



## HULL YORK MEDICAL SCHOOL

### Policy on Honorary Titles

<b>Approval Process:</b>	
<b>Committee</b>	<b>Outcome/Date of approval</b>
Equality Diversity Inclusion Committee	9 October 2023
Management Board	16 October 2023
Joint Senate Committee	8 November 2023
<b>To be implemented from:</b>	16 November 2023
Responsibility to update:	Dean or Deputy Dean

To obtain this Policy in an alternative format, please contact [governance@hyms.ac.uk](mailto:governance@hyms.ac.uk)

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### **1. Introduction and purpose**

- 1.1. The Hull York Medical School uses Honorary Titles to confirm regular, ongoing collaborations (not occasional visits) between the School and individuals employed by other organisations such as the NHS and other higher education institutions. An Honorary Title recognises the individual's significant contribution to teaching and research activity in the School.
- 1.2. Employees of the Universities of Hull and York are not eligible for the award of honorary titles from the Medical School.
- 1.3. Additionally, the award of Honorary Reader or Honorary Professor may be made in recognition of an individual's achievement in research, scholarship or teaching or whose professional standing and reputation are equivalent to that of a substantive Reader or Professor appointment in the Medical School. Honorary Readers or Honorary Professors will make a significant contribution to either teaching or research activity within the School and be making a national or international contribution to their profession.
- 1.4. An Honorary Title is not an employment contract. No remuneration is paid to those holding an Honorary Title.
- 1.5. An Honorary Title is conferred for up to five years with the possibility of renewal where appropriate.
- 1.6. Holders of Honorary Titles can request access to the School and University premises and facilities, including the use of the School's IT systems and the Universities' library services.
- 1.7. HYMS has the right to make the final decision of awarding or not awarding an Honorary Title to an applicant. Where possible, HYMS will endeavour to provide feedback to unsuccessful applicants to improve their future applications.

## **2. Equality, diversity and inclusion**

- 2.1. Hull York Medical School is committed to the principles of equality, diversity and inclusion that underpin our society. We hold the following organisational values:
  - 2.1.1. Everyone counts: we promote a culture of diversity, respect and aspiration, and empower everyone to reach their potential.
  - 2.1.2. Pursuing excellence: we combine a pioneering approach with innovation methods to drive excellence in all we do.
  - 2.1.3. Socially responsible: we are dedicated to public service and to improving lives within our communities.
  - 2.1.4. Collaborative: we work in partnership, recognising the strengths of others.
- 2.2. The School complies with the [Equality Act 2010](#) which states that it is against the law to discriminate against someone because of a protected characteristic including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 2.3. Public sector equality duty: it is recognised that in higher education and health care there is differential opportunity for advancement and achievement related to an individual's protected characteristics. The School is committed to advance equality of opportunity between people from different groups. This involves considering the need to:
  - 2.3.1. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - 2.3.2. Meet the needs of people with protected characteristics.
  - 2.3.3. Encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
  - 2.3.4. Foster good relations between people from different groups.
- 2.4. To achieve this the School will actively monitor the characteristics of individuals awarded honorary titles and develop actions to promote equity of opportunity in the award of Honorary Reader and Honorary Professor.
- 2.5. When considering the award of Honorary Reader or Honorary Professor, account must be taken of:
  - 2.5.1. Less than full time work
  - 2.5.2. Disabilities, health conditions or other seriously adverse personal circumstances
  - 2.5.3. Parental leave and caring responsibilities
- 2.6. Applicants for Honorary Reader or Honorary Professor titles may wish to discuss with the Dean any personal circumstances that should be considered when assessing whether the criteria have been achieved.

2.7. When considering the award of Honorary Reader or Honorary Professor, the focus should be on quality rather than quantity. The quality of output or contribution should not be compromised and must be carefully assessed in line with the guidance in table 4.2. The quantity is something that should be considered in a flexible way in the context of declared individual circumstances, including those set out in 2.5

### 3. Criteria for Honorary Research Fellow, Honorary Lecturer, and Honorary Senior Lecturer

3.1. The table below provides guidance for the appropriate use of Honorary Research Fellow, Honorary Lecturer, and Honorary Senior Lecturer:

Title	Employment	Criteria
Honorary Research Fellow	<ul style="list-style-type: none"> <li>• Doctors in training</li> <li>• Clinical Skills Facilitators,</li> <li>• Nursing, Midwifery and Allied Health Professions</li> <li>• Academic Clinical Fellows</li> <li>• Visiting researchers from other universities</li> <li>• Non-clinical teachers or researchers with appropriate skills and expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate qualification and experience.</li> <li>• Actively involved in collaborative research with HYMS.</li> <li>• Peer-reviewed research publications.</li> </ul>
Honorary Lecturer	<ul style="list-style-type: none"> <li>• Doctors in training</li> <li>• Clinical Skills Facilitators</li> <li>• Nursing, Midwifery, and Allied Health Professions</li> <li>• Non-clinical teachers or researchers with appropriate skills and expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate qualification and experience.</li> <li>• Ongoing contribution to medical education, involved in collaborative research or knowledge exchange activity in the School.</li> </ul>
Honorary Senior Lecturer	<ul style="list-style-type: none"> <li>• Doctors on the appropriate GMC Specialist or GP Register or specialist, associate specialist and specialty doctors</li> <li>• Nursing, Midwifery, and Allied Health Professions</li> <li>• Clinical Skills Facilitators</li> <li>• Non-clinical teachers or researchers with appropriate skills and expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate qualification and experience.</li> <li>• Ongoing contribution to medical education, involved in collaborative research or knowledge exchange activity in the School.</li> <li>• Having a leadership or developmental role at local level.</li> </ul>

#### 4. Criteria for Honorary Reader and Honorary Professor

4.1. This table below sets out the criteria for Honorary Reader and Honorary Professor:

Title	Employment	Criteria
Honorary Reader or Professor	<ul style="list-style-type: none"> <li>Doctors on the appropriate GMC Specialist or GP Register or specialist, associate specialist and specialty doctors</li> <li>Nursing, Midwifery, and Allied Health Professions</li> <li>Clinical Skills Facilitators</li> <li>Non-clinical teachers or researchers with appropriate skills and expertise</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate qualification and experience including recognised qualification in medical education and/or research.</li> <li>Ongoing contribution to medical education and/or health related research and/or knowledge exchange.</li> <li>Senior figure with established national reputation in medical education and/or research.</li> </ul>

4.2. This table below sets out the **specific guidance for meeting the criteria on research, teaching, citizenship and values:**

	Honorary Reader	Honorary Professor
<b>Research</b>	Sustained research activity or reputation at a national level	Sustained research activity/reputation at international level
	High-quality research outputs (REF 3*plus or equivalent)	A substantial body of high-quality research outputs (REF 3* or equivalent)
	Invited speaker at national and international events	Invited speaker at national and international events
	Evidence of sustained external grant funding as Principal Investigator (PI) or Co-Investigator (Co-I)	A sustained track-record of significant external grant funding as PI
	Part of the supervisory team of PGR students and/or research staff	part of the supervisory team of PGR students and/or research staff
		Evidence of external esteem roles (e.g. grant panels, journal editor, advisory committees, etc.)
<b>AND/OR</b>		
<b>Teaching</b>	Sustained commitment to undergraduate or postgraduate education at HYMS including curriculum, teaching materials and assessment design, development and delivery	Sustained commitment to undergraduate or postgraduate education at HYMS including curriculum, teaching materials and assessment design, development and delivery

		Evidence of contribution to educational strategic development at a national or international level or significant other education leadership responsibility
	Discipline-specific teaching	Disciplinary and Interdisciplinary teaching
<b>AND/OR</b>		
<b>Citizenship</b>	HYMS Committee involvement	HYMS Committee involvement or leadership
	Engagement with non-specialist audiences	Engagement with non-specialist audiences
	Voluntary agency support or involvement	Voluntary agency support or involvement
	Evidence of building and sustaining partnerships or multi/interdisciplinary working	Evidence of leading and sustaining partnerships or multi/interdisciplinary working
<b>Values</b>	Evidence of HYMS values in professional life	Evidence of HYMS values in professional life

- 4.3. Corroborating evidence will be necessary to demonstrate areas of strength or achievement.
- 4.4. The award of Honorary Reader and Honorary Professor will likely be made when an applicant is able to demonstrate strong evidence in all of the areas for an honorary professorial.
- 4.5. Where there are some areas of strength and other areas where further evidence needs to be developed, recommendation for Honorary Senior Lecturer or Honorary Reader is more likely depending on the evidence presented.
- 4.6. Where an applicant is exceptional in one particular area, allowances will be made for areas of lesser strength (for example if an applicant has numerous high quality grant awards or has teaching quality of longevity and international renown then allowances will be made for relative gaps in other areas).
- 4.7. For all awards of Honorary Titles there will be an expectation of a significant contribution to medical school life (for example, teaching, mentorship, assessment, leadership, etc).
- 4.8. All the equality factors set out in Section 2 will be considered when deciding whether or not a recommendation for Honorary Reader or Professor is made.

