

UNIVERSITY OF TEESSIDE
PROFESSORSHIPS AND CONFERMENT ARRANGEMENTS
Scheme for the Conferment of Professorships

1. Purpose

This document sets out a scheme governing the conferment of Professorships covering:

- (a) the criteria and their interpretation;
- (b) who is eligible to be considered;
- (c) the procedures to be followed in dealing with conferment;
- (d) the procedures to be followed in dealing with appointment of staff;
- (e) honorary, emeritus, visiting and externally funded Professorships;

2. The Criteria and their Interpretation

2.1 Each candidate will be judged against the following criteria which are not in any order of priority:

- a) their contribution by research to the furtherance of knowledge;
- b) the application of knowledge in a systematic and original manner, designed to enhance wealth creation and/or the quality of life (e.g. through technology transfer, policy advisory work, artistic creation, consultancy and/or professional practice)
- c) the quality of their academic leadership and how it has furthered the aims of the University or University purposes generally, including the fostering of research and the furtherance of knowledge by others;
- d) their record and reputation as a teacher including their contribution to the development of the subject and their pioneering work in course development;
- e) professional recognition and standing within their field, including scholarship.

2.2 All applications should consist of two distinct elements:

- a) a self-evaluation document in narrative form not exceeding 2000 words, setting out the candidate's case against each of the criteria for conferment under which they wish to be considered;
- b) an up-to-date curriculum vitae containing details of education, qualifications, academic posts held, research grants/contracts awarded (with value), research supervisions and examinerships, publications, and any other information pertinent to the application. Full

bibliographic information should be provided for all publications, which should be listed in the following order:

- Books
- Chapters in Books
- Articles in Journals (identifying with an asterisk those that have been refereed)
- Conference contributions
- Other.

2.3 Professors will be expected to have a record of achievement which ensures that they can maintain the standard of excellence and distinction associated with the title in the field of higher education and will, therefore, be expected to continue their activities in their areas of interest.

2.4 In applying the criteria it is recommended that the following guidelines be observed:

- a) A candidate should be outstanding by at least one criterion and have a high level of achievement in at least one other. [*Normally, "outstanding" should mean of international standing for criteria 2.1 a) and 2.1 e) and of national standing for criteria 2.1 b), 2.1 c) and 2.1 d).*]

If the case for support does not include criterion (a) as one of the main contributions (ie outstanding or substantial), then before the conferment can be made, the Committee must be satisfied that the overall case includes **at least at national level** research and/or scholarship as evidenced by publication, register of patents, artistic performance, verifiable consultancy or other measurable research output, in addition to the two qualifying criteria.

- b) Actual achievement and not future promise must be the principal yardstick;
- c) Evidence of outstanding performance with respect to innovative teaching and/or course development should be provided in the form of a Teaching Portfolio. Candidates should make it clear if they wish outstanding performance in this area to be taken into account.
- d) The term 'research' is to be interpreted broadly, and in assessing contribution by consultancy or practice regard will be paid to the standards which obtain in the respective discipline and the way in which it can reasonably be expected to interact with industry, commerce, the professions and public services.
- e) Income generation may be taken into account where appropriate.
- f) In all cases, in accordance with equal opportunities aims of the University, account will be taken of any personal factors which might have affected an individual's performance during particular stages of her/his career, thus making the contribution to research, in particular,

smaller in quantity (but not in quality) than would otherwise have been expected. Candidates should draw attention to any circumstances having an effect on their cases.

- 2.5 Candidates will be asked to indicate the subject title that they wish to use if a title is conferred. However, the title will be subject to the agreement of the Vice-Chancellor and may be changed if another subject title is felt more appropriate.

3. Eligibility

- 3.1 Any member of staff is eligible to apply for conferment of the title of Professor.

