

**Faculty of Biology, Medicine and Health**

**Honorary Appointments and Promotions Procedure**

This document defines the criteria and procedure to be followed in making honorary appointments and is in line with the University of Manchester Honorary Appointments Policy and Procedure.

**1. Reasons for awarding an honorary appointment**

The four principal reasons for awarding an honorary appointment are:

1. Building professional relationships and collaborations with other organizations or on occasion with other individuals
2. Significant contribution to teaching of undergraduate and/or postgraduate students
3. Significant contribution to research activities
4. Significant contribution in support of research and/or teaching activities

(or a combination of the above)

More detailed information including examples can be found at Appendix 1.

Additionally the position of Honorary Clinical Chair, Manchester Academic Health Science Centre may be conferred on a clinician who is making is making an outstanding contribution to their clinical profession and to one or more of the MAHSC partners and beyond *and also* a significant contribution to either teaching or research activity as defined in Appendix 1. Further details can be found in section 3.

Honorary appointments may only be offered when at least one of the above criteria is met. Honorary appointments should not be used as a means of providing other individuals (e.g. Visiting Scientists) with access to University facilities such as email, library or buildings, nor should it be used for paid employment. The expectation is that honorary appointments will no longer be routinely offered to administrative and technical staff. Please refer to Appendix 2 for further information on requirements for access to email/other IT systems or buildings.

Exceptional cases should be discussed with the Head of Human Resources.

**2. Honorary Titles**

The designation ‘honorary’ may be attached to any of the academic/research titles currently in operation in the University as follows:-

* Honorary Teaching Associate
* Honorary Research Assistant
* Honorary Research Associate
* Honorary Research Fellow
* Honorary Senior Research Fellow
* Honorary Lecturer (Teaching and Research)
* Honorary Senior Lecturer (Teaching and Research)
* Honorary Reader (Teaching and Research)
* Honorary Lecturer (Teaching)
* Honorary Senior Lecturer (Teaching)
* Honorary Reader (Teaching )
* Honorary Professor
* Honorary Clinical Professor, Manchester Academic Health Science Centre

Please note that there should be no deviation from the above job titles other than the addition of the word ‘Clinical’ where appropriate. Where a School/Division wishes to use an alternative job title this must be agreed with the relevant HR Partner. HR Services will record the full job title as above on the HR system in order that Schools/Divisions may report on specific area of contribution should they need to.

Those people whose substantive NHS role is Consultant will be appointed as Honorary Senior Lecturer.

**3. Standards**

An honorary appointment is conferred on an individual in recognition of contribution equivalent in standing to that expected of the grade in question. A stress is placed on ‘equivalence’ and there is a clear recognition that this may extend beyond conventional academic criteria to embrace standing in industry, commerce or the public or voluntary sector. An honorary appointment is awarded as a mark of individual standing and in expectation of a contribution that may benefit the University.

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.

When determining the level of honorary appointment Schools/Divisions should refer to the criteria for appointments and promotions which can be found on the [Faculty intranet](http://www.mhs.manchester.ac.uk/intranet/admingroups/humanresources/policiesandprocedures/academicpromotions/) (these apply to appointments at the level of Honorary Research Fellow, Honorary Lecturer (Teaching & Research), Honorary Lecturer (Teaching) and upwards).

Candidates can exceptionally be considered for the title of Honorary Professor when the School/Institute or Faculty wishes to consolidate a relationship with a distinguished person whose professional standing is equivalent to that of Professor in the University.

An Honorary Clinical Professor, Manchester Academic Health Science Centre, will have a professional clinical standing *equivalent* to that of a substantive Professorial appointment in the University. The appointment will be subject to the terms of appointment outlined below and will formally reside in one of the Faculty’s Schools/Divisions.

