Dear

***Name of Applicant***

I am writing to ask whether you would be willing to provide a reference for [*insert* *name*] who is a candidate for appointment as an Honorary (Clinical) [Professor/Reader \**delete as appropriate*] at Queen Mary University of London (QMUL).

QMUL may confer an honorary status and title on persons in appropriate fields who are not members of staff and who are outside the university system and who will contribute in a significant way to the teaching, research, scholarship, engagement with society, management, collegiality and/or professional practice of QMUL.

Individuals will be expected to be of very high standing in their discipline or field. If the status and title sought is for an Honorary *Clinical* appointment, then the individual would normally be a Consultant or General Practitioner and would be in good standing with their substantive employer and with the GMC/GDC.

The QMUL Academic Contributions matrix (attached) is used internally to describe the wide range of activities that can be considered for promotion of QMUL staff to [Professor/Reader \**delete as appropriate*], and this is also useful to assess candidates for honorary titles, acknowledging that it may sometimes also be appropriate to recognize an individual’s achievements lying outside of the normal range of academic activities.

The normal expectation is that an Honorary (Clinical) [Professor/Reader \**delete as appropriate*] would demonstrate significant commitment and achievement in at least **three** of the six areas of contribution outlined in the matrix. In terms of the types of activity candidates would evidence, these should lean towards [development and \**delete if professorial level*] leadership activities.

Taking this guidance into account, I would be very grateful if you could let me know whether and in what ways you believe that [*insert* *name*] fulfils the criteria for appointment as an Honorary (Clinical) [Professor/Reader *\*delete as appropriate*] at QMUL.

If it is convenient, I would be grateful if you could return your reference by email to:

[*insert email address*]

Thank you in anticipation.

Yours sincerely

*Name of QMUL academic sponsor*