**Appendix 5 – letter acknowledging informal applications (For MHS use)**

Dear XXXX

Thank you for applying for an honorary contract in the School of (xxx) within the Faculty of [xx] at the University of Manchester.

The University is a member of the prestigious Russell Group of leading Universities in the UK and in the top 50 in the world. We welcome excellent clinical researchers and teachers to join our School and will support all honorary academics in every way we can. We hope that being an honorary contract holder in the University will enhance your career and that your appointment will enhance our organisation.

To achieve this it is expected that all honorary University appointees will aspire to certain standards in research and teaching and/or by supporting the goals of the University through other means. Those goals can be found within ‘Manchester 2020’ on the University web site.

To this end we ask that you acknowledge the University in the address line of all your publications and that wherever possible all your research grant income from charities and research councils is channeled through the University as has been agreed by MAHSC. [include where appropriate]. The University’s Intellectual Property Policy requires that any IP which you create in the course of your honorary activities for the University must be transferred to the University as if you were an employee of the University. If you have any concerns about this please raise it with your Head of Department.

You are required to keep confidential any confidential information to which you have access as a result of your honorary appointment at the University to use such information only for the purpose for which it is supplied, in each case as if you were an employee of the University. Please see the University’s Intellectual Property Policy.

All honorary appointments are made for 3 years in the first instance. At the end of that period your contribution to the goals of the University will be assessed and if it is felt that you have made a significant contribution the appointment will be renewed. It is recommended that at the end of 2 years your potential appointment renewal is discussed with the Head of School to ensure renewal is a smooth process if that is what is wanted by both the honorary appointee and the University.

Further periods of appointment are for three years and renewal based again on contribution to the University. Promotions can be requested up to and including the post of honorary Professor and again are made subject to an assessment against academic criteria. Your appointment may be terminated by either you or the University at any time, by giving one calendar months’ written notice.

If you are happy to proceed to an honorary appointment on the basis outlined above, I would be very pleased to consider your application which should consist of:

* Your CV constructed in the manner described on the University’s web site (xxxxx),
* A letter requesting appointment and indicating that you have understood the requirements for appointment and are willing to abide by them
* A completed New Honorary Appointment Approval form (provide link) outlining those areas of University activity to which you believe you would contribute. This must be endorsed by one of our Heads of Research Group.

When the completed application is received it will be considered at our School Senior Management Team and you will receive a response to your application within a maximum of six weeks of submission.

With very best wishes

**Head of School**