**4. Terms of appointment**

* No remuneration will be attached to the posts (apart from agreed travel expenses)
* Unless otherwise requested by a School/Division, all appointments will be for 3 years in the first instance (each School to advise the Faculty Human Resources office of the duration of the appointment). Decisions regarding extension of the appointment should be made at least three months in advance of the current appointment end date.
* Appointments may be terminated by either party in advance of the appointment end date by providing one month’s written notice.
* For the avoidance of doubt an honorary appointment does not constitute a contract of employment.
* The benefits relating to the honorary appointment are outlined in the letter of appointment
* Standard letters of appointment have been developed to reflect the different nature of honorary appointments/appointments for non-employees within the Faculty. These can be found at Appendix 6 and Appendix 7

**5. Appointments process**

5.1 Appointments below Honorary Chair

The Head of School/Division is responsible for approving all appointments below that of Honorary Professor. Requests for honorary appointments should be made to the Head of School/Division and should include

* A brief written case as to why the honorary appointment should be offered (where the proposed appointee is an employee of the NHS details of the employing NHS Trust should be included) – this should be completed by a senior University member of staff proposing the appointment
* A CV completed in accordance with the [Faculty CV guidelines](http://www.mhs.manchester.ac.uk/intranet/admingroups/humanresources/policiesandprocedures/academicpromotions/) - this should be completed by the individual
* For NHS staff a brief letter of sponsorship from the Trust Clinical Director, Medical Director, Hospital Dean or person of equivalent standing in the relevant NHS Trust
* A standard request form which can be found at Appendix 2.

Where an informal request for an honorary appointment is received Schools/Divisions may wish to use the letter at Appendix 5 that sets out what is required which can be sent to the applicant along with the standard request form.

5.2 Appointments to the position of Honorary Chair

These must be submitted by the Head of School/Division to the FLT for approval. The paperwork should include

* A brief written case as to why the honorary appointment should be offered (where the proposed appointee is an employee of the NHS details of the employing NHS Trust should be included) – this should be completed by the Head of School/Division
* A CV completed in accordance with the [Faculty CV guidelines](http://www.mhs.manchester.ac.uk/intranet/admingroups/humanresources/policiesandprocedures/academicpromotions/) - this should be completed by the individual
* For NHS staff a brief letter of sponsorship from the Trust Clinical Director, Medical Director, Hospital Dean or person of equivalent standing in the relevant NHS Trust
* 3 references
* A standard request form which can be found at Appendix 2.

5.3 Appointments to the position of MAHSC Honorary Clinical Chair

These must be submitted by the Head of School/Division to the Head of Human Resources who will arrange for the case to be considered by a panel comprising:

* Vice-President & Dean, FBMH
* Associate Dean for Clinical Affairs, FBMH
* MAHSC Research Director
* MAHSC Partner Trust Medical Director or alternatively the MAHSC Clinical Director
* MAHSC Partner Trust R&D Director
* Head of School, FBMH
* Associate Dean, FBMH

Appointees must hold an appointment with one of the MAHSC Partners.

The paperwork should include

* A brief written case as to why the appointment should be offered (this should include details of the employing NHS Trust) – this should be completed by the Head of School/Division
* A CV completed in accordance with the [Faculty CV guidelines](http://www.mhs.manchester.ac.uk/intranet/admingroups/humanresources/policiesandprocedures/academicpromotions/) - this should be completed by the individual
* A brief letter of sponsorship from the Trust Medical Director – this should confirm that the individual is making an outstanding contribution to their clinical area of expertise
* 3 references
* A standard request form which can be found at Appendix 2

**6. Promotion of honorary appointees**

6.1 Below Chair

Honorary appointees may apply for promotion to a more senior honorary appointment as per the [Principles underlying Academic Promotions](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11) for the University of Manchester. The documentation should be the same as is required for applications from substantive members of staff.

[Applications for promotion](http://www.staffnet.manchester.ac.uk/bmh/pss-activities/hr-activities/promotions/) below the level of Honorary Professor will be dealt with by the School Promotions Committee. Approved cases should be reported by the School to the relevant Trust Medical Director and Director of Human Resources.

6.2 Promotion to Honorary Chair

Applications for promotion to Honorary Chair will be considered first by the School Promotions Committee and then the Faculty Promotions Committee. Cases at this level will be reported to the Board of Governors. Approved cases at this level should also be reported by Human Resources to the relevant Trust Medical Director and Director of Human Resources (where the appointee holds a substantive post with an NHS Trust).

