

# University of St Mark & St John

## Procedures and Criteria for the Appointment of Professors, Associate Professors, Visiting Professors, Professors Emeritus/Emerita and Visiting Fellows

### Introduction

This document sets out criteria for the award of research-related titles by the University of St Mark & St John. The research posts addressed within the document are those deemed necessary to develop and deliver the research-related objectives outlined in the University of St Mark & St John's Strategic Plan 2014-2024: Challenging Horizons.

The posts represent a significant development in both the priority given to research and the standing of research leaders and research-active staff within the institution. Individually and in combination, the post-holders will be responsible for meeting the strategic objectives relating to research, knowledge exchange, postgraduate research students and aspects of the taught postgraduate and undergraduate portfolio.

### 1. Professors

#### 1.1 Professorial Title

1.1.1 The University distinguishes itself through the way in which it transmits knowledge and research. It does this through effective teaching informed by

knowledge generated by others and by the effective transmission of knowledge and research generated by its own staff. The creation and dissemination of original knowledge that makes a recognized impact on student learning and/or policy or practice within the wider academy, society or in practice-based communities represents a major contribution to the life of the University and beyond. Such contributions will be supported and celebrated just as other achievements are recognized and rewarded through, for example, differentiated workloads and promoted posts for teaching and administration.

1.12 The title of any Professorship will be determined through either the process of developing the academic and business case for external advertisement or through the internal promotions process. In both cases the decision will be reached via discussion between the newly appointed Professor and Vice-Chancellor in liaison with both the Executive Dean for Research, Postgraduate and Innovation and the relevant Faculty Dean. Criteria for the Award of the Title of Professor

1.21 The title of Professor represents the highest grade for academic appointments (Grade 10) and is reserved for those who have made outstanding contributions to the advancement of their subject area. Such contributions will normally be recognized internationally and will be recognized nationally at the very least. As one of the highest distinctions the University can confer, applications for the title of Professor must be supported by unequivocal evidence of achievement. The evidence base must be provided by the applicant within the letter of application, supporting evidence, curriculum vitae and interview and supported further by three external referees proposed by the applicant and two external referees selected by the University.

1.22 Applicants for the title of Professor must demonstrate outstanding achievement supported by appropriate evidence in relation to at least two of the three criteria below. One of the two criteria must be that of a) Research and Scholarship and the applicant must also demonstrate a minimum of significant achievement in relation to the third criteria. All successful applicants for the title of Professor

will have an earned PhD or professional doctorate.

**a) Research and Scholarship**

Outstanding achievement in research and scholarship requires evidence of all three criteria:

- 1) Academic leadership within a University that has resulted in new and wide-ranging developments in research activity and outputs together with improvements in the research environment and profile of the University
- 2) Research leadership of funded projects where external funding has been secured competitively
- 3) An extensive record of original, significant and rigorous research effectively communicated through publications in highly reputable outlets including international refereed journals and some or all of the following: books, book chapters, research reports, professional publications and conference papers

**b) Learning and Teaching**

Outstanding achievement in learning and teaching requires evidence of all three criteria and significant achievement requires evidence of at least two:

- 1) Evidence for sustained teaching excellence as indicated by, for example, module evaluations, data on student performance, results of peer observation or external examiner scrutiny and other relevant and verifiable sources of information.
- 2) Evidence for significant and sustained cross-institutional leadership of the management, development and enhancement of teaching together with evidence of the evaluation of the impact of these activities. Examples could include developing and delivering changes that enhance discipline-based learning activities and the curriculum, or thematic work linked with, for example, widening participation, employability or research-led teaching.
- 3) An innovative and significant contribution to teaching-related research nationally and/or internationally leading to the development and implementation of new approaches to teaching evidenced by, for example,

the creation of new resources, authorship of text books or supervision of postgraduate research students.

**c) Professional and External Standing**

Outstanding achievement in professional and external standing requires evidence of all three criteria and significant achievement requires evidence of at least two:

- 1) A record of achievement in undertaking significant roles in academic associations, professional bodies, editorial boards or conference organising committees
- 2) A well-developed track record of delivering invited conference presentations, lectures or seminars and/or expert input into external advisory bodies, committees or governing boards
- 3) A track record of influencing policy or practice through having established extensive and effective external networks that have led to impact

**13. Eligibility, Conditions and Process for Applications for the Award of Professorial Title**

13.1 Any member of academic staff currently employed by the University and at Senior Lecturer level or above is entitled to apply for a Professorship although it is anticipated that applicants will have well-established academic and external profiles.

