



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

CONTENTS

Section	Page
SECTION 1: HONORARY TITLES	2
1.1 Benefits.....	2
SECTION 2: CRITERIA FOR AWARD OF HONORARY TITLES	2
2.1 Reason for Award.....	2
2.2 Honorary Titles and How It Is Decided Which Title You Would Receive.....	3
2.3 Length of Awards	
2.4 UCLMS Divisional Citizenship roles.....	4
SECTION 3: HOW TO APPLY	5
3.1 Submission of Applications	5
SECTION 4: CONFIRMATION OF AWARD OF HONORARY TITLE	6
4.1 How You Will Hear About Your Title	6
4.2 Mandatory Training	6
SECTION 5: GAINING ACCESS TO UCL FACILITIES	6
5.1 Obtaining an Id / Library Card	6
5.2 Use of UCL’s Electronic Resources through Staff WTS	7
SECTION 6: RENEWAL OF HONORARY TITLES	7
6.1 How Can Your Honorary Title Be Extended?.....	7
SECTION 7: PERFORMANCE MONITORING	7
7.1 Who Will Monitor Your Performance?.....	7
SECTION 8: GUIDANCE FOR APPLICATIONS FOR HONORARY TITLES FOR TEACHING	8
8.1 Key Aspects of Teaching and the Support of Student Learning	8-9
SECTION 9: KEY CONTACT DETAILS	9

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 is a wide range of titles on offer as shown in Section 2.2.
- **A UCL IT account** - A UCL IT account is provided on request including a UCL email address. 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](#)** – people awarded a UCL honorary title gain free, borrowing access to all UCL libraries (estimated holdings are some 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 gained 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;
- 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
- 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: these 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

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.

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 CT3/ST3 or above) and undertake additional teaching/ lecturing totalling **1 to 3 hours per week**.

Only honorary clinical lectureships 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 at NHS F1 to CT2/ST2 level 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 in the early stages of a teaching career.

Honorary appointments are made for a period of 1 year in the first instance, with the option to renew upon re-submission of the required paperwork. For leadership roles, for example those who would be granted Honorary (Clinical) Associate Professor, this may awarded for a longer period of time, as agreed with the UCLMS Director, and the UCLMS Honorary Committee.

2.4 UCLMS DIVISIONAL CITIZENSHIP EVENTS/ROLES

To qualify for an honorary contract with UCLMS, you **MUST** participate in one of the following roles or events:

Event/Role	Date	Summary	Contact
Target Medicine Mock Interviews	November	Students attending the mock interviews are from our year 12 mentoring scheme and have limited access to guidance or support in applying to medical school from their schools or local surroundings. Target Medicine aims to rectify this with your help through events such as these. The aim is to instil interview confidence in students	targetmedicine@ucl.ac.uk

		by simulating a medical admissions style interview and providing constructive feedback and encouragement.	
OSCE Examiner	Assessment dates	All module leads have this stipulated in their job descriptions and are expected to act as examiner or site lead in their own year assessments but also to volunteer for other years' assessments. For those holding UCLMS Honorary contracts, we hope you will take part in at least one examination per year. If you are available please can you kindly complete your availability and details on the online examiner recruitment system via the link.	https://uclms-examiner.app/
MBBS Admissions Interviews	Dec – Mar	Every year we need volunteers (both clinical and non-clinical) to help with our admissions interviews from December through to March. We run Multiple Mini Interviews (MMI) and so you would be allocated to a relevant “station” to assess according to objective criteria. You will be fully trained and there will be a briefing on the day with full instructions available. We have plenty of stations for “lay” examiners and we do also need help on the day to greet students and move them around the stations.	medicaladmissions@ucl.ac.uk
Open Days	Jun/Sept	Every Year, UCL holds central Open Days for students, their parents, families, and carers to come onto Campus, meet students and speak to us about the programmes available. These are normally held in June and September, and you will be contacted with dates. We expect all Year leads to take part in at least one Open Day each year, but we do also need lots of helpers on the day, to meet and greet and to direct students to the appropriate stands.	sarah.bennett@ucl.ac.uk
Post graduate activities	On going	Contribution to delivery of post graduate education (e.g. teaching/supervising master's level students; facilitating CPD activities)	Kerry.calvo@ucl.ac.uk

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)

The application form (*Form AF*), your CV, teaching portfolio (*Form TP*) or teaching statement (*Form TS*) and evidence relating to your NHS job plan, should be sent to either a Trust Director in Medical Education 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 UCL Medical School.