The documentation should include

* Individual statement
* Senior Colleague statement (a senior representative of the University who supports the application for promotion)
* CV
* References
	+ The candidate should supply the names of 2 referees
	+ The relevant Head of School/Division should provide a further 3 names
	+ The references should be from senior academic leaders and/or senior clinical leaders from leading academic/clinical institutions who are independent of the candidate
	+ One of the referees for promotion should be the Medical Director or equivalent of the Trust where the substantive appointment is held.
	+ At least 3 of the 5 names should normally be international referees
	+ The Head of School/Division will select 4 of the 5 referees (which will include the Medical Director or equivalent) and the referees will be approached by the School/Division and asked to submit a reference.
* In line with new appointments above, promotion to Honorary Chair is based on the academic contribution of the individual

6.3 Promotions to MAHSC Honorary Clinical Chair

Applications for promotion to Honorary Clinical Chair, Manchester Academic Health Sciences Centre, will be considered first by the School Promotions Committee, then by a panel comprised as above (see 5.3) and finally will be reported to the Board of Governors. Approved cases at this level should also be reported by Human Resources to the relevant Trust Medical Director and Director of Human Resources.

*Candidates must hold an appointment with one of the MAHSC Partners.*

The documentation should include

* Individual statement
* Senior Colleague statement (a senior representative of the University who supports the application for promotion)
* CV
* References
	+ The candidate should supply the names of 2 referees
	+ The relevant Head of School/Division should provide a further 3 names
	+ The references should be from senior academic leaders and/or senior clinical leaders from leading academic/clinical institutions who are independent of the candidate
	+ One of the referees for promotion must be the Medical Director of the Trust where the substantive appointment is held.
	+ At least 3 of the 5 names should normally be international referees
	+ The Head of School/Division will select 4 of the 5 referees (which will include the Medical Director) and the referees will be approached by the School/Division and asked to submit a reference.
* In line with new appointments above, promotion to MAHSC Honorary Clinical Chair is based primarily on the outstanding clinical contribution of the individual to one of the MAHSC partners and beyond, e.g. national/international standing. Candidates are expected to clearly demonstrate the extent and the impact of this contribution. Candidates are also expected to make a significant academic contribution however the primary consideration for promotion will be the clinical contribution.

**7. Review of existing honorary appointments**

Existing Honorary appointments will be reviewed, at the latest, three months in advance of the current appointment end date. A pro-forma, which asks the honorary appointee to set out their contribution to the University, can be found at Appendix 4 and should be issued to the honorary appointee by the School. The form must be verified by a senior colleague who is a substantive University employee, normally the person who originally proposed the honorary appointment and approved by the relevant Head of School.

Extensions to existing appointments can be approved by the relevant Head of School as long as s/he is satisfied that this is warranted based on the information provided in the pro-forma. Extensions will then be confirmed in writing by HR Services on receipt of a fully authorized pro-forma (as set out at Appendix 4).

Where the Head of School decides to withdraw an honorary appointment partway through the appointment this should be discussed in the first instance with the Head of Human Resources. Where the Head of School decides not to renew an appointment at the end of the period of appointment this can be confirmed directly to HR Services who will write to the individual.

**Appendix 1**

**Criteria for appointment**

Building professional relationships and collaborations with other organizations or on occasion with other individuals

Contribution in this category will be to teaching and/or research, examples of which are set out below.

