UCL MEDICAL SCHOOL

GUIDANCE AND APPLICATIONS PROCESS FOR THE AWARD OF
HONORARY TITLES FOR TEACHING IN UCL MEDICAL SCHOOL (UCLMS)

For all other honorary titles in the School of Life and Medical Sciences please go to:

www.ucl.ac.uk/slms/vacancies

CONTENTS

SECTION 1: HONORARY TITLES

1.1 BENEFITS

An honorary position at UCL is a prestigious award given in recognition of the extremely valuable contribution to teaching and research made by people who are not employed by UCL. It brings the following benefits:

- **An honorary title** – there are a wide range of titles on offer as shown in Section 2.2.

- **A UCL IT account** - with the same quota and right of access to UCL's electronic resources (see *Section 6*) as paid staff is available on application. Award of an account is subject to either significant teaching contribution or other activities on the UCL campus or associated Trust sites requiring the same

- **Access to UCL Library Services** – honorary title holders gain free borrowing access to all UCL libraries (estimated holdings are approx. 2 million books and 12,000 print and electronic journals) as well as desktop access to all electronic resources (e-journals, databases, e-books), once they have a full IT account (NB: Staff at UCLH, Royal Free, GOSH, RNOH, MEH, Camden PCT, Islington PCT, Camden & Islington Foundation Trust already have free, borrowing access to all UCL libraries but no access to electronic resources).

- An honorary title **adds weight to ACCEA applications (**Advisory Committee on Clinical Excellence Awards)

In order to maintain the value of an honorary title at UCL and, taking into account the cost to UCL of the benefits which are given to honorary staff, titles are only awarded to staff making a **significant contribution to teaching and research**[1]. The degree of involvement needed is explained below.

SECTION 2: CRITERIA FOR AWARD OF HONORARY TITLES

> ➢ **An individual in a substantive post at UCL cannot hold an honorary title**
> ➢ **An individual may not normally hold more than one honorary title unless the circumstances are exceptional**

2.1 REASON FOR AWARD

NHS Trusts already receive payment in the form of National Undergraduate Tariff for the regular teaching provided by their staff. Therefore, in order to be considered for an honorary title, staff must engage satisfactorily in regular teaching, for example:

- Ward round teaching;
- Community based teaching;
- Group teaching;
- Lectures and tutorials;
- Theatre PAs;
- Examining at end of year and/or module OSCEs / OCaPEs;
- Contributing to question writing or standard setting of written assessments;
- Student support
- Participating in F1 scoring

And make an additional contribution which may include taking on one or more of the following roles:

- Personal Tutor
- Year or Module lead for curriculum and assessments
- Question writing and standard setting Lead consultant on teaching firm
- Undergraduate Tutor
- Active member of MBBS teaching or assessment committees

---

[1] Honorary posts in recognition of contribution to the MBBS programme consider teaching and support of learning and education scholarship rather than research contribution unless this research is focused on medical education.

- Or by making a significant contribution to question writing or standard setting of formative and summative assessments.

The involvement of Trust staff in regular teaching and the additional role/duties which they have taken on should be included in Trust Job Plans, specifically in relation to teaching of undergraduate medical students.

Should you wish to take on one of these roles, relevant contacts are:
- Personal Tutor - medsch.ptutors4-6@ucl.ac.uk
- Year or Module Lead - roles are advertised as and when they become available
- Lead consultant on teaching firm – relevant Module Lead
- Question writing or standard setting: relevant Module Lead

2.2 HONORARY TITLES AND HOW IT IS DECIDED WHICH TITLE YOU WOULD RECEIVE

a) Honorary Associate Professor and Honorary Clinical Associate Professor:

These titles are awarded to individuals of Associate Professor level (NHS consultant or equivalent) and who undertake substantial additional teaching commitments of *more than 3 hours per week*.

Only honorary Clinical Associate Professorships are normally awarded for contributions to the work of the Medical School except in exceptional circumstances. To hold the title of Honorary Associate Professor individuals must also undertake research. To hold such a title with the Medical School this would be research in the domain of medical education.

