

Title: FMH Norwich Medical School (NMS) – Honorary Appointments Application and Renewal Form

Are you involved in teaching our doctors of the future, or would you like to be?

Are you collaborating with Norwich Medical School staff on research?

Introduction

The purpose of this form is for applicants to outline their suitability for consideration of an honorary appointment at the level of lecturer or senior lecturer. Guidance on application criteria can be found at the following link, which also highlights the process for application at the level of Reader or Professor:

<https://portal.uea.ac.uk/faculty-school-intranets/fmh-intranet/med/honorary-staff>

We may choose to recognise substantial and long-term contributions made by an individual, not employed by the University, by granting them an honorary title in respect of their contribution to:

- academic work (including admissions interviews, teaching, assessment and advising responsibilities and course and module leadership roles), or
- research and innovation collaborations with University staff.

Criteria

Colleagues who have completed their training and / or hold a substantive Consultant grade appointment or equivalent, and who are making a long-term substantial and /or significant contribution to the work of the School, may apply for Honorary Lecturer or Honorary Senior Lecturer status, linked either to teaching or research.

Each application will be judged on its own merit but we offer the categories below in order to help colleagues understand the different levels of contribution and recognition. If in doubt, please contact Ingrid Matthews in the first instance via med.hr@uea.ac.uk.

Honorary Appointment	Criteria	Comment
Lecturer	A significant contribution to teaching and/or research within MED	Actively involved in delivery of teaching to students from MED OR Grant holder of project with UEA or named collaborator for project with UEA or peer reviewed publication as sole author or with UEA co-author or substantial non-peer reviewed professional publication in themes relevant to UEA health activities
Senior Lecturer	A substantial contribution to teaching and/or research within MED	Leadership role or evidence of attainment in curriculum development, assessment, evaluation and teaching OR Continued evidence of active research portfolio Continued publication of papers in good refereed journals Continued research income

Data Protection

All personal data exchanged in the completion of this form will be processed by the University in accordance with current UK data protection law and in line with the relevant UEA Privacy Notice and Data Protection Policy.

Application for Honorary Appointment – Norwich Medical School

Note: This information will be held by the Med Administrative Support team and shared with the Medical School Promotions Committee and University HR for the purposes of this application only.

Full Name			
Current Role			
Substantive contract details	(include location, time in post, FTE)		
Application for	Lecturer		Senior Lecturer
Evidence of Teaching Delivery	(to include details of lectures delivered for NMS, subject, frequency, when started, involvement in curriculum delivery, number of student advisees, number of interviews supported, number of seminars given, PBL group involvement, any leadership or course support role undertaken within NMS).		
Teaching Delivery Contact Name	(The name of the main contact/line manager for teaching delivery within Norwich Medical School)		
Teaching Contact Approval	Reference attached: YES/NO	Confirm evidence of delivery: YES/NO	Signature: Name:
Evidence of Research links	(to include details of research collaborations, papers submitted with NMS, Impact case studies linked to NMS, grants held, PhD student supervision).		
Research Collaborator(s) Name	(the name of the main collaborator(s)/PI/CoI within Norwich Medical School)		
Research Contact Approval	Reference attached: YES/NO	Confirm evidence of delivery: YES/NO	Signature: Name:

Declaration

I give consent that the information provided on this form is used for the purposes of the honorary appointment application process. All information provide on this form is correct and my substantive employer is aware of my application.

Name	Signed	Date
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