Department of Surgery and Cancer

Honorary Process

Honorary (Clinical) Lecturers & above

Honorary Non-Academic

Proposer and Divisional Manager

1. Complete honorary form to include:
   - ☐ Start and End date
   - ☐ Date of Birth
   - ☐ Sponser
   - ☐ Justification for applicant needing honorary
   - ☐ Signature of Head of Division
2. CV

Non-Academic Honorary

Divisional Manager to forward Honorary request and CV to relevant HR.

Submit honorary form along with CV to Karen Pontifex (k.pontifex@imperial.ac.uk) to take to the Senior Management Board for Formal Approval

Outcome will be communicated to the Divisional Manager and HR