclusively; providing opportunities for undergraduate medical student research projects, interviewing medical school applicants, examining at all stages of the curriculum.
		4. Leadership of or holding senior office in a regional, national or international subject association or pedagogic policy unit. For clinicians this includes senior office for educational matters in either undergraduate education associated with BSMS, or postgraduate training of specialty doctors. It may include roles associated with Royal Colleges, Health Education England (HEE), and major medical societies with educational roles.
		5. Evidence of providing, or demonstrable potential to provide academic leadership, development, mentoring and career management advice for colleagues, research assistants and students in the area of education and learning. Evidence of leadership in education of her or his own discipline and/or cognate disciplines, demonstrating an ability to inspire colleagues to develop their own teaching potential, including partnerships with individuals and/or bodies of international standing.
		6. Academic distinctions (e.g. academic awards and prizes).
		7. 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.

**Leadership and Citizenship:**

*Clinicians who have made an outstanding contribution to leadership within the NHS may be considered for an award based on their achievements. The level of title will be awarded according to the evidence of impact provided.*

1. Important leadership roles will be considered. The Committee will wish to see evidence of commitment to BSMS. This includes.
	1. Senior management/leadership with evidence of promoting research for both postgraduate trainees and undergraduate students.
	2. Senior management/leadership with evidence of promoting education for both postgraduate trainees and undergraduate students.
	3. Senior roles at college level promoting research, education and equality and diversity.
	4. Regional/national HEE roles with evidence of achievements particularly promoting educational and research development for trainees.
	5. Evidence of promoting equality, diversity and widening participation in education and research.
2. Accepting tasks such as service on relevant national, regional, or local bodies will be taken into consideration given suitable evidence of impact achieved.

# Application for an Honorary Academic Title

## **Part 1 – Your details** (for completion by applicant)

It is essential that all sections of this form are completed in full.

Please enclose a copy of your CV with the completed application form, and a copy of your Integrated Job Plan if this is a clinical application.

**Contact details**

|  |  |  |
| --- | --- | --- |
| **Title** | **First Name** | **Last Name** |
|  |  |  |
| **Correspondence Address** |
|  |
| **Contact Telephone Number** | **Email address** |
|  |  |
| **GMC or professional registration number (if applicable)** |
|  |

**Honorary title being applied for:**

|  |  |
| --- | --- |
| **Title** | **Please Tick** |
| Honorary Senior Lecturer |  |
| Honorary Reader |  |
| Honorary Professor |  |

**Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/qualification** | **Year** | **Awarding Institution** | **Class (if applicable)** |
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**Current post(s):**

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| --- | --- | --- | --- |
| **Dates** (from) | **Post** | **Organisation/Institution** | **Existing Honorary Titles** |
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**Previous post(s)** (last 5 years only):

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| **Dates**(to – from) | **Post** | **Organisation/Institution** |
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## **Part 2 - Covering statement**

**Please give a brief Covering statement for your application for an honorary title at BSMS:**

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| --- |
| **Covering statement**  |
| (max 300 words) |

## **Part 3 Contribution to teaching and training BSMS students.**

**3.1 Summary of contribution to teaching/training at either at Undergraduate or Postgraduate level during the last five years** (please tick)

|  |
| --- |
| **Undergraduate** |
| **Contribution** | **Please Tick** | **Contribution** | **Please Tick** |
| Lectures (title and module no.) |  | Student selected components (SSC) |  |
| Teaching students on clinical attachment |  | Individual research projects (IRPS) |  |
| Small group teaching (title and module no. |  | Admission interviews |  |
| Organisation/management of teaching at BSMS (module no.) |  | Student mentoring |  |
| Undergraduate examinations, marking and assessments (year) |  | (Clinical) Academic Tutor |  |
| **Postgraduate** |
| **Contribution** | **Please Tick** | **Contribution** | **Please Tick** |
| Postgraduate course organisation/ development (module/course no. |  | Postgraduate examining (BSMS and/or specialty training) (module/course) |  |
| Postgraduate education leadership(BSMS and/or Specialty training) |  | Teaching on taught postgraduate courses (e.g. MSc) |  |

**3.2 Details of current teaching commitments within BSMS**

Please provide full details of your current contribution to teaching students on the BMBS programme and/or taught postgraduate programmes in the Department of Medical Education. Where you have specific roles within modules and/or programmes or curriculum design and development, please provide relevant information.

|  |
| --- |
| **Undergraduate BMBS Programme** |
|  |

|  |
| --- |
| **Taught postgraduate programmes in BSMS** |
|  |

* 1. **Contribution to curriculum planning/development and teaching administration within BSMS**

Please provide full details of your current contribution, including your role supporting curriculum development and teaching administration, and the nature of the work involved. Where you have specific roles within modules and/or programmes, please provide information about what these roles involve.

|  |
| --- |
| **Undergraduate BMBS Programme** |
|  |

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| --- |
| **Postgraduate programmes in BSMS** |
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* 1. **Details of contributions to education outside of BSMS.**

Please provide full details of any teaching/training activities at either undergraduate or postgraduate level which you undertake for Institutions other than BSMS. This may include other universities or bodies responsible for postgraduate education, for example specialty colleges or Higher Education England (HEE). For the award of higher honorary titles, evidence of impact achieved in the role will be required.

