FACULTY OF HEALTH AND LIFE SCIENCES

CLINICAL DIRECTORATE

GUIDELINES FOR THE APPOINTMENT OF CLINICAL HONORARY MEMBERS OF STAFF

An **honorary appointment** is a voluntary arrangement, which allows esteemed individuals from our NHS partners and other Institutions to collaborate with staff at the University of Liverpool. All candidates for honorary appointments should be judged against the same standards of output as for substantive University positions albeit that activities with or on behalf of the University are clearly secondary to a candidate’s substantive role and this should be taken into account when considering the appointment.

There are **two distinct processes** for the appointment of Honorary Staff:-

**HONORARY CLINICAL STAFF**

The Faculty of Health and Life Sciences has launched a formal process for the conferment of honorary academic titles on all clinically qualified staff (medical, dental, nursing or allied health professional undergraduate degrees)

These appointments are available to all individuals who participate in undergraduate and postgraduate teaching, are appointed as supervisors for PG degrees, and/or who wish to undertake collaborative clinical research.

The guidelines for applying for an Honorary Clinical title can be found at:-

<https://www.liverpool.ac.uk/clinical-directorate/careers/honorary-clinical-appointments/>

The completed form together with all the required paperwork, should be returned to hlsclinicalhonorary@liverpool.ac.uk. In addition to the completed form and a full CV, requirements are for a letter of support from FHLS (from a substantive, not honorary, university professor, head of department of institute or of school in which the position will be based), and a Trust or GP practice letter of endorsement (this must be from someone who understands and endorses the work that the individual undertakes on behalf of the University.  This could be Clinical/Medical Director/Sub-Dean or line manager)

The letter of endorsement from the NHS Trust should confirm that the proposed role will be recognised in the job plan.

Applications for the conferment of the title of Honorary Clinical Professor will require the names of external referees to be provided.

Honorary Clinical Appointments for those at Clinical Senior Lecturer and above will be considered by the HLS Honorary Clinical Appointment Panel that meets bi-annually. The panel comprises:-

• APVC for Clinical Research (Chair), FoHLS, UoL

• Director Clinical Academic Development (Deputy Chair), FoHLS

• Dean, School of Medicine, FoHLS, UoL

• Dental Profession representative, FoHLS, UoL

• Liverpool Health Partners representative

• North West Coast Clinical Research Network Clinical Director

• Local Medical Committee representative

• 3 Trust representatives (Medical Director, R&D Director or Director of Medical Education)

• Alder Hey NHS Trust

• LUFHT

• WCFT

**Please note** – Those who are clinical and already hold a non-clinical Honorary Contract will, at the point of renewal, be required to follow the new formal process outlined above. For those already appointed at Professorial level for renewal further references **will not** be required, but the applicant will be required to submit a brief statement outlining what they have achieved in the last three years, and their three-year plan in respect of teaching and research following renewal.

It is recommended for renewals that the forms are completed **at least six months in advance of the contract lapsing.**

Colleagues wishing to apply may find it useful to have early informal discussions with the APVC for Clinical Research, Dean of the School of Medicine , Dean of the School of Dentistry or, for nursing/AHP queries, Professors Rowe, Institute of Population Health Sciences.

**NON-CLINICAL HONORARY**

All applications for **non-clinical staff** should be administered through the appropriate Department/Institute through TULIP and **will not be** dealt with through the Clinical Directorate.



🡻 - Click Request for Honorary Association



🡻

Complete the Honorary Association request form and submit together with the appropriate supporting documents.

For Honorary Professors, (non-clinical), three external references are required and these must be uploaded at the time of application via the TULIP portal.

 **IMPORTANT PLEASE NOTE:-**

* **THAT REQUESTS FOR HONORARY CLINICAL APPOINTMENTS FOR STAFF FROM OUR NHS PARTNERS VIA THE TULIP PORTAL WILL BE DECLINED AND APPLICANTS WILL BE DIRECTED TO THE CLINICAL HONORARY PROCESS.**
* **CLINICAL AND NON-CLINICAL STAFF WHO ARE TO ACT AS PG SUPERVISORS MUST ALSO BE APPOINTED TO AN HONORARY CONTRACT SPECIFICALLY LINKED TO THEIR SUPERVISOR DUTIES VIA THE EXISTING PG PROCESS. THIS IS A SEPARATE PROCESS FROM THOSE OUTLINED ABOVE, AND IS A UNIVERSITY REQUIREMENT.**