



**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

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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** - with the same quota and right of access to Staff WTS (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** – 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 settingLead 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 Senior Lecturer and Honorary Clinical Senior Lecturer[#]:

These titles are awarded to individuals of Senior Lecturer level (NHS consultant or equivalent) and who undertake substantial additional teaching commitments of **more than 3 hours per week**. Only honorary clinical senior lecturerships are normally awarded for contributions to the work of the Medical School except in exceptional circumstances. To hold the title of Honorary Senior 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 Senior Lecturer (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 Senior Lecturer[#] (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 Senior Lectureship or Honorary Clinical Senior Lectureship, 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 - 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 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.

Each year Site Sub-Deans in 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.

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
All

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 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.

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, Andrew Huxley Building, Bloomsbury to have a UCL ID card made; this will also be your Library card.

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 userid and password automatically.

If you have any queries, please first read the information published at <http://www.ucl.ac.uk/library/e-res.shtml>; if necessary you can then submit your query via the form linked from this page.

Security Systems

Located on the Bloomsbury site in the Andrew Huxley building, see <http://www.ucl.ac.uk/efd/security/location/>

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

5.2 USE OF UCL'S ELECTRONIC RESOURCES THROUGH STAFF WTS

Staff WTS is a Windows 2000 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 Staff WTS will give you:

- Access to a Windows 2000 desktop via a remote terminal connection from your desktop.
- Centrally managed software, including Microsoft Office professional, Internet Explorer 6, Oracle Calendar central diary software [and lots more](#).
- You will have access to your own personal space on the central file store (R: N: drive). All networked drives are backed up every night so IS can provide [file restores](#) for you if you ever need them.
- You will also be able to print to networked or local printers through Staff WTS. IS will only support printers that we have tested and recommended for the Staff WTS system.
- Up-to-date [anti virus protection](#).
- Support from the [IS Helpdesk](#) and more.

Registering for Staff WTS: If you are an honorary member of staff and would like a computer account, please contact a UCLMS computer representative. Please contact either Vicky Cooper: v.cooper@ucl.ac.uk

Please note, passwords of IT accounts need to be changed every 4 months, or they will be reset and you will need to ask the computer rep to issue a token so that you can reset your password. To avoid delays (the rep may be away) you should register for telephone renewal of passwords at <https://myaccount.ucl.ac.uk/uas-register/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 titles are awarded for between 1-4 years and title holders who wish their honorary title to be renewed should complete the renewal 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 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
<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</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

<p>beyond individual teaching sessions</p>	<ul style="list-style-type: none"> ▪ advancement of the curriculum as 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> <ul style="list-style-type: none"> ▪ Provide examples of how you have used student feedback or a critical incident to improve your educational work ▪ Describe your role in: <ul style="list-style-type: none"> ○ the teaching team in your department ○ mentoring and supporting less experienced teachers ▪ Comment on your contribution to educational research: <ul style="list-style-type: none"> ○ dissemination of subject materials, e.g. textbooks, videos, course guides ○ through publications in pedagogic journals, conference presentations, etc.
<p>6. Innovation Evidence of innovation in student learning/ teaching/ evaluation/ assessment etc.</p>	<p>Summarise any innovations you have made and provide evidence of:</p> <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
<p>7. Other Anything relevant that you would like to add, that does not fall into any of the other categories</p>	<p>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.</p> <p>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.</p>

SECTION 9: KEY CONTACT DETAILS

Site Sub Deans	
UCLH: Gavin Johnson Gavin.Johnson@uclh.nhs.uk	
Royal Free: Paul Dilworth paul.dilworth@nhs.net	
Whittington: Caroline Fertleman c.fertleman@ucl.ac.uk	
Sub Dean for DGH Liaison	UCL Medical School
Dr Aroon Lal Email: a.lal@ucl.ac.uk	Vicky Cooper, Divisional Staffing Manager v.cooper@ucl.ac.uk