

**Step by Step Guidance for Clinical Honorary Applicants – Faculty of Health and Life Sciences**

The Faculty of Health and Life Sciences has a formal process for the conferment of honorary academic titles on our colleagues working in our valued NHS partners. Full details are available via the webpage <https://www.liverpool.ac.uk/health-and-life-sciences/work-with-us/honorary-clinical-appointments/>

All enquiries should be directed to hlsclinicalhonorary@liverpool.ac.uk

The title’s that can be applied for are:

* Honorary Clinical Fellow
* Honorary Clinical Lecturer
* Honorary Clinical Senior Lecturer
* Honorary Clinical Associate Professor
* Honorary Clinical Professor

**Step 1 – Which title is correct for me?**

Please read the “Guidelines for Clinical Honorary Appointments” together with the “Criteria for Award of Clinical Honorary Appointment” documents in the first instance and decide which title you would like to apply for.

**Step 2 - Completing an application**

Once you have determined which honorary title you wish to apply for, please download and complete in full, the appropriate form ensuring that it has been signed off as appropriate. Please note it is vital that the name of the institute and department is stated on the form to ensure you are linked to the correct area if successful.

|  |  |
| --- | --- |
| **Relevant Institute Application Applies To** (one choice must be selected from the list)[**https://www.liverpool.ac.uk/health-and-life-sciences/research/**](https://www.liverpool.ac.uk/health-and-life-sciences/research/) | Choose an item. |
| **Relevant Department Application Applies To** (one choice must be selected from the list. If the option is not available please select department not listed and provide this via email with your application). | Choose an item. |

**Step 3 – Submitting your application and supporting documents.**

A copy of your completed and fully signed application form should be emailed to hlsclinicalhonorary@liverpool.ac.uk along with a copy of your CV.

Further supporting documents must be provided for the following titles at the point of application:- ( excluding references for HCP application which will be applied for through the Clinical Directorate).

**Honorary Clinical Senior Lecturer** – HLS support letter, Trust support letter.

* **Honorary Clinical Associate Professor** - HLS support letter, Trust support letter.
* **Honorary Clinical Professor** - HLS support letter, Trust support letter, 4 x references (2 international and 2 national). *If you currently hold this title and have applied for a renewal, then references are not required.*

Please note that HLS support letters must be from a substantive (not honorary) University Professor, Head of Department, School or Institute.

**Step 4 – What happens after I submit my application?**

Your application will be received into the hlsclinicalhonorary@liverpool.ac.uk inbox where it will be reviewed for compliance by an administrator in the Clinical Directorate office. If there are any queries the team will then contact the applicant for further details.

If your application is for a HCL, HSCL, HCAP or HCP title then you will be provided an estimate of when your application will be reviewed.

**Step 5 – How long does it take for my application to be reviewed?**

The timeframe is dependant on the title that you are applying for:

* **Honorary Clinical Fellow** – reviewed by the Clinical Directorate office and an outcome is usually provided within 5-10 working days.
* **Honorary Clinical Lecturer** – reviewed at a Dean level. Applications received in a calendar month are collated and sent at the end of that month. For example, an application received on the 2nd August would be sent at the end of August for review. An outcome is usually provided within 7-10 working days after this date.
* **Honorary Clinical Senior Lecturer, Honorary Clinical Associate Professor, Honorary Clinical Professor** – Reviewed via a committee which convene twice a year to discuss applications and outcomes. Details on the closing date and committee meeting are available via <https://www.liverpool.ac.uk/health-and-life-sciences/work-with-us/honorary-clinical-appointments/> at the bottom of the page. Once reviewed an outcome is usually provided within 7-10 working days after the committee meeting.

**Step 6 – How will I be informed of the decision?**

Once your application has been reviewed the applicant will be contacted via email by the Clinical Directorate office with the outcome. An offer letter will be provided with the details of your appointment similar to the below.

**Clinical Directorate Professional Services**

Faculty of Health and Life Sciences
University of Liverpool
Top Floor, Thompson Yates
Brownlow Hill
Liverpool
L69 3GB

**E** clinhon@liverpool.ac.uk

www.liverpool.ac.uk/health-and-life-sciences/

### PERSONAL

Ref XXXX

Date 12/08/2021

Dear XXXX,

It is my pleasure to confirm your association with the University of Liverpool as follows:-

|  |  |
| --- | --- |
| **Honorary Title:** | Honorary Clinical Fellow |
| **Department/School:** |  |
| **Period of Association:** | 01/08/2021 to 30/09/2022 |
| **Honorary Associate No:** | XXXX |

**Step 7 – What should I do once I receive this letter?**

Included in the offer letter will be a series of links to register for a University MWS account and the use of other services and systems. Please start this process as soon as possible to ensure your accounts are in place (please see below).

A personal details form, which will be included alongside your offer letter should also be completed and returned to hlsclinicalhonorary@liverpool.ac.uk

Finally, you should approach the institute/department you will be associated with, in relation to your honorary position. This will be to discuss your interaction and expectations during your time in the role. If you have any queries on who to contact please email hlsclinicalhonorary@liverpool.ac.uk with the name of the institute/department and the Clinical Directorate office can help you locate the contacts.

**Links to services and systems included in offer letter**

To enable you to use computing facilities you need to register as a user. To activate your Computing Services account please refer to [www.liverpool.ac.uk/register](http://www.liverpool.ac.uk/register) and follow the online instructions. If you already have a computing account this is not necessary unless your university ID number has changed. If this is the case please contact the CSD Service Desk at <https://www.liverpool.ac.uk/csd/getting-help/>

 To gain access to University libraries and similar facilities, you will require an Honorary Associate Card which can be obtained by uploading a photograph via TULIP (the University of Liverpool Information Portal) (<https://tulip.liv.ac.uk>). You will need your University computing username and password to access TULIP. Once your photograph has successfully been uploaded, your request will automatically be processed and you will be notified via email when your ID card is ready to be collected. If you already have a University ID card and require a new Honorary ID card please contact the CSD Service Desk.

 To use parking facilities, you can make an application via your Head of Department for a proximity card. The University Parking Policy Regulations and Guidelines, which includes a breakdown of costs, can be found at <http://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/>