4. Procedures for Internal Applicants

- 4.1 The Professorial Conferment Committee (PCC) will meet twice a year (normally in June and December) to consider individual applications and confer the title 'Professor', on successful candidates. Applicants must submit completed documentation to the Executive Secretary no later than 31 March or 30 September in order for their application to be considered at the next meeting of the Committee. All applications and the Committee's own deliberations will be treated in strict confidence.
- 4.2 In exceptional circumstances, the Vice-Chancellor may convene the Committee at times other than those specified above. However, although the Committee may be asked to act quickly on such occasions, in all other respects it will continue to apply the procedures and criteria set elsewhere in this document.
- 4.3 The PCC may confer titles on behalf of the Academic Board only in accordance with the regulations established by the Academic Board. Recommendations for modification and extension to the scheme may be made to the Academic Board by the PCC.
- 4.4 The PCC will consist of seven members:
- a) The Vice-Chancellor, who will Chair the Committee.
 - b) The Deputy Vice-Chancellor (Research & Enterprise), who will act as Chair in the absence of the Vice-Chancellor.
 - c) The Deputy Vice-Chancellor (Academic)
 - d) One individual of Professorial standing in a University other than the University of Teesside, nominated by the Vice-Chancellor
 - e) Three members of staff who have Professorial status, nominated by the Vice-Chancellor in the light of the needs of particular cases.

Under 4.5 in the absence of any of the following: Vice Chancellor, or Deputy Vice-Chancellors, a **fourth** member of staff of Professorial Status will be nominated.

- 4.5 The quorum for the Committee will be five members which must include the External Professor. In the absence of the Vice-Chancellor, a Deputy Vice-Chancellor may take the Chair. Exceptionally, the Committee will be considered quorate if the External Professor is absent but has submitted detailed written comments to the meeting and is consulted regarding the outcome.
- 4.6 In consideration of a particular case, the Committee will seek the written confidential views of the applicant's referees and of such external advisers as the Committee may choose. Additionally, if it so decides, the Committee may interview candidates.
- 4.7 A decision to confer the title of 'Professor' must be supported by at least five members, including the external member. There is no appeal against a decision, except that a candidate may be reconsidered after two years. In not supporting a decision to confer the title 'Professor', the Committee may confer the title 'Reader' on those applicants who fulfil the relevant criteria and do not already hold the title. This decision must have the support of at least five members.
- 4.8 Upon conferment of Readership, a subsequent application for Professorship may not be made, normally, until a further two years have elapsed.
- 4.9 The Executive Secretary will keep Minutes of the Committee, and decisions of the Committee to confer a Professorship will be reported, as an information item, to the Academic Board.
- 4.10 Internal eligible candidates should consult their senior academic colleagues for guidance on the appropriateness of their applications. The Vice-Chancellor may, without prejudice, invite individuals to make application.
- 4.11 Applicants should identify two external referees, at least one of whom must be a full-time member of the academic staff of a UK University and currently hold the title of Professor.
- 4.12 Applications must be submitted in accordance with the notes of guidance issued by the University Secretary from time to time. The Committee will give consideration to the applications, and provide written feedback.
- 4.13 Canvassing of members of the PCC is prohibited. Where it is proved that a candidate has canvassed a potential member of the PCC, the candidate's application will be withdrawn and will not be considered until two years have elapsed. Alleged cases of canvassing will be investigated by the Dean, Graduate Research School, on behalf of the Committee's Chair. The Chair's decision, based upon the Dean's report, is final.
- 4.14 Applicants will be informed in writing of the outcome of their application immediately after the Committee, including, where appropriate feedback on their application. Verbal notification of outcomes will not be given and the Secretary should not be approached for this information. All applicants will be

invited to make an appointment with the Chair or Vice-Chair of the Committee to discuss the feedback, or future work.

5. Procedures for External Applicants

- 5.1 Further particulars distributed by the Personnel Department, about posts advertised externally as possible Appointments at Professorial or Readership level, will include a summary of requirements for the conferment application and a copy of the University's conferment scheme for Professors and/or Readers. Applicants for conferment must submit a self-evaluation document and a CV (See Section 4) in addition to the University's Application and Employment Form.
- 5.2 Shortlisting for appointment at Professorial or Readership level will be undertaken by the Interview Panel. The Panel will comprise:
- a) the Vice Chancellor or a Deputy Vice Chancellor as the Chair, together with
 - b) one individual of Professorial or - for Readerships only - Readership standing in a University other than the University of Teesside, and
 - c) at least three members of staff who have Professorial or - for Readerships only - Reader standing.

Membership of the Panel will be determined by the Vice Chancellor or his/her nominee in the light of the needs of the particular post.