13.2 External applicants for vacancies will be considered for the award of the title of Professor if the advertised vacancy is an academic post with the advertised title of Professor or if the vacancy is an academic post advertised at Grade 10. All Grade 10 appointment panels should be constituted in such a way that they comprise the necessary membership of the Professorial Panel required to make a decision on the award of Professorial title without having to convene a specific meeting of the Professorial Advisory Panel. An interview panel comprising four from the six senior academic members of the Professorial Advisory Panel is

deemed to be sufficient to make a decision without convening the full Professorial Advisory Panel. In exceptional cases, however, a specific meeting of the Professorial Advisory Panel may be convened to expedite a decision relating to a new appointment.

- 133 The application process comprises three stages: 1) Professorial Application, 2) Professorial Panel and 3) Professorial Interview.

#### Stage 1: Professorial Application

An annual call for Professorial applications will be circulated in September and the deadline for receipt of applications will be the last day of October in the same year. Applicants are strongly advised to discuss their application with their Faculty Dean or with the Executive Dean for Research, Postgraduate and Innovation in advance of submitting their application.

#### Stage 2: Professorial Panel

A meeting of the Professorial Panel will be held in January/February where decisions will be made as to whether or not applicants meet the criteria to proceed to interview. The candidate will have ensured that their three referees have provided references to the Panel in time for the references to be circulated with the Professorial Advisory Panel paperwork. The membership of the Professorial Panel is: Vice-Chancellor (Chair); Deputy Vice-Chancellor; Executive Dean Research, Postgraduate and Innovation; Executive Dean Student Experience; Faculty Deans; Head of Human Resources; One elected member of academic staff from each of the three Faculties; and the Research Officer (Secretary).

#### Stage 3: Professorial Interview

For applications proceeding to Stage 3 the Chair of the Panel, in consultation with other Panel members, will invite two independent referees to comment on the application. Independent referees' reports will be received in time to be circulated with the papers to the interview panel members. Interviews will

normally be held in May/June and the panel will comprise:

- Vice-Chancellor (Chair)
- Executive Dean for Research, Postgraduate and Innovation
- Faculty Dean or Head of Department
- A Professor, Associate Professor or Reader from a Faculty other than the applicant's
- External Subject Specialist at Professorial level
- Head of Human Resources
- Research Officer (Secretary to the Panel)

134 Where the application is successful the title will be conferred from 1<sup>st</sup> August and the new grade and salary will also take effect from that date. The Professorial Panel does not set salaries or terms and conditions as these are determined in line with wider institutional and sector norms and policies.

Where applicants are unsuccessful in progressing from application to interview or are unsuccessful at interview then written feedback will be given and a developmental debrief offered with a member of the Professorial Interview Panel.

135 Applicants who are successful in being awarded the title of Professor will present an inaugural Professorial lecture, normally within one year of being awarded the title.

136 Professors will sign the formal Professorial Roll book at an annual ceremony to welcome and congratulate new Professors.

137 The title of Professor will be held permanently by the appointee subject to satisfactory performance which will be reviewed annually by means of the Performance Review and Development process.

138 Professorships are Grade 10 posts on spot point salaries with Professorial

salaries reviewed by the Remunerations Committee every two years. Professors will be invited to make a written case, in advance of the Remunerations Committee, for incremental progression or, in exceptional cases, a discretionary bonus payment. The Vice-Chancellor and Executive Dean for Research, Postgraduate and Innovation will have an opportunity to provide input into the deliberations of the Remunerations Committee in respect of decisions relating to Professorial pay and reward.

#### **14. Professorial Role**

14.1 A Professor is a senior academic figure within the University and is responsible for developing their own research portfolio and that of others through providing research leadership, mentoring and coaching. The Professor is a role model for academic staff and students and an ambassador for the University. As such, the role of Professor demands the highest standards of academic integrity and collegiality.

14.2 The Professor will continue to develop their research and scholarship, learning and teaching and professional and external standing in line with the University's strategic plan and targets set annually as part of the annual review by:

- 1) Developing and leading an area of research within the University
- 2) Improving the vitality and sustainability of the University's research environment and culture
- 3) Securing external funding for research projects
- 4) Publishing high quality outputs that demonstrate originality, significance and rigour and meeting the University's threshold for inclusion in research assessment exercises such as the Research Excellence Framework
- 5) Demonstrating research impact that has reach and significance
- 6) Providing academic leadership for early career researchers
- 7) Supervising research students to successful completion
- 8) Supervising taught postgraduate and undergraduate dissertation students

in an area related to their expertise

- 9) Teaching a minimum of two modules in their area of expertise and contributing to other teaching as required
- 10) Leading initiatives that develop linkages between teaching and research
- 11) Enhancing the profile of the University by communicating research findings with a range of audiences and through a variety of media
- 12) Assuming significant roles in academic associations, professional bodies, editorial boards or conference organising committees
- 13) Presenting papers at major conferences and securing invitations to give lectures or seminars and/or expert input into external advisory bodies, committees or governing boards
- 14) Hosting research-related events within the University to raise the profile of research
- 15) Developing networks of influence in research, policy or practice that enhance the research profile of the University

14.3 The workload of Professors will be agreed annually with the relevant line manager and it is anticipated that teaching-related duties (teaching and administration) will not normally form more than half of a Professor's work.