➤ *Honorary Associate Professor (Portfolio)* - is awarded where an individual has a higher academic degree (PhD, MD/MS) or an equivalent level of attainment in publications or teaching substantiated through a portfolio submission.

➤ *Honorary Clinical Associate Professor (Teaching Portfolio)* - is awarded where an individual may not have a higher degree or equivalent in publications or teaching, but who can substantiate a high level of attainment in teaching through a teaching portfolio.

NB: For a newly-appointed consultant to be awarded an Honorary Associate Professorship or Honorary Clinical Associate Professorship, a UCL representative must have sat on the interview panel.

b) Honorary Lecturer and Honorary Clinical Lecturer

These titles are awarded to individuals who are equivalent to Lecturer level (NHS ST3 or above) and undertake additional teaching/ lecturing totalling *1 to 3 hours per week*.

Only honorary clinical lecturerships are normally awarded for contributions to the work of the Medical School except in exceptional circumstances. To hold the title of Honorary Lecturer, individuals must also undertake research. To hold such a title with the Medical School this would be research in the domain of medical education.

➤ *Honorary Lecturer (Statement)* - is awarded where an individual has a higher academic degree (PhD, MD/MS) or an equivalent level of attainment in publications or teaching substantiated through a teaching statement.

➤ *Honorary Clinical Lecturer (Teaching Statement)* - is awarded where an individual does not have a higher degree or equivalent in publications or teaching, but who can substantiate a high level of attainment in teaching through a teaching statement.

c) Honorary Clinical Teaching Fellow

Title awarded to individuals who undertake substantial teaching commitments for *more than 3 hours per week*, where an individual has specialist knowledge in their particular discipline, usually holds an M-level qualification and is at the earliest stages of a teaching career.

d) Honorary Clinical Senior Teaching Fellow

Title awarded to individuals who undertake substantial teaching commitments for *more than 3 hours per week*, where an individual has specialist knowledge and has gained an established teaching reputation, with evidence of specialist knowledge in their particular discipline, and sufficient teaching and professional experience in the subject to be able to deliver and advance established teaching.

e) Honorary Clinical Principal Teaching Fellow
Title awarded to individuals who undertake substantial teaching commitments for *more than 3 hours per week*. There will be additional evidence of academic leadership and innovation as well as a proven ability to lead, develop and motivate colleagues, working as part of a team to achieve Departmental, Faculty and UCL goals.

2.3 LENGTH OF HONORARY TITLE AWARDS

Awards can run from any length of time up to a maximum length of 4 years. Where an award has expired titles may be renewed upon re-submission of required information (please see *Section 6)*

SECTION 3: HOW TO APPLY

3.1 SUBMISSION OF APPLICATIONS FOR AN HONORARY TITLE

NHS Staff Contributing to Teaching - Honorary Clinical Titles A and B
Please submit the following documentation to either a Site Sub Dean for Royal Free, UCLH or Whittington Trusts, or the Local Undergraduate Lead at DGHs, requesting recommendation of the application, for approval by the Director of the Medical School:
- Application form (*Form AF*)
- Teaching portfolio (*Form TP*) or teaching statement (*Form TS*) (depending on title)
- Copy of CV
- Evidence relating to your NHS job plan

Each year Site Sub-Deans at UCL's main Trusts and Undergraduate Tutors in District General Hospitals (Trusts/DGHs) will be asked to confirm whether existing honorary title holders are still active and to submit an application form (*Form AF*), teaching portfolio (*Form TP*) or teaching statement (*Form TS*) and CV for any new honorary title awards.

NHS Staff Contributing to Teaching - Honorary Clinical Titles C – E
Please submit the following documentation to either a Site Sub Dean for Royal Free, UCLH or Whittington Trusts, or the Local Undergraduate Lead at DGHs, requesting recommendation of the application, for approval by the Director of the Medical School:
- Application form (*Form AF*)
- Copy of CV

Non-NHS Staff Contributing to Teaching - Non-Clinical Titles A and B
Please submit the following to the relevant Head of Department or senior manager for authorisation, requesting recommendation of the application, for approval by the Director of the Medical School:
- Application form (Form AF)
- Copy of CV
- Teaching portfolio (*Form TP*) or Teaching Statement (*Form TS*)

Right to Work Documentation
In addition to the above, you will need to arrange a time to come in person with your right to work document (usually your passport) to have the document verified before your honorary title application can be processed.

