

14 February 2019

**College of Life Sciences**

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Associate Dean for Clinical Affairs  
**Professor Kevin Harris** MB, BS, MA, MD, FRCP

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**PERSONAL & CONFIDENTIAL**

Dr Peter Causey-Freeman  
40 Pells Close  
Fleckney  
Leicestershire  
LE8 8TJ

Dear Dr Causey-Freeman

I have pleasure in informing you that it has been agreed to confer on you the title and status of Honorary Lecturer in the Department of Genetics and Genome Biology from 18 March 2019 to 17 March 2022. If the contribution continues beyond this date it is your responsibility in collaboration with your host University department to request an extension to the title awarded three months prior to the end date; if an extension is not requested the title will end with effect from the date stated above. You are required to notify the University should your collaboration cease earlier than the date stated or of any change to your substantive paid role to which the award of the honorary title is linked e.g. commencement as an employee of the University of Leicester, transfer to another substantive employer, move from junior doctor to consultant, retirement or to your personal details eg address, contact telephone number etc at [cmbphontitles@le.ac.uk](mailto:cmbphontitles@le.ac.uk).

I am delighted to inform you that the award of your honorary title comes with a number of key benefits which include:

- **A University IT account and email address.**

This will be facilitated by your departmental IT contact upon receipt of your honorary staff number. You will be advised the details of this as soon as possible. This account will enable you to access the internet through any enabled site around the world using Eduroam <https://www2.le.ac.uk/offices/itservices/ithelp/it4/staff/university-wifi/university-wifi-eduroam-for-staff> and the email account is web accessible. The College and School will communicate with you via your University Email account which is web accessible from any computer or "smart" device. **Please note that it is a requirement of acceptance of the title that you check your University email regularly** to ensure that you do not miss any correspondence. Further information relating to IT accounts and their benefits may be found at:

<http://www2.le.ac.uk/offices/itservices/ithelp/my-computer/account/types/external>

<https://www2.le.ac.uk/offices/itservices/ithelp/it4/staff/Work%20off-campus>



- **Access/identity cards**

For those honorary title holders who require regular access to the University site over an extended period access badges can be obtained: [www.le.ac.uk/access-cards](http://www.le.ac.uk/access-cards)

- **Library**

Access to the library can be facilitated for those with an identity card [www.le.ac.uk/joining-the-library](http://www.le.ac.uk/joining-the-library)

Details of other forms of library access are available at:

<http://www2.le.ac.uk/library/for/visitors/joining/who#nhs>

- **University sports facilities** - Further details can be found at: <http://www2.le.ac.uk/offices/sports/membership/associate>
- **Research funding** - Titleholders may apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder.
- **Student Supervision/Eligibility as examiners** - Titleholders may be considered as part of a supervision team for a postgraduate research student provided the team also include a full time University of Leicester academic member of staff. Titleholders may also be considered for appointment as supervisors for taught students in line with the relevant departmental policies.
- **Indemnity and insurance cover** whilst visiting or representing the University of Leicester on agreed business
- **Permission to use the University title for work undertaken in collaboration with the University as defined by the title award** - use as evidence for role appraisal and continuing professional development
- **The right to use the University** as an academic address for specified academic purposes only

In accepting this title you agree to:

- Maintain your contribution to University activity at the level expected and defined by the honorary title awarded
- Give explicit acknowledgement of the affiliation with the University of Leicester, in publications, presentations and other activities in the public domain, where appropriate
- Agree to comply with the University's codes, policies and procedures including:
  - Data Protection  
[www.le.ac.uk/data-protection](http://www.le.ac.uk/data-protection)
  - Confidentiality  
[www.le.ac.uk/protecting-confidential-information](http://www.le.ac.uk/protecting-confidential-information)  
[www.le.ac.uk/data-confidentiality](http://www.le.ac.uk/data-confidentiality)
  - Information Security  
[www.le.ac.uk/information-security](http://www.le.ac.uk/information-security)
  - Equal Opportunities  
<http://www2.le.ac.uk/offices/equalities-unit/documents/university-of-leicester-equalities-statement>
  - Research Governance, codes of conduct, grant and contract guidance  
[www.le.ac.uk/life-sciences-research-governance](http://www.le.ac.uk/life-sciences-research-governance)
  - Intellectual Property

- [www.le.ac.uk/intellectual-property](http://www.le.ac.uk/intellectual-property)
  - Health and Safety  
[www.le.ac.uk/health-and-safety](http://www.le.ac.uk/health-and-safety)
  - Financial regulations  
[www.le.ac.uk/financial-regulations](http://www.le.ac.uk/financial-regulations)
- Adopt the highest professional and ethical standards when working under the University of Leicester's name. The contribution made will be subject to quality assurance requirements and measures as determined by the University.
- Maintain good standing with your professional/statutory or regulatory body e.g. GMC and your employing organisation and to notify the University if restricted or suspended from clinical or professional practice, either locally or through your professional/statutory or regulatory body
- Notify the University of any change in circumstances that impacts on your obligations to the University
- Undergo a Right to Work Check and any other checks/clearances required that are deemed necessary by the University to fulfil the requirements of the honorary title awarded e.g. DBS, Occupational Health.
- Comply with NHS Research Governance arrangements, where applicable. The award of this title does not in itself provide you with any access/indemnity arrangements that may be required in order to undertake research or other work in collaboration with the NHS. You must ensure, in consultation with your host department, that where such work is undertaken that appropriate arrangements are determined and are put in place where required. Further details can be obtained by contacting Lesley Clissold [lag10@le.ac.uk](mailto:lag10@le.ac.uk).
- The award of this title does not in itself provide you with any access arrangements that may be required in order to undertake research or other work in collaboration with the Division of Biomedical Services (Pre-Clinical Research Facility). You must ensure, in consultation with your host department, that where such work is undertaken that appropriate arrangements are determined and are put in place where required. Further details can be obtained by contacting Helen Emery [he28@le.ac.uk](mailto:he28@le.ac.uk)

The University reserves the right to withdraw an honorary title from an individual with immediate effect in the event that an individual is deemed to be in breach of any of the provisions set out above, or if their conduct brings themselves or the University into disrepute. There is no right of appeal in such circumstances.

In accepting this honorary title you agree to the University collecting, holding and retaining your personal data and to the transfer of this data between the University and your substantive employer and the NHS Trusts with which you are working where required. This is primarily to ensure that the University can maintain and meet its obligations with respect to honorary positions; can meet its statutory and external regulatory and other requirements; can satisfy internal management needs and maintain and operate its computer networks, websites and email facilities.

You are required to notify the College of any changes to your name, contact details or substantive role in order that accurate records can be maintained.

Please can you sign and return a copy of this letter to Mrs Lesley Clissold, Assistant Registrar (Resources) at the address above or to [cmbsphontitles@le.ac.uk](mailto:cmbsphontitles@le.ac.uk) to confirm acceptance of the title and agreement to the terms above.

Yours sincerely



Professor Kevin Harris  
Associate Dean for Clinical Affairs

I accept the award of the honorary title and agree to the conditions as detailed above.

Signature...  ..... Date ...15/02/2019.....

cc: GGB