## **2. Associate Professors**

### **2.1 Associate Professor Titles**

2.1.1 The title of Associate Professor denotes significant achievement in advancing a discipline or subject area. Associate Professorships are awarded to those who have made major contributions to their discipline or subject area and are deemed to have the potential to progress to a full Professorship. The role of the Associate Professor in advancing the discipline or subject area will be recognized externally.

2.1.2 The title of any Associate Professorship will be determined through either the

process of developing the academic and business case for external advertisement or through the internal promotions process. In both cases the final decision will be made through discussion between the newly appointed Associate Professor and Vice-Chancellor and in liaison with the Executive Dean for Research, Postgraduate and Innovation and with the relevant Faculty Dean.

## 2.2 Criteria for the Award of the Title of Associate Professor

2.2.1 The title of Associate Professor represents a promoted grade (Grade 9) for academic appointments and is reserved for those who have made significant contributions to the advancement of their subject area and are deemed to have the potential to make outstanding contributions. Such contributions will normally be recognized at least nationally. Applications for the title of Associate Professor must be supported by unequivocal evidence of achievement. The evidence base must be provided by the applicant within the letter of application, curriculum vitae and interview and supported by three external referees proposed by the applicant and two external referees selected by the University.

2.2.2 Applicants for the title of Associate Professor must demonstrate significant achievement supported by appropriate evidence in relation to at least two of the three criteria below. One of the two criteria must be that of a) Research and Scholarship and the applicant must also demonstrate a minimum of sustained achievement in relation to the third criteria. All successful applicants for the title of Associate Professor will have an earned PhD or professional doctorate.

### **a) Research and Scholarship**

Significant achievement in research and scholarship normally requires evidence of all three criteria:

- 1) Academic leadership within the University that has led to a new development in research activity and outputs together with improvements in the research environment and profile of the University

- 2) Research leadership of funded projects where external funding has been secured competitively
- 3) A record of original, significant and rigorous research effectively communicated through publications in highly reputable outlets including international refereed journals and some or all of the following: books, book chapters, research reports, professional publications and conference papers

## **b) Learning and Teaching**

Significant achievement in learning and teaching requires evidence of all three criteria and sustained achievement requires evidence of at least two:

- 1) Evidence for teaching excellence as indicated by, for example, module evaluations, data on student performance, results of peer observation or external examiner scrutiny and other relevant and verifiable sources of information.
- 2) Evidence for significant cross-institutional leadership of the management, development and enhancement of teaching together with evidence of the evaluation of the impact of these activities. Examples could include developing and delivering changes that enhance discipline-based learning activities and the curriculum, or thematic work linked with, for example, widening participation, employability or research-led teaching.
- 3) An innovative contribution to teaching-related research nationally and/or internationally leading to the development and implementation of new approaches to teaching evidenced by, for example, the creation of new resources, authorship of text books or supervision of postgraduate research students

## **c) Professional and External Standing**

Significant achievement in professional and external standing requires evidence of all three criteria and sustained achievement requires evidence of at least two:

- 1) A record of achievement in undertaking a significant role in an academic association, professional body, editorial board or conference organising committee

- 2) A record of delivering invited conference presentations, lectures or seminars and/or expert input into external advisory bodies, committees or governing boards
- 3) A record of influencing policy or practice through having established a network of effective external influence

### 2.3 Eligibility, Conditions and Process for Applications for the Award of the title of Associate Professor

23.1 Any member of academic staff currently employed by the University and at Senior or Principal Lecturer level is entitled to apply for an Associate Professorship although it is anticipated that applicants will already have a recognized academic and external profile.

23.2 External applicants for vacancies will be considered for the award of the title of Associate Professor only if the advertised vacancy is an academic post with the advertised title of Associate Professor. Where posts are advertised as Senior or Principal Lecturer vacancies successful applicants will have an opportunity to apply for the title of Associate Professor once in post and as part of the annual call for applications.

23.3 The application process comprises three stages: 1) Associate Professor Application, 2) Professorial Panel (which includes applications for Associate Professorships) and 3) Associate Professor Interview.

Stage 1: An annual call for Professorial applications will be circulated in September and the deadline for receipt of applications, including those for Associate Professor title, will be the last day of October in the same year. Applicants are strongly advised to discuss their application with the Executive Dean for Research, Postgraduate and Innovation, Faculty Dean or Head of Department in advance of submitting their application.