SECTION 4: CONFIRMATION OF AWARD OF HONORARY TITLE

4.1 HOW YOU WILL HEAR ABOUT YOUR TITLE

You will receive a letter from UCL Human Resources to inform you that the title has been awarded; this will be sent to the email address provided on the application form. It should be noted that it can take at least one month, from the date of final approval for an individual honorary title to be confirmed.

4.2 MANDATORY GDPR TRAINING

Once your title has been awarded, you will be required to complete UCL's mandatory online GDPR training. Failure to complete and pass this training within two weeks of confirmation of the honorary title will result in the title being withdrawn.

SECTION 5: GAINING ACCESS TO UCL FACILITIES

5.1 OBTAINING AN ID/LIBRARY CARD AND IT ACCOUNT

IT Account
You will need a UCL IT account in order to complete UCL's mandatory GDPR training. A member of the UCLMS staffing team or UCL Information Security Division (ISD) will be in touch once your honorary title has been confirmed.

In case of queries relating to the set-up of your account, please contact Sunantha Kandasamy (s.kandasamy@ucl.ac.uk) in the first instance. For any queries relating to your IT account once it has been set up, please contact UCL ISD at servicedesk@ucl.ac.uk. Please note, passwords will need to be changed frequently before they expire. It is recommended that you register here to change your password remotely.

Security Systems
Once you have received the letter informing you of your honorary title, you should visit the Security Systems Office, Andrew Huxley Building, Bloomsbury to have a UCL ID card printed; this will also be your Library card.

For any enquiries regarding ID cards, please contact securitysystems@ucl.ac.uk or 020 769 3373

Electronic Library Access
You can access all resources through the lists of electronic journals and databases available on the Library Services website. Please click here and here for further information. Please click here for guidance on all library e-resouces and here for a list of databases.

If you are on-site at UCL you will not need to log in to resources. If you are off-site, you will be prompted for your UCL user ID and password automatically.

5.2 USE OF UCL'S ELECTRONIC RESOURCES THROUGH DESKTOP@UCL ANYWHERE

Desktop@UCL Anywhere is a service available to any member of UCL staff and honorary title holder with a valid user ID and password. It combines the advantages of a centrally managed file store/software base with individual desktop systems.

Using Desktop@UCL Anywhere will give you:
•   Access to a Windows 10 desktop via a remote terminal connection from your desktop.
•   Centrally managed software, including Microsoft Office, Internet Explorer, Oracle Calendar, central diary software and lots more.
•   You will have access to your own personal space on the central file store (N: Drive). All networked drives are backed up every night so ISD can provide file restores if needed.
•   You will also be able to print to networked or local printers. ISD will only support printers that UCL have tested and recommended for the system.
•   Up-to-date anti virus protection.
•   Support from the ISD Helpdesk and more.

SECTION 6: RENEWAL OF HONORARY TITLES

6.1 HOW CAN YOUR HONORARY TITLE BE EXTENDED?

Honorary titles are awarded for a length of time between 1-4 years and title holders who wish to renew their title should complete the application form and return it to the UCLMS Staffing Manager three months before their award is due to expire. Renewal is subject to the criteria for award still being met and confirmation of your continued contribution.

If your contribution has changed or increased and you may be eligible for a higher level title, you will need to complete a new *Form TP or TS* and provide evidence. You will also need to submit a further CV and evidence from your NHS job plan if applicable.

Any applications for renewal will not be processed until UCL GDPR training has been completed.

NB If you find that your IT or library access have been suspended, it may be that your title has expired in which case you should submit a renewal form for the title to be re-instated.

