

CRITERIA AND PROCESS FOR THE CONFERMENT OF THE TITLE OF PROFESSOR

Rationale

1. The University College *Corporate Plan* states that it is the intention of the institution to increase the level of its research activity and to foster a strong research ethos. To assist in achieving these aims, the institution has established a process for awarding the title of Professor to members of staff who meet the published criteria. Holders of the title are intended to provide role models for what is possible, but also to be active players in supporting and raising the ambitions of both experienced and less experienced researchers.

Criteria for the award of the title

2. The title of Professor may be conferred on an existing or new member of staff who has shown distinction in terms of research and can, in addition, demonstrate a distinguished record of achievement in at least one of the following areas during his or her recent career:

- leadership of teaching and learning or the supervision of research;
- the management of financial or human resources;
- an external contribution in his or her specialist field.

3. The following notes set out more detailed criteria against which applications under the scheme will be assessed.

Distinction in Research

4. For the purpose of awarding the title of Professor, distinction in research will be demonstrated by a record of publication in books and/or refereed journals, or by equivalent outputs in the public domain appropriate to the applicant's field (for example, works of art, drama productions, or innovative contributions to professional practice based upon research). In some cases it may be possible to consider research-based work which has not been published, for example, research undertaken for businesses, charitable organisations or government agencies, where this can be shown to have influenced policy or professional practice. The permission of the company, charity or agency that has commissioned the research must normally be obtained.

5. Such research outputs will be expected to display at least some of the following characteristics as appropriate to the discipline:

- constitute a significant contribution to the development of theory and/or practice;
- include significant empirical findings;
- apply innovative methodologies or techniques;
- have made a demonstrable impact in the wider community or in the formulation of policy.

6. Applicants for the award of the title of Professor will be expected to demonstrate a substantial record of achievement in research in at least six of the last ten years, leading to a body of work which in significant part equates to international excellence in terms of quality.

7. The research should normally be in a discipline cognate with the University College mission and/or academic portfolio.

8. Indicators of esteem, such as invited keynote addresses to major national and international events or active involvement in a research network, may additionally be deemed to support a candidate's application.

Leadership in teaching and learning or in the supervision of research.

9. Applicants citing strength in this area will normally be expected to provide evidence of achievement in a majority of the following areas:

- a significant and successful contribution to the development of learning and teaching methodology, such as playing a leading role (whether or not in a formal position of leadership) in bringing about a significant enhancement of existing practice (success will typically be judged through such evidence as comments from academic managers and external examiners or feedback from students);
- significant and successful involvement in national and/or international developments in learning and teaching, for example, through playing a leading role in projects supported by the Higher Education Academy or a similar agency, judged through the outputs from any such project;
- recognition as a nominee for the National Teaching Fellowship Scheme;
- successful supervision of doctoral students and involvement in wider aspects of research supervision, such as internal or external examiner roles or the development or delivery of training programmes for intending supervisors.

10. Similar recent achievements in a previous post may also be taken into account. Evidence cited in such cases might include published outcomes, internal promotions clearly related to learning and teaching or supervision of research, or explicit statements from a former employer, for example, in one of the references accompanying the application.

Management of financial or human resources.

11. Applications citing strength in this area would normally be expected to demonstrate at least one of the following:

- significant evidence of success in the leadership of change with regard to financial or human resource management, especially where this can be shown to have achieved external recognition;
- significant and successful financial management of a budget related to a project funded from external sources such as HEFCE, the TDA or a research council.

An external contribution in the applicant's specialist field.

12. Applications citing strength in this area would normally be expected to provide evidence of a majority of the following:

- appointments to relevant national and/or international bodies;
- significant involvement in relevant professional networks at a regional or national level, for example, through membership of a committee or task group, or through holding a senior position within a professional association or similar group;
- engagement in the national and/or international policy-making sphere;
- a significant track record of national and/or international conference presentations.

Procedures for the award of the title

Eligibility

13. All staff are eligible to apply for the title of Professor.

14. The title of Professor may be awarded to a member of staff on appointment, on condition that he or she meets the appropriate criteria as set out above. Those not employed by the University College may be recognised as Visiting Professors. See paragraphs 26-28 below.

Application

15. At the beginning of each academic year the University College will decide whether applications under the scheme are to be invited. If a decision to invite applications is taken, a closing date for their submission will be published. This should normally allow sufficient time for the application to be considered and for a decision to be reached before the end of the same academic year.