Stage 2: A meeting of the Professorial Panel will be held in January or February where

decisions will be made as to whether or not applicants meet the criteria and proceed to interview. The candidate will have ensured that their three referees have provided references to the Panel in time for the references to be circulated with the Panel paperwork.

Stage 3: For applications proceeding to Stage 3 the Chair of the Panel, in consultation with other Panel members, will invite two independent referees to comment on the application. Independent referees' reports will be received in time to be circulated with the papers for the interview panel members. Interviews will normally be held in May or June.

234 Where the application is successful the title will be conferred from 1<sup>st</sup> August and the new grade and salary will also take effect from that date. The Professorial Panel does not set salaries or terms and conditions as these are determined in line with wider institutional and sector norms and policies.

235 Where applicants are unsuccessful in progressing from application to interview or at interview then written feedback will be given and a developmental debrief offered with a member of the Professorial Interview Panel.

236 The title of Associate Professor will be held permanently by the appointee subject to satisfactory performance reviewed annually at the Performance Review and Development discussion.

237 Associate Professorships are Grade 9 posts on incremental salaries with increments made subject to satisfactory performance. Associate Professors will be invited to make a written case for incremental progression in advance of their annual review which will be conducted with the Executive Dean for Research, Postgraduate and Innovation with input from the Associate Professor's Head of Department and Faculty Dean.

238 The role of Associate Professor is seen as a step towards a full Professorship and Associate Professors will normally be expected to be in a position to apply for a full Professorship within five years of becoming an Associate Professor.

## 2.4 Associate Professorial Role

24.1 An Associate Professor is a promoted post within the University and the post-holder is responsible for developing their own research portfolio and profile and that of the wider University and colleagues working in their discipline or subject area. The Associate Professor is both a role model for academic staff and students and an ambassador for the University. As such, the role of Associate Professor demands the highest standards of academic integrity and collegiality.

24.2 The Associate Professor will continue to develop their research and scholarship, learning and teaching and professional and external standing in line with the University's strategic plan and targets sets annually as part of the annual review by:

- 1) Developing an area of research within the university
- 2) Improving the vitality and sustainability of the university's research environment and culture
- 3) Securing external funding for research projects
- 4) Publishing high quality outputs that demonstrate originality, significance and rigour and meeting the University's threshold for inclusion in research assessment exercises such as the Research Excellence Framework
- 5) Demonstrating research impact that has reach and significance
- 6) Providing academic leadership for early career researchers
- 7) Supervising research students to successful completion
- 8) Supervising taught postgraduate and undergraduate dissertation students in an area related to their expertise
- 9) Teaching up to four modules in their area of expertise and contributing to other teaching as required
- 10) Leading initiatives that develop linkages between teaching and research
- 11) Enhancing the profile of the University by communicating research findings with a range of audiences and through a variety of media
- 12) Assuming roles in academic associations, professional bodies, editorial boards or conference organising committees
- 13) Presenting papers at major conferences and securing invitations to speak at external events

- 14) Contributing to networks of influence in research, policy or practice that enhance the research profile of the University

2.4.3 The workload of Associate Professors will be agreed annually with the relevant line manager and it is anticipated that teaching-related duties (teaching and administration) will not normally form more than two-thirds of an Associate Professor's work.

### **3. Emeritus/Emerita Professors**

#### **3.1 Title of Professor Emeritus/Emerita**

3.1.1 The University will seek to establish and maintain a cadre of Professors Emeritus/Emerita in recognition of their contribution to the university and to supplement and complement the Professoriate employed by the University. The title of Professor Emeritus/Emerita is conferred upon those who have achieved great distinction as Professors of the University and whose continued affiliation with the University will add significantly to the University's strategic goals of enhancing academic credibility and financial sustainability.

#### **3.2 Criteria for the Award**

3.2.1 Conferment of the title of Professor Emeritus/Emerita will be reserved for outstanding Professors who meet the following criteria:

- Hold an outstanding reputation in their discipline or subject area
- Are prepared to commit time, effort and expertise to the advancement of the University's research, teaching or commercial activities and particularly by acting as a mentor for early career researchers
- Will act as an ambassador to the University within their academic or professional sphere of networks and influence
- Attend events hosted by the University and designed to raise the profile of the University

### **3.3 Eligibility and Conditions**

3.3.1 As high profile ambassadors for the University the following eligibility criteria and conditions must be upheld:

- The title of Professor Emeritus/Emerita may be conferred on Professors of the University when they retire or within one year of retirement
- The title will only be conferred on those Professors who continue to remain research active in disciplines or subject fields aligned with the University's focus relating to its taught programmes or research agendas
- Professor Emeritus/Emerita positions are normally awarded for a period of five years, are subject to annual review and can be extended with the approval of Academic Board following recommendation from the Professorial Advisory Panel
- The title does not normally attract remuneration and where any remuneration is provided it must be agreed in advance by the Executive Dean for Research, Postgraduate and Innovation and Vice-Chancellor and normal contractual processes must be followed through the Department of Human Resources.