- 5.3 the criteria used in conferring the title are those in paragraphs 2.1 (a), (b), (d) and (e), 2.2 and 2.3
- 5.4 Interview Panels may, at the shortlisting stage, decide that a candidate applying for a Professorship does not have a *prima face* case for appointment at this level and may invite the candidate to attend interview with a view to possible conferment of a Readership.
- 5.5 In consideration of applications following shortlisting, the Interview Panel will seek the written confidential views of the applicant's referees and of such other external advisers as the Panel may choose in consultation with the appropriate Dean of School.
- 5.6 Where an appointment could be made at more than one level (e.g. Principal Lecturer/Reader/Professor), the Interview Panel will first determine which candidate (if any) is to be offered the substantive post. It will then separately determine whether the successful candidate merits the conferment of either a Professorial or Readership title.
- 5.7 A decision to confer the title of Professor or Reader must be supported by at least five members of the Panel. The Panel may decide to offer candidates

shortlisted for Professorial appointment a Readership if they judge that the candidate meets the Readership criteria but not the Professorial criteria.

- 5.8 It will be the responsibility of the Personnel Officer handling the appointment to liaise as necessary with the Executive Secretary of the Professorial Conferment Committee in order to ensure that
- a) the necessary steps are taken to convene an appropriately constituted Interview Panel;
 - b) the candidate's own referees are invited to report separately on the their qualifications for the substantive post to be filled and on their suitability for the conferment of a Readership or Professorial title;
 - c) independent assessors are identified in good time;
 - d) all panel members are provided with the confidential reports from referees and independent assessors on a candidate's suitability for the conferment of a Readership or Professorial title prior to the meeting of the panel.

6. Status, Contract of Employment, Salary of Professors and Duties

- 6.1 Subject to the Vice-Chancellor's agreement, Professors who are heads of Academic Units may use the Academic Unit's title in conjunction with the title of Professor. Likewise, in the case of an externally funded post associated with the status of Professor, the name of the funding body may be used in conjunction with the title Professor.
- 6.2 A separate document, setting out the Professorial Salary Scale, Academic and Fixed Term Contracts, Confirmation of Appointments, Conditions of Service and Duties, is available from the Executive Secretary to the Professorial Conferments Committee or the Personnel Department (in the case of applications for appointment). However, the Vice Chancellor will discuss the conditions etc with successful applicants after conferment.

7. Honorary, Emeritus, Visiting and Externally Funded Professorships

- 7.1 The Professorial Conferment Committee may award the title of **Honorary Professor** on a member of staff of the University where it is in the Institution's best interest to do so.

The criteria for awarding the title are:

- 7.1.1 the past academic record of the candidate meets the criteria in paragraph 2.1;
 - 7.1.2 normally the candidate has previously held the title of Professor;
 - 7.1.3 the candidate's present post is at a senior level and the duties and responsibilities of that post effectively preclude them from making further significant contributions to academic scholarship and research.
- 7.2 The Professorial Conferment Committee may confer the title of **Professor Emeritus** upon a member of staff who is retiring, who normally has been in full-time employment at the University for at least five years prior to retirement, and who is deemed to have served the University with particular distinction. Applications are submitted on behalf of the candidate, by the Dean of School (or by the Dean, Graduate Research School, where the candidate is based in a Department or Unit other than an Academic School), to the Executive Secretary of the Professorial Conferment Committee.
- 7.3 The Professorial Conferment Committee may confer the title **Visiting Professor** upon a distinguished person who satisfies the criteria in section 2.1 and who undertakes a regular commitment to the University's academic activities. A candidate will not be considered for appointment as Visiting Professor without prior appointment as a Visiting Fellow, unless there are exceptional circumstances, such as previous conferment of a professorial title. While it is normally to be expected that a Visiting Professor will not simultaneously hold a Professorial title at another university, in exceptional circumstances (such as research collaboration between the University of Teesside and another institution) the Committee may advise the Vice-Chancellor to permit such a dual conferment. Conferment of the title will be subject to review every 5 years, and lapses with the termination of the connection with the University, if sooner. Following nomination by the Dean of the School concerned, an applicant should submit documentation as described in section 2.2 above to the Executive Secretary of the Professorial Conferment Committee.
- 7.4 The Vice-Chancellor may secure external funding for permanent or fixed term posts of Professorial status (see paper from Personnel regarding these contracts). Appointment to such posts shall be undertaken by the Professorial Conferment Committee, which may co-opt the sponsor or their representative, in accordance with established criteria and procedures for such appointments.