Each year, Trust Directors in Medical Education at UCL's main Trusts and Undergraduate Tutors in District General Hospitals (Trusts/DGHs) will be asked to confirm whether existing honorary staff 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) to e)

To apply for Honorary Clinical Titles c) to e) listed above we will require the Application form (Form AF) and an up-to-date copy of your CV. Completed Application forms should be sent 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 UCL Medical School.

Non-NHS staff contributing to Teaching - Non-Clinical Titles a) and b)

The application form (*Form AF*), your CV, teaching portfolio (*Form TP*) or teaching statement (*Form TS*) should be sent to the relevant Head of Department or Senior Manager for authorisation, requesting recommendation of the application, for approval by the Director of UCL Medical School.

Right to Work

In addition to the above, you will need to specify when (Mon-Fri 9-5) you can come into one of our offices* with your [Right to Work](#) document (This will be your passport if you are a UK Citizen. Otherwise it will be your online share code from Gov.uk). This must be provided before your honorary title can be processed with HR.

*Office 1: 40 Bernard Street, WC1N 1LE. Nearest tube station: Russel Square

Office 2: 21 University Street, WC1E 6DE. Nearest tube station: Euston Square

3.2 INTERNAL REVIEW PROCESS

Applications will be reviewed by a UCLMS Committee consisting of the Director of the Medical School, the Divisional Manager, Divisional Staffing Manager, and Finance and HR Administrator. Applications will be reviewed on a regular basis, with the group meeting at least monthly to review any submitted applications. Recommendations will be made by the committee and those supported will be put forward to HR for processing. This process is overseen by the faculty level, Faculty Honorary Appointments Committee (FHAC) in keeping with the UCL policy for Honorary Appointments.

Appointments for Honorary Professor and Professor of Practice Appointment, applications will be reviewed by the College level, Honorary School Appointments Committee (LMS HSAC) that convenes once a term.

3.3 LINE MANAGEMENT

UCL policy requires that each honorary staff member has an identified UCL point of contact. For the majority of honorary appointments, this will be the person who supports your honorary application. For those primarily based at one of our trusts sites, who for day-to-day operational aspects will liaise with a Trust based line manager, your UCL point of contact for your honorary contract will be the relevant Trust Liaison Manager.

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 emailed to the address provided on the application form. It should be noted that it can take at least one month, from the date of approval for an individual honorary title to be confirmed.

4.2 MANDATORY TRAINING

Once your title has been awarded, you may be required to complete a number of UCL's [mandatory training](#) courses, which include training on GDPR and unconscious bias. All training is via online sessions. Failure to complete and pass this training will result in your honorary title being withdrawn.

4.3 PROMOTIONS

All appointments are made in accordance with the UCL policy for Honorary staff: <https://www.ucl.ac.uk/human-resources/working-ucl/honorary-staff-appointments-procedure#6.%20Periods%20of%20appointment>

SECTION 5: GAINING ACCESS TO UCL FACILITIES

5.1 OBTAINING AN ID / LIBRARY CARD

Once you have received the letter informing you of your honorary title, you should visit the Security Systems Office in the [Andrew Huxley Building](#) at Bloomsbury (Gower Street, WC1E 6BT) to have your UCL ID card printed; this will also be your Library card. The Andrew Huxley Building is usually open from 09.00 to 16.45 (Mon-Fri). You will need to take with you a form of personal ID.

Security Systems

Enquiries regarding ID/access cards: securitysystems@ucl.ac.uk. 020 7679 3373 (Ext 33373)

Electronic Library Access

You can access all resources through the lists of electronic journals and databases available on the Library Services website (<http://www.ucl.ac.uk/library/ejournal> and <http://www.ucl.ac.uk/library/database>).

This will guarantee that you get free access to all the resources to which you are entitled as a UCL member. If you are on-site 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.

If you have any queries, please first read the information published at <https://www.ucl.ac.uk/library/finding-resources/e-resources-ucl> if necessary, you can then submit your query via the form on [this](#) page.