### **3.4 Role and Duties**

3.4.1 The role and duties of the Professor Emeritus/Emerita will be agreed annually by the Executive Dean for Research, Postgraduate and Innovation and approved by the Professorial Advisory Panel.

3.5 Emeritus/Emerita Professors are not normally employed by the University, although remuneration can be provided for specific work undertaken by Emeritus/Emerita Professors on behalf of and in agreement with the University. Such work might involve extended periods of regular teaching or the leadership of specific development projects or initiatives. Any remuneration should be discussed and agreed in advance by the Dean of the relevant Faculty, in liaison

with the Executive Dean for Research Postgraduate and Innovation and approved by the Vice-Chancellor as Chair of the Professorial Advisory Panel.

### **3.6 Appointment Process**

3.61 The appointment of Emeritus/Emerita Professors will be made by the Vice-Chancellor on the basis of advice from the Professorial Advisory Panel.

3.62 Nominations for the appointment of Emeritus/Emerita Professors should be sent to the Secretary of the Professorial Advisory Panel by the Faculty Dean in whose area the Emeritus/Emerita Professor will make the majority of their contribution to the work of the University. Where possible, the nomination should be made in advance of the retiral so that the approval process can be completed before the retirement takes effect. This will often mean beginning the approval process at the start of the year in which the member of staff intends to retire.

3.63 Nominations should include:

- a) A nomination, of no more than four pages, authorized by the Faculty Dean and making the case for the appointment by focusing on the contribution that the Professor Emeritus/Emerita will make to the strategic objectives of the University, Faculty, Department or area of development
- b) A full curriculum vitae which lists all qualifications, posts, roles and research achievements and impacts
- c) A plan of work that outlines the intended contribution of the Professor Emerita/Emeritus to the work of the relevant area within the University
- d) A list of two referees who are familiar with the applicant's work and will be able to provide expert comment on the applicant's suitability for the title of Professor Emeritus/Emerita. Details for each referee must include name, title, institutional affiliation, address, telephone and email.

3.64 The application will be considered by the Professorial Advisory Panel which will take up references if it deems there is a prima facie case to make the appointment. Following receipt of the application and references the Professorial Advisory Committee will make a recommendation to the Vice-Chancellor. The Vice-Chancellor will inform the relevant Faculty Dean, the Executive Dean for Research, Postgraduate and Innovation, Academic Board and the Board of Governors of the decision at the earliest opportunity.

3.65 Applicants, both successful and unsuccessful will be informed by the Secretary to the Professorial Advisory Panel.

#### **4. Visiting Professors**

##### **4.1 Title of Visiting Professor**

4.1.1 The University will seek to establish and maintain a cadre of Visiting Professors to supplement and complement the Professoriate employed by the University.

The title of Visiting Professor is a distinction conferred upon those distinguished in their fields and who will add significantly to the University's strategic goals of enhancing academic credibility and financial sustainability.

##### **4.2 Criteria for the Award**

4.2.1 Conferment of the title of Visiting Professor will be reserved for outstanding individuals who meet the following criteria:

- Hold an outstanding reputation in their discipline, subject area, profession or field
- Are prepared to commit time, effort and expertise to the advancement of the University's research, teaching or commercial activities
- Will act as an ambassador to the University within their academic or professional

sphere of networks and influence

- Attend events hosted by the University and designed to raise the profile of the University

### **4.3 Eligibility and Conditions**

4.3.1 As high profile ambassadors for the University the following eligibility criteria and conditions must be upheld:

- The title of Visiting Professor may be conferred on individuals from higher education or any other professional sector that is aligned with the University's focus relating to its taught programmes or research agendas
- Members of staff of the University are not eligible to apply for appointment as Visiting Professors
- Visiting Professorships are normally awarded for a period of five years, are subject to annual review and can be extended with the approval of Academic Board following recommendation from the Professorial Advisory Panel
- The title does not normally attract remuneration and where any remuneration is provided it must be agreed in advance by the Faculty Dean and Executive Dean for Research, Postgraduate and Innovation and normal contractual processes must be followed through the Department of Human Resources
- Any subsequent appointment as a member of staff within the University would not result in automatic retention of the title of Professor as this title is subject to different criteria and a different appointment process

### **4.4 Role and Duties**

4.4.1 The role and duties of the Visiting Professor will be agreed annually by the relevant Faculty Dean and approved by the Executive Dean for Research, Postgraduate and Innovation.

4.4.2 Visiting Professors are not normally employed by the University, although

remuneration can be provided for specific work undertaken by Visiting Professors on behalf of and in agreement with the University. Such work might involve extended periods of regular teaching or the leadership of specific development projects or initiatives. Any remuneration should be discussed and agreed in advance by the Dean of the relevant Faculty and approved by the Vice-Chancellor as Chair of the Professorial Advisory Panel.

