

Application for Honorary **Clinical or Academic Title:** Guidelines

INTRODUCTION:

This document provides a brief overview and a step-by-step advice for potential applicants for Honorary Academic Titles through the Department of Surgery for levels D and E. The academic Titles Committee of the Department of Surgery was established to evaluate, advice and support potential applicants before their applications are forwarded to the Head of MMS, and subsequently to the Faculty (FAPC) and University (UAPC) appointments and promotions committee. The core aim of the DoS ATC is to provide advice and support to applicants to have the best chance of success.

SUGGESTED PROCESS:

1. Review the promotion related documentation on the UoM website and understand the requirements as well as the specific dates for submission.
2. Flag your intention and meet with your precinct lead to discuss your eligibility. Level D and E applicants are advised to plan this with adequate lead time (6-12 months)
3. Once you have discussed your intentions with your precinct lead complete the required documentation. The standard UoM process requires submission of two documents which are your curriculum vitae and a letter of recommendation from the Head of Department. However, the Department of Surgery has instituted the practice of requesting a third document, an Argued Case for Promotion which has previously been a requirement only for applications for salaried positions.

- **Curriculum Vitae**

There is no specific structure required for submitting your CV. However, the ATC strongly suggests the use of a summary sheet that condenses your achievements including grant successes, publication numbers, indicators of academic impact 9h-Index. I10, citations etc.) and research student supervision.

- **Letter of recommendation**

As the letter of recommendation is sent from the Head of Department to the Head of Medical School or UAPC, it should be written in the third person. Your precinct lead would review this and advice you on this before submitting it to the DoS ATC for review. Please use the attached template for ease of expressing your qualities according to the established criteria. The Academic Careers and Benchmarks Indicators are meant for Salaried appointments. However, using that to benchmark yourself rather than the Clinical Honorary Criteria allows you to generate a better argued case. [*Template - Honorary Letter of Support - Clinical or Academic NEW AND Template - Honorary Letter of Support - Clinical or Academic RENEWAL*]

Note on the gender balance in the local precinct. The template we provide already has some information common to the DoS already populated in this section. Your precinct lead will add further information relating to your local precinct.

- **Argued case for promotion**

An argued case for promotion is only a requirement for Salaried appointments. However, in the DoS we have made it a requirement for Clinical Honorary appointments as well. This allows the DoS ATC to adequately assess your intentions, expectations and prior performance. A

Department of Surgery Academic Titles Committee

template has been provided which would enable you to complete the argued case structured according to the ACBI structure.

The argued case is written in first person as you are essentially putting forth the reasoning for your promotion or appointment. [\[Template - Honorary Argued Case\]](#)

4. Submit your application documents to your precinct lead who will forward it to the DoS ATC.
5. Each member of the DoS ATC will evaluate and comment on every application independently. The comments are collated by the assigned EA, summarised and re-distributed to all members for review.
6. DoS ATC then meets online to discuss any application that does not have a unanimous approval. The discussions are mostly to determine advice to the applicant to improve their submissions.
7. Once approved by the DoS ATC the application is passed to the Head of Department to be then submitted to the Head of MMS and onwards.