Significant contribution to teaching of undergraduate and/or postgraduate students

Examples

* Academic Adviser
* Lead PBL Tutor in Years 3 and 4
* Examinations lead for particular examinations at the various sectors
* Regular OSCE examiner (having attended OSCE training and/or refresher courses)
* SSC supervisor
* Project Options Supervisor
* Lead for areas at the sectors such as communication skills, student support etc
* Lead/member of module design teams for new curriculum
* Regular lecturer to undergraduate medical students at Stopford Building (years 1 and 2) or sectors (years 3-5)
* Contributor to assessments as question writer (EMQ, MCQ with UMAP) or OSCE designer
* Course unit leader for PGT programmes
* Regular contributor as Lecturer/tutor/seminar leader on PGT programmes
* Regular supervisor of PGT research projects

Significant contribution to research activities

* Investigator or Principal Investigator on significant external grants
* Publishing high quality research papers
* Supervision of postgraduate research degrees.
* Examiner for PhD or MD – Internal and external examining duties
* Contribution to national or international guidelines
* Invited plenary lectures at national or international conferences
* Invited fellowships
* Editorial activities for academic journals
* Other research activities (for example, translation of research findings into practice or policy, public engagement, major reviewing role for journals and grant giving bodies)

Significant contribution in support of research and/or teaching activities

* Administrative/support staff who need access to online library resources in order to review and record the research outputs of clinical academic staff with joint appointments
* Administrative/support staff in partner organizations who are involved in the delivery of training and who need access to online library resources in order to remain up to date with latest research developments.

**Appendix 2 Application for a University of Manchester IT account**

There are now two options for giving people who are not employees access to University IT facilities/buildings.

**1.  An Honorary Appointment is awarded**

Details of honorary appointments will be forwarded by the School to HR Services who will set up the honorary appointment on CRM/Resourcelink.  Access to the library facilities can only be gained by setting up on Resourcelink.  Schools will need to be discerning as to who genuinely needs access to library facilities.

**2.  For those who do not meet the criteria for an Honorary Appointment but who still require access to University IT facilities/buildings**

This may include

* Visitors, Visiting Academics and Visiting Scientists. This status is usually granted to visiting academics, former research staff or PhD students. This particular group may require additional time to finish writing papers for their thesis and need access to University resources to do so (IT, building/lab or both). It can also be given to external staff who may require access to Blackboard for either lecturing or marking or to visiting academics (particularly those from overseas) who may be visiting for collaborative research or will just require building access for an extended period.

This status is usually issued for less than 6 months but can be granted by a Head of School or his/her representative for up to 2 years. A template appointment letter is included at Appendix 7 for Schools and Faculties to issue.

This status cannot be given to UG, PGT or PGR students (there is a separate ‘Visiting Student’ status which requires the payment of bench fees).

* Individuals undertaking a short period of work experience
* Contractors, agency workers

A request for access to IT systems, following receipt of the appointment letter referred to above, which should include the **Application for a University of Manchester IT account Form** (see below), should be routed via:

* the Head of School, Head of School Operations/Head of Student Operations; using the **Application for a University of Manchester IT account Form** (see below) The HoSO will approve/deny the request

The approved form should be forwarded to HR Services who will set up the individual which then enables an IT account/ID card. Subsequently access to other University systems can be applied for as required.

**Human Resources and IT Services**

**Application for a University of Manchester IT account** **Version: 1.3 (June 2015)**

**This form is for people requiring access to University IT facilities who are not paid through the University payroll (e.g. agency staff, contractors, visiting staff, work experience)**

**Please note this form should NOT to be used for honorary appointments.**

Please complete the following in BLOCK LETTERS. Please note that all appropriate fields must be completed before action can be taken.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name of applicant  |  | Home address and postcode |  |
| Title (Mr, Mrs, Dr, etc) |  |
| Telephone number |  | Email address |  |
| Date of birth (dd/mm/yyyy) |  | Gender |  |
| Nationality |  | NI number (optional) |  |
| Faculty /Directorate |  | School / department |  |
| Job title |  | Research group (if appropriate) |  |
| Location / building  |  | Room number |  |
| Start date (dd/mm/yyyy) |  | End date (dd/mm/yyyy) 3 years maximum |  |
| Reason an IT account is required |  |
| **Confidentiality**In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public. You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996. |
| **Data Protection** Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:• Only access data necessary to undertake the task you have been assigned;• Never disclose personal data to a third party;• Never use personal data for your own purposes;• Never remove personal data from University premises without authorisation;• Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;• Always lock your computer if you leave it unattended.These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems. Your line manager will be able to provide further information or guidance can be found at: [www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk) |
| **Declaration:** I wish to apply for a University of Manchester IT Account for the period specified.I have read, understood and agree to abide by the terms above and the University of Manchester IT Security Policies: <http://www.itservices.manchester.ac.uk/our-services/security/policy/>  |
| signature of applicant  |  | date |  |
| **Applicant to return completed form to relevant Line Manager or Head of School Operations/Head of Student Operations**  |
| **Approval required by relevant Line Manager or Head of School Operations/Head of Student Operations** |
| Manager’s name |  | Manager’s signature |  |
| Manager’s job title |  | date |  |
| **Manager to return completed form to: HR Services, 2nd Floor, Simon Building, The University of Manchester, Manchester M13 9PL** |