## **5. Procedure for approval and renewal**

- 5.1. Honorary titles will only be awarded or renewed when evidence is presented that the relevant criteria are met.
- 5.2. The table below outlines the procedure of approving and renewing Honorary Titles:

Title	Procedure
Honorary Lecturer	<p><b>For teaching staff:</b></p> <ul style="list-style-type: none"> <li>a) Application is not required.</li> <li>b) For primary care and other community-based placement providers, titles are approved and renewed by the Director of Primary Care Education with delegated authority by the HYMS Management Board. The Programme Delivery Team will be responsible for the administration.</li> <li>c) For secondary care, titles are approved and renewed by Clinical Deans at NHS Trusts (in liaison with Trust HR team where required) with delegated authority by the HYMS Management Board. The Student Liaison Office in the Trust is responsible for the administration.</li> <li>d) HYMS will conduct an Annual Monitoring with the Clinical Deans and Director of Primary Care to ensure that the Honorary Titles reflect the accurate workforce. Following the Annual Monitoring, a Joint Annual Report is submitted to the Management Board for consideration.</li> </ul>
Honorary Senior Lecturer	<p><b>For Research staff:</b></p> <ul style="list-style-type: none"> <li>a) Recommendation by a HYMS staff member is required.</li> <li>b) Application is made by recommendation to the Dean through the Executive Office with a supporting CV and covering letter / email from the individual.</li> <li>c) Titles are approved and renewed by the Dean and administered through the Executive Office.</li> </ul>
Honorary Research Fellow	<ul style="list-style-type: none"> <li>a) Recommendation by a HYMS staff member is required.</li> <li>b) Application is made by recommendation to the Dean through the Executive Office with a supporting CV and covering letter / email from the individual.</li> <li>c) Titles are approved and renewed by the Dean and administered through the Executive Office, on the recommendation from the relevant Head of Centre (or equivalent).</li> </ul>
Honorary Reader or Honorary Professor	<ul style="list-style-type: none"> <li>a) Application is made to the Dean by email with a supporting CV.</li> <li>b) Executive office contacts the applicant to highlight our approach to EDI and asking them to consider if there are personal circumstances that should be disclosed</li> <li>c) The application is reviewed by the School Executive Committee with a supporting case proforma completed by the Dean.</li> <li>d) If a case for support is established by the executive committee the title is recommended by the Dean to the HYMS Joint Senate Committee for approval, including renewal.</li> </ul>

## 6. Annual Checking

6.1. To ensure effective and efficient operations of this Policy, an Annual Check will take place jointly between the HYMS Executive Office, Clinical Deans (for secondary care), and Director of Primary Care. The aims of the Annual Check are:

6.1.1. Review the administration of the approval and renewal process to

troubleshoot and improve the process.

- 6.1.2. Ensure the Honorary Titles held by individuals at the hospitals and GP practices reflect the accurate workforce. The Clinical Deans and Director of Primary Care hold the responsibility to notify HYMS of any changes.
- 6.1.3. Monitor and rectify any data incompleteness and inaccuracy.
- 6.1.4. Prepare a Joint Annual Report to the HYMS Management Board.

## **7. Withdrawal and suspension of Honorary Titles**

- 7.1. HYMS reserves the right to withdraw or suspend an individual's Honorary Title at any time.
- 7.2. The decision to withdraw or suspend an Honorary Title is made by the Dean of HYMS.
- 7.3. The decision to withdraw or suspend the title of Honorary Reader or Professor is made by the HYMS Joint Senate Committee on the recommendation from the Dean of HYMS.
- 7.4. An Honorary Title may be withdrawn or suspended for the following reasons (this list is not exhaustive):
  - 7.4.1. The individual no longer meets the criteria for the Honorary Title.
  - 7.4.2. The individual's registration with their statutory or professional regulatory body lapses, ceases, or is suspended.
  - 7.4.3. The individual's clinical practice is subject to restriction by their employers.
  - 7.4.4. Any other reason (e.g. non-clinical disciplinary issues) that might bring the title or the reputation of the Medical School into disrepute.
- 7.5. It is the responsibility of the title holder to inform the Medical School immediately if any of the conditions in 7.4.1 to 7.4.4 arise.
- 7.6. The Dean of HYMS is responsible for making the decision of re-conferring an Honorary Title to any individual whose Honorary Title has been withdrawn or suspended, except for the titles of Honorary Reader or Professor which is decided by the HYMS Joint Senate Committee on the recommendation from the Dean of HYMS.