## **4.5 Appointment Process**

4.5.1 The appointment of Visiting Professors will be made by the Vice-Chancellor on the basis of advice from the Professorial Advisory Panel

4.5.2 Nominations for the appointment of Visiting Professors are sent to the Secretary of the Professorial Advisory Panel by the Faculty Dean or Executive Dean in whose area the Visiting Professor will make the majority of their contribution to the work of the University

4.5.3 Nominations should include:

- a) A nomination, of no more than four pages, authorized by the Dean and making the case for the appointment by focusing on the contribution that the Visiting Professor will make to the strategic objectives of the University, Faculty, Department or area of development
- b) A full curriculum vitae which lists all qualifications, posts, roles and achievements relevant to the appointment
- c) A plan of work that outlines the intended contribution of the Visiting Professor to the work of the relevant area within the University
- d) A list of three referees who are familiar with the applicant's work and will be able to provide expert comment on the applicant's suitability for the title of Visiting Professor. Details for each referee must include name, title, institutional affiliation, address, telephone and email.

4.5.4 The application will be considered by the Professorial Advisory Panel which will

take up references if it deems there is a prima facie case to make the appointment. Following receipt of the application and references the Professorial Advisory Committee will make a recommendation to the Vice-Chancellor. The Vice-Chancellor will inform the relevant Faculty Dean, Academic Board and the Board of Governors of the decision at the earliest opportunity.

4.5.5 Applicants, both successful and unsuccessful will be informed by the Secretary to the Professorial Advisory Panel.

4.5.6 The title of any Visiting Professor will be determined through either the process of developing the academic and business case for external advertisement or through the internal promotions process. In both cases the final decision will be made through discussion between the newly appointed Visiting Professor and Vice-Chancellor and in liaison with the Executive Dean for Research, Postgraduate and Innovation and the relevant Faculty Dean.

## **5. Visiting Fellow**

### **5.1 Visiting Fellow Titles**

5.1.1 The title of Visiting Fellow denotes significant achievement in advancing a discipline, subject area or profession. Visiting Fellowships are awarded to those external to the university and who have made contributions to their discipline, subject area or profession commensurate with those of Senior Lecturers or Associate Professors. The title of Visiting Fellow is a distinction conferred upon those established in their area of work, recognized widely for advancing their discipline, subject area or profession and who will add significantly to the University's strategic goals of enhancing academic credibility and financial sustainability.

5.1.2 Visiting Fellows will establish a close association with the University for a particular purpose or set of activities and for a specified period of time, normally

three years.

## **5.2 Criteria for the Award**

5.2.1 Conferment of the title of Visiting Fellow will be reserved for individuals who are established figures in their field and who meet the following criteria:

- Hold an established reputation in their discipline, subject area, profession or field
- Are prepared to commit time, effort and expertise to the advancement of the University's research, teaching or commercial activities
- Will act as an ambassador to the University within their academic or professional sphere of networks and influence
- Attend University events designed to raise the profile of the institution

## **5.3 Eligibility and Conditions**

5.3.1 As ambassadors for the University the following eligibility criteria and conditions must be upheld:

- The title of Visiting Fellow may be conferred on individuals from higher education or any other professional sector aligned with the University's focus relating to its taught programmes or research agendas
- Members of staff of the University are not eligible to apply for appointment as Visiting Fellows
- Visiting Fellowships are normally awarded for a period of three years, are subject to annual review and can be extended with the approval of Academic Board following recommendation from the Professorial Advisory Panel
- The title does not normally attract remuneration and where any remuneration is provided it must be agreed in advance by the Faculty Dean and Vice-

Chancellor and normal contractual processes must be followed through the Department of Human Resources any subsequent appointment as a member of staff within the University would not result in automatic retention of the title of Fellow or lead automatically to any other specific title as specific post titles are subject to different criteria and different appointment processes

## **5.4 Role and Duties**

5.4.1 The role and duties of the Visiting Fellow will be agreed annually by the relevant Faculty Dean and approved by the Professorial Advisory Panel.

5.4.2 Visiting Fellows are not normally employed by the University, although remuneration can be provided for specific work undertaken by Visiting Fellows on behalf of and in agreement with the University. Such work might involve extended periods of regular teaching or the leadership of specific development projects or initiatives. Any remuneration should be discussed and agreed in advance by the Dean of the relevant Faculty and approved by the Chair of the Professorial Advisory Panel.