**Appendix 3 New Honorary Appointment Approval Form (a 3 year appointment will be made)**

*Please see section 5 for additional documentation to be provided*

|  |  |
| --- | --- |
| Completed by |  |
| Full name of applicant  |  | Home address and postcode |  |
| Title (Mr, Mrs, Dr, etc) |  |
| Telephone number |  | Email address |  |
| Date of birth (dd/mm/yyyy) |  | Gender |  |
| Nationality |  | NI number (optional) |  |
| Faculty /Directorate |  | School / Department |  |
| Clinical Specialty (if applicable) |  | NHS Trust or external organisation (if applicable) |  |
| Contribution to the University (Please tick) | Undergraduate |  | Honorary Title requested |  |
| Postgraduate |  | Start date (dd/mm/yyyy) |  |
| Research |  | End date (dd/mm/yyyy) 3 years maximum |  |
| Teaching |  |
| Managerial/Admin |  | Research group (if appropriate) |  |
| Other |  |
| **Confidentiality**In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public. You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996. |
| **Data Protection** Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:• Only access data necessary to undertake the task you have been assigned;• Never disclose personal data to a third party;• Never use personal data for your own purposes;• Never remove personal data from University premises without authorisation;• Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;• Always lock your computer if you leave it unattended.These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems. Your line manager will be able to provide further information or guidance can be found at: [www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk) |
| **Declaration:** I wish to apply for a University of Manchester IT Account for the period specified.I have read, understood and agree to abide by the terms above and the University of Manchester IT Security Policies: <http://www.itservices.manchester.ac.uk/our-services/security/policy/>  |
| signature of applicant  |  | date |  |
| **Applicant to return completed form to relevant Line Manager or Head of School Operations/Head of Student Operations who will submit to Head of School** |
| **Approval required by Head of School**  |
| Manager’s name |  | Manager’s signature |  |
| Manager’s job title |  | date |  |
| **Manager to return completed form to: HR Services, 2nd Floor, Simon Building, The University of Manchester, Manchester M13 9PL** |

**Appendix 4 – Pro-forma for review of honorary appointments**

Name:………………………………………………………………………………………………

Title:………………………………………………………………………………………………..

School:……………………………………………………………………………………………..

Please outline your past and current contributions to the University under the following headings (Please note, only publications in which the University of Manchester is recognized by inclusion in your address line should be included below):

**Teaching/Education (University undergraduate [e.g MB. ChB; BSc and/or postgraduate [e.g MSc, MRes] only.)**

**Research (Please only include research undertaken for and acknowledging the University of Manchester)**

**Other (please specify nature of contribution)**

Signed:………………………………………………………………………………………………….

Date:…………………………………………………………………………………………………….

Verified by:\*………………………………………………………………………………………..

\* Verifier must be a senior colleague who is a substantive University employee, normally the person who originally proposed the honorary appointment

**Please return completed form to Head of School for approval**

Signed (Head of School):…………………………………………………………………………….

**Please return completed form to HR Services for extension letter to be issued**

**Appendix 5 – letter acknowledging informal applications**

Dear XXXX

Thank you for applying for an honorary contract in the School of (xxx) within the Faculty of Biology, Medicine and Health 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 at xxxxx 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 channelled through the University as has been agreed by MAHSC. (include where appropriate)

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.