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| **Undergraduate or Postgraduate teaching/training activities other than BSMS** |
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## **Part 4 Research**

* 1. **Please provide details of your current research (last five years) and areas of interest,**

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| --- |
| **Details of research interests** |
| (Max 300 words) |

* 1. **Please specify any collaborations with BSMS researchers**

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| --- |
| **Collaborations with BSMS researchers** |
|  |

* 1. **Please specify any collaborations outside of BSMS,**

|  |
| --- |
| **Collaborations outside of BSMS** |
|  |

* 1. **Please provide details of roles as supervisor of research**

|  |
| --- |
| **Supervised Research during last 5 years** |
| **Research** | **Number of projects supervised** | **As Lead supervisor** | **As Co-supervisor** | **Completed****(Y/N)** | **Year of last supervision** |
| **IRP** |  |  |  |  |  |
| **MSc projects** |  |  |  |  |  |
| **MD**  |  |  |  |  |  |
| **PhD** |  |  |  |  |  |
| **Other (specify)** |  |  |  |  |  |

* 1. **Grants awarded during the last 5 years, please provide title, dates, amount, awarding body and your role (e.g. Chief investigator, principal investigator, or co-investigator)**

|  |
| --- |
| **Grants** |
|  |

* 1. **Please provide evidence of how you support/mentor students, trainees and/or colleagues in research.**

|  |
| --- |
| **Evidence of wider inclusion in research** |
|  |

## **Part 5 Publications**

Please list your publications during the last 5 years. Please use PubMed citation format and include DOI/url link if applicable.

|  |
| --- |
| **Publication** |
|  |

## **Part 6 Leadership and Citizenship.**

* 1. **Please provide details of Leadership/citizenship roles**

|  |  |  |
| --- | --- | --- |
| **Role** | **Institution** | **Dates** |
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* 1. **Please provide evidence for the impact of your on; teaching/training, research or equality and diversity.**

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| **Evidence of Impact** |
|  |

## **Part 7 – Verification** (for completion by applicant)

* I confirm that in my opinion there is no potential conflict of interest for the person proposing my nomination.
* I confirm that the above information is correct to the best of my knowledge.
* I declare that I am in good standing with the GMC and my employing institution and that there are no reasons why I should not represent BSMS by the acceptance of the honorary title I have applied for.
* If you feel that you are unable to make this statement above for whatever reason, please contact the Chair of the HTC to discuss.

|  |  |
| --- | --- |
| **Applicant’s signature** | **Date** |
|  |  |
| **Print Name** | **Date** |
|  |  |

**Part 8 – Support from Employer** (for completion by Medical Director (or Deputy), Senior GP Partner) please tick the appropriate box

I confirm that I support this application and confirm that the applicant has no outstanding disciplinary proceedings, suspensions, restrictions on practice or involvement in any ongoing concerns related to their role.

I confirm that the applicant has discussed the application with the relevant line manager who confirms that the activities described in this application are compatible with their current duties.

|  |  |
| --- | --- |
| **Signature / Print Name** | **Date** |
|  |  |
| **Job Title** | **Trust/Practice** |
|  |  |

**Part 9 – Academic Reference** (please provide the name of a senior member of BSMS faculty who can support your application)

I confirm that I support this application:

|  |  |
| --- | --- |
| **Name of academic referee** | **Title** |
|  |  |
| **Signature of academic referee** | **Date** |
|  |  |
| **Comments from academic referee** |
|  |

## **Part 10 – External References**

**If you are applying for the title of Honorary Reader or Honorary Professor, please provide contact details of five external referees that you have not collaborated with e.g. published, grants written, etc to provide an external review of your application to confirm suitability for the title.**

|  |  |  |
| --- | --- | --- |
| **External Referee name** | **Referee title** | **Contact email address** |
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**Part 11 – Confirmation of BSMS Head of Department** (for completion by relevant BSMS Head of Department)

*Please refer to committee handbook for guidance regarding relevant BSMS Head of Department.*

I confirm that this application should be presented to the BSMS Sub-Committee for Honorary Titles.

|  |  |
| --- | --- |
| **Head of Department** | **Date** |
|  |  |

If the nomination should be presented by a BSMS member of Faculty other than yourself, please add the name here:

# Equality Diversity and Inclusion Questionnaire

In line with the medical school equality, diversity and inclusion strategy could you please complete the following anonymous questionnaire for our data records:

<https://universityofsussex.eu.qualtrics.com/jfe/form/SV_9TV0Z0BjsUhUqcC>