## **5.5 Appointment Process**

5.5.1 The appointment of Visiting Fellows will be made by the Vice-Chancellor on the basis of advice from the Professorial Advisory Panel

5.5.2 Nominations for the appointment of Visiting Fellows are sent to the Secretary of the Professorial Advisory Panel by the Faculty Dean or Executive Dean in whose area the Visiting Fellow will make the majority of their contribution to the work of the University

5.5.3 Nominations should include:

- a) A nomination, of no more than four pages, authorized by the Dean and making the case for the appointment by focusing on the contribution

that the Visiting Professor will make to the strategic objectives of the University, Faculty, Department or area of development

- b) A full curriculum vitae which lists all qualifications, posts, roles and achievements relevant to the appointment
- c) A plan of work that outlines the intended contribution of the Visiting Professor to the work of the relevant area within the University
- d) A list of two referees who are familiar with the applicant's work and will be able to provide expert comment on the applicant's suitability for the title of Visiting Professor. Details for each referee must include name, title, institutional affiliation, address, telephone and email.

5.54 The application will be considered by the Professorial Advisory Panel which will take up references if it deems there is a prima facie case to make the appointment. Following receipt of the application and references the Professorial Advisory Committee will make a recommendation to the Vice-Chancellor. The Vice-Chancellor will inform the relevant Faculty Dean, Academic Board and the Board of Governors of the decision at the earliest opportunity.

5.55 Applicants, both successful and unsuccessful will be informed by the Secretary to the Professorial Advisory Panel.

5.56 The title of any Visiting Fellow will be determined through either the process of developing the academic and business case for external advertisement or through the internal promotions process. In both cases the final decision will be made through discussion between the newly appointed Associate Professor and Vice-Chancellor and in liaison with the Executive Dean for Research, Postgraduate and Innovation and the relevant Faculty Dean.

## **6. Membership and Terms of Reference of the Professorial Advisory Panel**

6.1 Member of the Professorial Advisory Panel

6.1.1 The Professorial Advisory Panel comprises: Vice-Chancellor (Chair); Deputy Vice-Chancellor; Executive Dean Research, Postgraduate and Innovation; Executive Dean Student Experience; Faculty Deans; Head of Human Resources; One elected member of academic staff from each of the three Faculties; Research Officer (Secretary).

6.1.2 If an application by a member of the Panel is being considered then the applicant will be replaced as a Panel member by a senior academic colleague nominated by the Academic Board. Members of the Professorial Advisory Panel cannot be cited as referees for applicants.

## 6.2 Terms of Reference of the Professorial Advisory Panel

6.2.1 The terms of reference of the Professorial Advisory Panel are:

- To call for internal applications on an annual basis
- To advise on the recruitment and selection process for external candidates
- To consider applications against the stated criteria
- To decide which candidates should be invited for interview following scrutiny of applications
- To recommend external referees for applications going forward to interview
- To recommend external panel members for interview panels
- To inform applicants of the outcome of the Stage 2 Panel meeting
- To provide written feedback to unsuccessful applicants after Stage 2
- To invite unsuccessful applicants to a debriefing with one of the members of the Panel
- To inform applicants of the outcome of the Stage 3

interview

- To provide an annual report to Academic Board on the operation and outcomes of the Panel

### **6.3 Conferment of Professorial Title**

63.1 The conferment of the title of Professor or Associate Professor will be made by the Vice-Chancellor in each case on the recommendations of the Professorial Advisory Panel.

## **7. Application Process for the Award of the Title of Professor or Associate Professor**

- 7.1 Applications for the post of Professor and Associate Professor should be submitted by the last day of October each year; details of the application process and criteria will be circulated by the Department of Human Resources by the end of September each year.
- 7.2 Where applications are successful appointments will take effect from the 1<sup>st</sup> August the following year.
- 7.3 Applications from externally appointed staff will be considered as soon as is reasonably practicable and, where possible, in time for the commencement of their post.
- 7.4 All internal applicants are strongly advised to discuss their application with the Executive Dean for Research, Postgraduate and Innovation and with their Faculty Dean in advance of submitting an application.
- 7.5 Applications should be submitted to the Department for Human Resources by the 31<sup>st</sup> October in any year.

7.6 Applications should contain the following:

- a) A letter of no more than four pages focusing on the criteria for appointment noted above
- b) A full curriculum vitae which lists all qualifications, posts, roles, teaching-related achievements, administrative roles, research grants, awards, publications and presentations
- c) Copies of four research outputs from the last five years and which demonstrate outstanding achievement in the case of Professorial applications and significant achievement in the case of applications for the title of Associate Professor
- d) Copies of four further pieces of evidence that demonstrate achievement and impact at the appropriate level in relation to both or either i) Learning and Teaching or ii) Professional and External Standing
- e) A list of three referees who are familiar with the applicant's work and will be able to provide expert comment on the applicant's suitability for the post. Details for each referee must include name, title, institutional affiliation, address, telephone and email. All referees must be external to the institution and, in the case of Professorial applications, at least two referees must be current Professors and at least one of the three referees must be based outside the UK. The referee will only be contacted to provide a reference should the application be taken forward to the full interview stage.