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 Faculty 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 (see appendix 3) outlining those areas of University activity to which you believe you would contribute. This must be endorsed by one of our Division Leads or his/her representative.

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

**Appendix 6 – Letters**

Letter 1 – for NHS staff engaged directly in teaching and/or research

Dear

**Honorary appointment at the University of Manchester**

I am delighted to confirm your honorary appointment, made in recognition of your contribution to the academic work of the Faculty of Biology, Medicine and Health.

Your appointment is that of (title) in the (Research Group/Division) within the (School/Division). The appointment is from (start date) to (end date)

There are a number of benefits associated with the appointment and these are outlined below:

* Provision of a University ID swipe card for access to buildings etc.
* Full borrowing rights with the John Rylands University library
* Full access to University computing facilities, including University subscription to on-line journals
* Membership of one of the (number) Schools within the Faculty
* Receipt of e-bulletin on a six monthly basis
* Invitation to meetings within the School/Faculty on a regular basis

Your Head of School will, in due course, discuss this with you the contribution that you can make to the School as an honorary appointee. In the meantime the appointment is subject to the following conditions

* You will be expected to ensure that any clinical research that you conduct or supervise complies with the Department of Health Research Governance Framework for Health and Social Care ([www.dh.gov.uk/research](http://www.dh.gov.uk/research)), and any relevant regulatory requirements.

* It is a condition of this offer that all research grant income in support of services you provide should be administered through the appropriate MAHSC/University channels: further clarification of this condition may be obtained from your Head of School.
* All published work arising from work that bears your name must be accredited to the "University of Manchester": We insist on this condition to obtain appropriate bibliometric recognition for the intellectual and/or physical and financial resource provided by the university and to ensure that achievements and impact are identified without ambiguity. All Publications should also use Manchester Academic Health Science Centre (MAHSC) in the name, with an appropriate address. You are advised to present the information in the following way **The University of Manchester, Manchester Academic Health Science Centre, [Trust name], Address.**
* At the discretion of your Head of School, you may be expected to contribute to undergraduate and/or postgraduate teaching, including undertaking the role of an academic advisor.

Please note that if you will be involved in the supervision of PGR students (including MD students) under your honorary appointment the following points will apply:

* You should familiarize yourself with the [University's current code of practice](http://www.staffnet.manchester.ac.uk/services/rbess/) for postgraduate research degrees, and in particular the section on supervision
* You should attend University supervisor awareness sessions
* You will be required to use the University's online progress monitoring system, e-Prog.

As mentioned above the appointment is for an initial period of three years and will be reviewed prior to the end of that period by your Head of School who will be responsible for deciding whether to renew the appointment for a further period. To help you to understand the criteria on which that will be based, a copy of the document you will be required to fill in at the time of review is appended.

Please note that as an honorary appointee you are not an employee or a member of the University’s staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

The University may terminate the appointment with immediate effect in the event that you are in breach of any of the provisions of this letter or if your conduct brings yourself or the University into disrepute.

I appreciate that this letter is somewhat formal but if you have any questions or wish to seek clarification on any aspect of the letter please do not hesitate to contact the Faculty Human Resources office on (number).

To make use of the University library and IT facilities you will need to obtain a photo-identity card which is issued from the HR Services office based on 2nd Floor, Simon Building, Brunswick Street, Manchester M13 9PL (a map and directions can be viewed on the [University website](http://www.manchester.ac.uk/)).

We shall need to see both your actual passport and a signed copy of this offer letter when you come in for your ID card so please ensure you bring these with you. Please note that without these we shall not be able to start processing your card. Also please note that once we have checked your passport and received your signed offer letter it can then take up to 48 hours for the system to process your card. We strongly encourage you therefore to contact the office first on 0161 275 1364 to confirm that your identification card can be collected rather than simply attending as we would not wish you to have a wasted journey.