SECTION 7: PERFORMANCE MONITORING

7.1 WHO WILL MONITOR YOUR PERFORMANCE?

- For NHS Trust staff, Trust Directors have a responsibility to ensure systems are in place for monitoring performance and level of contribution to teaching through the appraisal process, and for reporting the outcome to Site Sub Deans/ DGH Undergraduate leads
- Site Sub Deans are responsible for reporting poor or inadequate performance to the director of UCL Medical School
- The Director of UCL Medical School may suspend or withdraw honorary titles in instances of poor performance or non-compliance

SECTION 8: GUIDANCE FOR APPLICATIONS FOR HONORARY TITLES FOR TEACHING

8.1 KEY ASPECTS OF TEACHING AND THE SUPPORT OF STUDENT LEARNING

Key area of activity	Examples of supporting information and evidence

1. Teaching and facilitation of student learning Approaches to teaching that influence, motivate and inspire students to learn	• Description of your overall approach to teaching
	• Description of how you involve and motivate students
	• Description ostrategies you employ to promote:
	   o independent or self-directed learning
	   o peer-to-peer learning
	   o critical/ analytical thinking
	   o oral/ written communication
	• Summary of the range of teaching methods you apply, i.e. clinical teaching (bedside/ clinic/ community), lectures, practicals, small group teaching (problem based/ project based/ case based)
	• Comments on the quality of teaching should be supported by evidence from students and peers, for example:
	• student evaluation data (electronic and locally-collected feedback)
	• peer observation

2. Contribution to course design Contribution to the design and planning of learning activities beyond individual teaching sessions	• Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.
	• Give examples of resources/ materials developed that reflect:
	   o your command of your field
	   o application of educational theory
	   o advancement of the curriculum as whole
	• Provide details of any severe timetabling concerns and how they were overcome
	• Provide examples of particularly positive student feedback about the execution of the course.

	• Indicate how you have represented your field/discipline and also how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum

3. Roles in assessment
Evidence of contribution to formative and summative assessment
	• Describe your involvement in formative assessment, e.g. development of innovative ways of providing feedback to students
	• Provide examples of involvement in summative assessments including:
	   o organisation of exams
	   o feedback on exam process
	   o writing exam questions, standards setting, examining
	   o applying assessment strategies that foster student learning
	   o external examining

4. Student support and guidance
Evidence of contribution to supervision and pastoral care
	• Provide evidence of your involvement in:
	   o good practice in student support and pastoral care
	   o the information distributed to students
	   o your accessibility to help students
	   o good practice in supervision at all levels
	   o staff-student committees
	• Please give examples of ways in which you have helped to tackle problems.

5. Professional development
Reflective practice and contribution to learning in your discipline
	• Summarise your participation in staff development and training
	• Provide examples of how you have used student feedback or a critical incident to improve you educational work
	• Describe your role in:
	   o the teaching team in your department
	   o mentoring and supporting less experienced teachers
	• Comment on your contribution to educational research:
	   o dissemination of subject materials, e.g. textbooks, videos, course guides
	   o through publications in pedagogic journals, conference presentations, etc.

6. Innovation
Evidence of innovation in student learning/ teaching/ evaluation/ assessment etc.
	• Summarise any innovations you have made and provide evidence of:
	   o how you identified an area in need of improvement
	   o how you introduced something new to student learning etc
	   o how you improved an existing format/idea
	   o identifiable improvements from your innovations
	   o how you distributed your innovations to others

7. Other Anything relevant that you would like to add, that does not fall into any of the other categories	• Describe any occasions, actions, moments where you have significantly contributed to the provision of excellence in undergraduate medical education that you have not already mentioned. • You might also like to include here anything else that marks you out as an educator; this may include Royal College or Deanery activities related to education, contribution to text books, education policy writing etc.

SECTION 9: KEY CONTACT DETAILS

Site Sub Deans

- Royal Free – Dr Paul Dilworth (paul.dilworth@nhs.net)

- UCLH – Dr Gavin Johnsnon (gavin.johnson@uclh.nhs.uk)

- Whittington – Dr Caroline Fertleman (c.fertleman@ucl.ac.uk)

Sub Dean for DGH Liaison

- Dr Aroon Lal (a.lal@ucl.ac.uk)

UCL Medical School

- Divisional Staffing and Finance Administrator – Sunantha Kandasamy (s.kandasamy@ucl.ac.uk)

- Divisional Staffing Manager – Safiyyah Patel (safiyyah.patel@ucl.ac.uk)