## **8. Visiting titles**

- 8.1. Visiting titles are awarded in recognition of the occasional contribution of individuals from other institutions to the teaching, research, scholarly or other activities of HYMS, in a visiting capacity.
  - 8.1.1. These individuals might work for another medical school, a Higher Education Institution (HEI), the NHS, a research establishment, or a similar organisation.

- 8.1.2. They do not play a major role in but do collaborate with HYMS regularly in some area of academic activity.
- 8.2. The visiting title will be awarded at a level equivalent to the individual's current academic or clinical post held with their employing institution and will be time-limited to the specified visiting period and will lapse when the collaboration comes to an end.
- 8.3. A visiting title will reflect directly the academic or clinical academic status that is held by the individual in their own institution. For example:
  - 8.3.1. Senior Research Fellow will be awarded the title of 'Visiting Senior Research Fellow'.
  - 8.3.2. Clinical Professor will be awarded the title of 'Visiting Clinical Professor'.
- 8.4. The process for the award of a visiting title will follow the same pattern as that for an Honorary Lecturer or Senior Lecturer Honorary Title (see Section 3).

## **9. Data protection**

- 9.1. HYMS will collect and hold personal data relating to the individual with an Honorary Title for the purpose of administering the approval and renewal process. Personal data given by the individual will be processed in accordance with the General Data Protection Regulation GDPR.

## Appendix A: Equality Impact Assessment (EIA)

### HULL YORK MEDICAL SCHOOL

#### Equality Impact Assessment (EIA)

##### Full Assessment Form

Please refer to the HYMS Guidance on EIA before filling in this form. If you are not sure whether you need to carry out a full EIA, please complete the EIA Screening Form to help you decide. For the purpose of EIA, any reference to 'policy' refers to the full range of functions, strategies, activities and decisions for which HYMS is responsible. Please submit the completed form to the Governance Team ([governance@hyms.ac.uk](mailto:governance@hyms.ac.uk))

<b>Name of proposer undertaking the EIA</b>	Name withheld
<b>Job title</b>	Deputy Dean Hull York Medical School
<b>Email address</b>	Email withheld

#### 1. Name of policy

Policy on Honorary Titles

#### 2. Aims and purpose of the Policy (please use no more than 100 words)

To set out the criteria and process for the awarding and renewing of honorary academic titles at Hull York Medical School.  
To set out the circumstances where an honorary academic title might be withdrawn and the process to be followed.

#### 3. Who will be affected by the policy? For example, students, staff, visitors.

Staff employed outside the universities of Hull and York who have an ongoing collaborative relationship with the School.

#### 4. Involvement and Consultation

What involvement and consultation activity has been undertaken or is planned on this policy? Who have you consulted with?  
Please consider the potential impact on all groups of people, not just members of a specific team or group. Consultation with people from the protected groups will provide the best understanding of the potential impacts of the change. Please provide people with firm proposals so that they can understand the potential impact/s and provide adequate time for consideration and response.

This is a revision of an existing policy.  
The following have been consulted with:  
Director of the MB BS Programme  
Director of the Wolfson Palliative Care Research Centre  
Director of Research HYMS, University of Hull York Medical School  
Chair of Research Committee HYMS, University of York  
Director of Research and Development Hull University Teaching Hospitals NHS Trust  
Head of Clinical Sciences Centre HYMS  
Governance Manager HYMS  
Director of Academy of Primary Care HYMS  
Head of Centre for Health and Population Sciences HYMS

## 5. Gathering data and evidence

What data and evidence did you use to assess the impact of the policy? Please state how you collected it and how you used it. If you used information collected outside of HYMS or the University, please state the source of the information.

The data reviewed as part of the revision was the data on award of Honorary Reader and Honorary Professor titles at Hull York Medical School.

We have not been able to identify any published data on the influence of protected characteristics on the award of the titles of Honorary Reader and Honorary Professor at UK universities. Recent data from Medical Schools Council has demonstrated that men continue to be over-represented in substantive senior clinical academic roles (unpublished). Currently 10% of honorary professors and 33% of honorary readers in the school are women which is less than the national data on substantive appointments with women accounting for 25% of clinical professors and 40% of clinical readers.

Additionally, there is well reported under representation of people with disabilities and from minority ethnic backgrounds amongst senior academics (1). There is no information available on the other protected characteristics of honorary title awardees in the school.

The reasons for under-representation of people with various protected characteristics amongst senior academics is complex, and often reflects impact on progression at much earlier stages of careers. Although it is not clear whether this data on substantive appointments can be extrapolated to honorary reader and honorary professor awards, these findings are similar to the findings in other industries, including wider HE, and taking an approach of considering how to mitigate potential systemic bias in the award of honorary academic titles, particularly reader and professor, seems a reasonable approach.