I should be grateful if you would confirm your acceptance of this appointment and the associated conditions outlined in it by returning a signed copy of this letter to:

Human Resources

Address

Finally I wish you a warm welcome to the University and look forward to an association that is mutually rewarding.

Yours Sincerely

Employment Services Officer

Encs

Letter 2 – Other honorary appointments

Dear XXXX

**Honorary appointment at the University of Manchester**

I am delighted to confirm your honorary appointment, made in recognition of your contribution to the academic work of «Faculty».

Your appointment is that of «Honorary post title » in «School» within «Faculty». This appointment is from «start date » to «end date ». Your contact within the School will be «Contact».

There are a number of benefits associated with the appointment and these are outlined below:

• Provision of a University ID swipe card for access to buildings, etc.

• Full borrowing rights with the John Ryland’s University library

• Full access to University computing facilities, including University subscription to on-line journals

 • Membership of a School within the Faculty

Your Head of School will, in due course, discuss with you the contribution that you can make to the School as an honorary appointee.

As mentioned above, the appointment is for an initial period until «end date » and will be reviewed prior to the end of that period by your Head of School who will be responsible for deciding whether to renew the appointment for a further period. Further periods of appointment and renewal are based on contribution to the University.

Your appointment may be terminated by either you or the University at any time, by giving one calendar months’ written notice. The University may terminate the appointment with immediate effect in the event that you are in breach of any of the provisions of this letter or if your conduct brings yourself or the University into disrepute.

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.

To publish in the University’s name, you must ensure that you comply with the University’s Code of Good Research Conduct. All published work that bears your name arising from work created in the course of your honorary activities for the University must be accredited to the University of Manchester.

Please note however that as an honorary appointee you are not an employee or a member of the University’s staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

Data Protection

Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:

• Only access data necessary to undertake the task you have been assigned;

• Never disclose personal data to a third party;

• Never use personal data for your own purposes;

• Never remove personal data from University premises without authorisation;

• Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;

• Always lock your computer if you leave it unattended.

These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems. Your Head of Department will be able to provide further information or guidance can be found at: [www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk)

To make use of the University library and IT facilities you will need to obtain a photo-identity card which is issued from the HR Services Office based on the 2nd floor of the Simon Building (a map and directions can be viewed on the University website at [www.manchester.ac.uk](http://www.manchester.ac.uk)). Please bring this letter and your passport with you at that time.

You are advised to contact the office on 0161 275 4499 to confirm that your identification card can be issued before attending.

Finally I wish you a warm welcome to this honorary position and look forward to a continuing association that is mutually rewarding.

Yours sincerely

**Employment Services Officer**

**Appendix 7 Letter acknowledging Visitors, Academic Visitors and Visiting Scientist appointment – to be issued by the School/Department**

Dear XX

I am delighted to confirm your Visitor, Visiting Academic or Visiting Scientist appointment in the «School» within the «Faculty». This appointment is from XX to XX.

There are a number of benefits associated with the appointment and these are outlined below:

• Provision of a University ID swipe card for access to buildings,

• Full borrowing rights with the John Ryland’s University library

• Full access to University computing facilities, including University subscription to on-line journals

Please note however that as a Visitor, Academic Visitor or Visiting Scientist you are not an employee or a member of the University’s staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

Data Protection

Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:

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• Never disclose personal data to a third party;

• Never use personal data for your own purposes;

• Never remove personal data from University premises without authorisation;

• Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;

• Always lock your computer if you leave it unattended.

The University may terminate the appointment with immediate effect in the event that you are in breach of any of the provisions of this letter or if your conduct brings yourself or the University into disrepute.

To make use of the University library and IT facilities you must complete the enclosed IT Account Application Form and return this to me. Following this you will need to obtain a photo-identity card which is issued from HR Services on the 2nd floor of the Simon Building (a map and directions can be viewed on the University website at [www.manchester.ac.uk](http://www.manchester.ac.uk)). Please bring this letter and your passport with you at that time.

May I welcome you to the University and should you have any queries regarding this appointment please do not hesitate to contact me.

Yours sincerely

**School/Department**

Enc. Application for a University of Manchester IT account Form