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 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](#) for you if you ever need them.
- You will also be able to print to networked or local printers. ISD will only support printers that we have tested and recommended for the system.
- Up-to-date [anti virus protection](#).
- Support from the [ISD Helpdesk](#) and more.

Registering for Desktop@UCL Anywhere: If you are an honorary title holder and would like a computer account, please email: UCLMS.Honorary@ucl.ac.uk

Please note, passwords of IT accounts need to be changed frequently before they expire. It is a good idea to register to change your password remotely: <https://myaccount.ucl.ac.uk/uasregister/index.php>.

Reminders that your password is due for renewal will be sent to the account's email address but you can ask for mail to be diverted to another account see <http://www.ucl.ac.uk/is/email/forwarding.htm>

SECTION 6: RENEWAL OF HONORARY TITLES

6.1 HOW CAN YOUR HONORARY TITLE BE EXTENDED?

Honorary title holders who wish their honorary title to be renewed 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.

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 Trust Directors in Medical Education/ DGH Undergraduate leads
- Trust Directors in Medical Education are responsible for reporting poor or inadequate performance to the Director of UCL Medical School
- The Director of UCL Medical School and/or other appropriate UCL Authority 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
-----------------------------	--

<p>1. Teaching and facilitation of student learning Approaches to teaching that influence, motivate and inspire students to learn</p>	<p>Description of:</p> <ul style="list-style-type: none"> • your overall approach to teaching • how you involve and motivate students • strategies you employ to promote: <ul style="list-style-type: none"> ○ independent or self-directed learning ○ peer-to-peer learning ○ critical/analytical thinking ○ oral/written communication <p>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)</p> <p>Comments on the quality of teaching should be supported by evidence from students and peers, for example:</p> <ul style="list-style-type: none"> • student evaluation data (electronic and locally-collected feedback) • peer observation
<p>2. Contribution to course design Contribution to the design and planning of learning activities beyond individual teaching sessions</p>	<p>Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.</p> <p>Give examples of resources/ materials developed that reflect:</p> <ul style="list-style-type: none"> • your command of your field • application of educational theory • advancement of the curriculum as a whole
	<p>Provide details of any severe timetabling concerns and how they were overcome</p> <p>Provide examples of particularly positive student feedback about the execution of the course.</p> <p>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</p>
<p>3. Roles in assessment Evidence of contribution to formative and summative assessment</p>	<p>Describe your involvement in formative assessment, e.g. development of innovative ways of providing feedback to students</p> <p>Provide examples of involvement in summative assessments including:</p> <ul style="list-style-type: none"> • organisation of exams • feedback on exam process • writing exam questions, standards setting, examining • applying assessment strategies that foster student learning • external examining
<p>4. Student support and guidance Evidence of contribution to supervision and pastoral care</p>	<p>Provide evidence of your involvement in:</p> <ul style="list-style-type: none"> • good practice in student support and pastoral care • the information distributed to students • your accessibility to help students • good practice in supervision at all levels • staff-student committees <p>Please give examples of ways in which you have helped to tackle problems.</p>
<p>5. Professional development Reflective practice and contribution to learning in your discipline</p>	<p>Summarise your participation in staff development and training</p> <p>Provide examples of how you have used student feedback or a critical incident to improve your educational work</p> <p>Describe your role in:</p> <ul style="list-style-type: none"> • the teaching team in your department • mentoring and supporting less experienced teachers <p>Comment on your contribution to educational research:</p> <ul style="list-style-type: none"> • dissemination of subject materials, e.g. textbooks, videos, course guides • 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: <ul style="list-style-type: none"> • how you identified an area in need of improvement • how you introduced something new to student learning etc • how you improved an existing format/idea • identifiable improvements from your innovations • 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

<u>UCL Medical School</u> UCLMS.Honorary@ucl.ac.uk
<u>Trust Directors of UG Medication</u> UCLH: Gavin Johnson - gavin.johnson@uclh.nhs.uk Royal Free: Paul Dilworth - paul.dilworth@nhs.net Whittington: Johnny Swart - j.swart@ucl.ac.uk UG Medical Education (Community) Sophie Park - sophie.park@ucl.ac.uk
<u>Trust Director for DGH Liaison</u> Zaheer Mangera - zaheer.mangera@ucl.ac.uk

Last updated: 10/05/2024