16. Applications should be addressed to the Research Administrator.

17. The application should consist of a completed application form and a *curriculum vitae* in the format currently approved by the University College including a list of publications or research outputs. It will be clear from the criteria above, that applicants for the title of Professor will be expected to have published, or otherwise placed in the public domain, a substantial body of work which has made a significant contribution to their field. Applicants should select no more than four pieces for inclusion with their application. These should exemplify the quality and range of their work. Where the research output is not in published form (see paragraph 4) sufficient evidence of, and information about, the work should be provided for an evaluation of its quality and significance to be made.

18. The names and addresses of two referees (at least one of whom must be external to the University College and at least one of whom must be able to comment on the candidate's international standing) should also be supplied by the applicant. In addition, the Principal will nominate an independent referee, normally of professorial or similar status, and request a report on the application.

19. The application will receive initial consideration by a panel normally comprising the Head of Research and two other members of staff nominated by the Principal. The

panel will consider the application and references and decide whether there is a *prima facie* case that the applicant meets the published criteria.

20. If the panel decides that a *prima facie* case has not been established, the Chair will inform the applicant in writing and provide a report giving the reasons for the panel's decision. The applicant has the right of appeal to the Principal. Appeals must be lodged within ten working days and must state the grounds for the appeal.

21. If the panel decides that a *prima facie* case that the applicant meets the criteria has been established, or if an appeal against a decision of the panel is successful, the application will proceed to the second stage. The Principal will convene and chair a panel comprising the Head of Research and one other internal member. The panel will also include an external member, normally of professorial rank or equivalent, with expertise in an area which allows him or her to comment authoritatively on the work of the applicant. The panel will consider the application and published work or other output and reach a judgement in the light of the published criteria.

22. The Principal will advise the applicant of the decision of the panel within ten working days. Where the panel decides that the title should not be awarded, the letter will explain the reasons for the decision and give an indication of the ways in which the applicant's profile would need to be developed in order for a future application to be successful. The decision of the panel shall be final.

Title.

23. Should the application be approved, the full title to be conferred will be agreed between the Principal and the successful applicant. The title of Professor without any qualifying designation may be awarded where deemed appropriate by the Principal and the successful applicant. The title of Professor will, if approved, be taken up at the start of the next academic year.

24. Once appointed, professors will be expected to continue to fulfil the criteria as outlined above. They will be expected to play a major role both by pursuing their own programme of research and by fostering research more generally within the University College.

25. Any title awarded will not normally remain with its holder on the cessation of his or her contract of employment, although he or she may apply for the title of Visiting Professor on moving to a post in another institution. See paragraph 26 below. The Governing Body has the right to allow any individual to continue to hold a title as an emeritus award on retirement. Recommendations for the award of an emeritus title will be made to the Governing Body by the Academic Board.

Visiting Professors

26. The Governing Body may award the title of Visiting Professor to persons who have not been employed by the University College but who have a relevant and strong connection with the institution and satisfy the criteria for the award of the title of Professor. Applications for the title of Visiting Professor from those external to the institution should take the form of a letter to the Principal. The letter should be accompanied by a current *curriculum vitae*. In such situations, a sub-group of the Academic Board will make a recommendation to the Governing Body based on relevant evidence such as the *curriculum vitae* and publication record of the applicant. An external reference will also normally be taken up, except where the applicant already

holds such a post at a university elsewhere using a similar approach to professorial rank. The Governing Body may also on the recommendation of the Academic Board award the title of Visiting Professor to members of staff who are professors and take up employment elsewhere on condition that they maintain a connection with research activity at the University College. The Governing Body may on the recommendation of the Academic Board invite persons of suitable distinction to accept the title of Visiting Professor. The Academic Board should be satisfied that there is a strong rationale for making such a recommendation and require clear evidence that the nominee for the award has met the published criteria in full. In such cases the Academic Board might at its discretion seek confidential external advice before making a recommendation.

27. Visiting Professors may be granted certain rights such as membership of the SCR, library membership, and access to University College e-mail for such a period as may be deemed appropriate.

28. The title of Visiting Professor will normally be offered for three years in the first instance but may be renewed by the Governing Body on the recommendation of the Academic Board.