7.7 The Professorial Advisory Panel will meet in January or February each year. At its meeting the Professorial Advisory Panel will review each case against the criteria and decide if there is a prima facie case for interview. Where a prima facie case is established the applicant will be invited for interview in May or June. Where a prima facie case is not established the candidate will be provided with written feedback from the Secretary to the Panel and will be offered the opportunity of a meeting to receive feedback from one of the Panel members. Written feedback will normally be provided within three weeks of the Panel meeting.

7.8 Where the Panel decides that a prima facie case for interview exists, the Chair, advised by Panel members and/or subject experts, will confirm the referees nominated by the applicant. The Chair, again advised by Panel members and subject experts, will nominate two further referees and references will be sought. Referees will be sent the candidate's letter of application and full curriculum vitae and will have access to the submitted evidence and publications together with a covering letter from the Secretary to the Panel to which a copy of the Procedures and Criteria for the Appointment of Professors is appended.

7.9 The Chair, advised by the Panel and subject experts, will also confirm an external member of the interview panel. The external member must be an existing Professor and must not have any conflict of interest with the applicant. The applicant should be advised of the external at least two weeks in advance of the applicant and the external.

7.10 The Professorial Interview Panel will comprise the following membership: Vice-Chancellor (Chair), Executive Dean for Research, Postgraduate and Innovation; Faculty Dean or Head of Department; A Professor, Associate Professor or Reader from a Faculty other than the applicant's; External Subject Specialist at Professorial level; Head of Human Resources, Research Officer (Secretary to the Panel). The interview panel for Associate Professorships will be the same as that for Professorial appointments with the exception that panels convened to confer Associate Professorships will not include an external member.

7.11 The interview panel will decide one of the following:

- a) The candidate has satisfied the requirements for the title applied for

- b) The candidate has not satisfied the requirements for the title applied for
- c) Further information is required before the Panel can make a final decision

7.12 Where the candidate has satisfied the requirements of the Panel the Chair or delegated member of staff will inform the candidate of the successful outcome of the interview, agree a title for the Professorship or Associate Professorship and liaise with Human Resources to produce a new contract that will come into effect from 1<sup>st</sup> August in the year of the interview.

7.13 Where the candidate has not satisfied the requirements of the Panel the Chair or delegated member of staff will inform the candidate of the unsuccessful outcome of the interview, provide feedback and agree a development plan for a future application should the candidate wish to take up this opportunity. Candidates will not normally reapply within two years.

7.14 The Secretary to the Panel will advise all five of a candidate's referees of the outcome of the interview process. Applicants who do not proceed to interview should inform their three referees of the outcome of the application.

7.15 The Chair of the Panel will advise both Academic Board and the Board of Governors of successful applications.

7.16 The Chair of the Panel, advised by the Panel Secretary, will submit an annual report to the September meetings of both the Academic Board and Board of Governors in which the application process and outcomes are evaluated.

7.17 There is no appeal against the decision of either the Professorial Advisory Panel or the Professorial Interview Panel.

## Appendix 1

### Definition of Research

The definition of research used to inform the application and appointment process is that adopted by the 2014 Research Excellence Framework:

1. Research is defined as a process of investigation leading to new insights, effectively shared.
2. Research includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship <sup>1</sup>, the invention and generation of ideas, images, performances, artifacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research.
3. It includes research that is published, disseminated or made publicly available in the form of assessable research outputs, and confidential reports.

<sup>1</sup> Scholarship for the REF is defined as the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases.

## Appendix 2

Structure of Curriculum Vitae

There is no prescribed format to the structure of the curriculum vitae required as part of the application. The curriculum vitae should, however, follow the conventions of academic CVs and should be structured in such a way that the Professorial Advisory Panel can assess the application contents of the CV in relation to the criteria for the award of the title of Professor or Associate Professor.

As an indicative guide rather than an actual template, the following lists highlights the type of information that should be included in the CV and normally presented in reverse chronological order:

Name

Qualifications: with details of dates, award titles and awarding institutions

Employment: history with details of dates, posts and employing organisations

External Profile:

- Professional and academic associations
- Journal editorial boards
- Conference organising committees
- Expert panels or advisory committees
- External examining and validation panels
- Reviewing for journals and grant awarding bodies
- Programme leadership
- Programme development
- Committee roles and membership
- Module leadership
- Module teaching
- Innovation in learning and teaching

- Research student supervision and examination Research grants
- Publications (books, journals, chapters, reports, professional publications, other)
- Conference presentations (invited keynotes, papers with peer reviewed abstracts, invited lectures, other papers)

Professor Cara Aitchison

Vice-Chancellor

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