It is beyond the scope of this policy to address the systemic biases affecting career progression for people who may become eligible for honorary academic titles although the School has an important role in addressing inequalities in career progression opportunities for academics and people working within health care as set out in its strategy. Within this policy we will endeavour to ensure that there is equity of opportunity to have achievements recognised through the award of honorary academic titles, particularly the award of honorary reader and honorary professor.

1 Advance HE Equality in higher education - staff statistical report 2022

6. What are the potential or actual impacts of the policy or proposal when assessed against each of the following protected characteristics?							
Protected characteristics	Positive impact	No impact	Negative impact	Detail of impact	How will you mitigate or remove any negative impacts and/or promote any positive impacts? Please provide justification if a negative impact cannot be removed.	Action owner	Timescale of mitigation or elimination of negative impact
Age		X					
Disability			X	There is risk that the application of the criteria for honorary reader or honorary professor may disadvantage people with disabilities where the disability has had an impact on productivity.	The policy encourages applicants to contact the Dean of the medical school for a confidential discussion about the impact of personal circumstances on academic activities. There is an expectation within the policy that personal circumstances should be considered when making an assessment of their application.	Dean	On receipt of application
Gender reassignment		X					
Marriage and civil partnership		X					
Pregnancy and maternity			x	There is risk that the application of the criteria for honorary reader or honorary professor may disadvantage people with who have had periods of parental leave where this has had an impact on productivity.	The policy encourages applicants to contact the Dean of the medical school for a confidential discussion about the impact of personal circumstances on academic activities. There is an expectation within the policy that personal circumstances should be considered when making an assessment of their application.	Dean	On receipt of application
Race			X	There is risk that the application of the criteria for honorary reader or honorary professor may disadvantage people from minority ethnic backgrounds.	The policy encourages applicants to contact the Dean of the medical school for a confidential discussion about the impact of personal circumstances on academic activities. There is an expectation within the policy that personal circumstances should be considered when making an assessment of their application.	Dean	On receipt of application
Religion or belief		X					

Sex			X	There is risk that the application of the criteria for honorary reader or honorary professor may disadvantage people with who have had periods of parental leave or less than full time working where this has had an impact on productivity	The policy encourages applicants to contact the Dean of the medical school for a confidential discussion about the impact of personal circumstances on academic activities. There is an expectation within the policy that personal circumstances should be considered when making an assessment of their application.	Dean	On receipt of application
Sexual orientation		X					
Other characteristics: please specify* Parental or caring responsibilities				There is risk that the application of the criteria for honorary reader or honorary professor may disadvantage people with who have had periods of less than full time working or where caring responsibilities have had an impact on productivity	The policy encourages applicants to contact the Dean of the medical school for a confidential discussion about the impact of personal circumstances on academic activities. There is an expectation within the policy that personal circumstances should be considered when making an assessment of their application.	Dean	On receipt of application

\*Other characteristics may include caring responsibilities, socio-economic background, or part time working

Please sign and retain a copy of the completed Screening Form for your records.

<b>Signature</b>	Signed
<b>Date</b>	2 October 2023

Please submit the form to the Governance Team ([governance@hyms.ac.uk](mailto:governance@hyms.ac.uk))

<b>7. Consideration by Equality Diversity Inclusion Committee (EDIC)</b>	
The Chair of EDIC may consider the EIA via Chair's Action or at a full meeting, and may decide if input from the Equality Champions may be needed to consider the EIA.	
	<p><b>No impact identified at this time</b> As a result of assessing the policy against the protected characteristics, no equality impact(s) have been identified.</p>
	<p><b>Continue the proposal without adjustments for adverse impact</b> One or more adverse equality impacts have been identified. However, the proposal meets critical business need AND is an appropriate and proportionate means to achieve that aim.</p>
X	<p><b>Continue the proposal making adjustments where required</b> One or more equality impacts have been identified. Mitigating actions to address this will be taken.</p>
	<p><b>Stop the proposal because adverse impacts cannot be prevented or objectively justified</b> One or more adverse impacts have been identified which cannot be objective justified and it is not possible to make adjustments to address the adverse impact it may be necessary to stop the proposal.</p>
<b>EDIC Comments (if necessary)</b>	NA
<b>Name of EDIC Chair (or Deputy)</b>	Name withheld
<b>Signature of EDIC Chair (or Deputy)</b>	<i>Signed electronically</i>
<b>Date</b>	11/10/23