

## University for the Creative Arts

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### **1. Regulations and Procedures for the Conferment of the Titles of Professor and Reader**

#### **1 Purpose**

**1.1** These regulations lay down the criteria and procedures associated with the use of the title of Professor, Reader, Emeritus Professor, Honorary Professor, and Visiting Professor. The University wishes to make use of these titles to give public recognition to persons of distinction associated with academic activities.

**1.2** The titles of Professor and Reader are personal ones that recognise an individual's distinction. Associated with the title are defined responsibilities relating to the University's strategic priority to enhance academic excellence and further embed the University's research culture.

**1.3** Where the terms 'Professor' and 'Reader' are used in the following procedures for conferment, they refer to personal professorships and readerships. The procedures for 'Visiting Professor', 'Emeritus Professor', and Honorary Professor are contained in sections 10 and 11.

#### **2 Criteria for conferment of the title of Professor**

The conferment of the title of Professor is made unequivocally on the grounds of standing and quality. An applicant should meet one or more of the following criteria and should normally be able to demonstrate evidence at a high level in the remainder:

- outstanding achievement in research, and scholarship;
- outstanding contribution to the academic development of curriculum, learning & teaching, and / or strategic leadership in Higher Education;
- outstanding contribution to knowledge exchange, professional practice, consultancy or performance.

In interpreting these criteria the Professoriate Board will be guided by the Strategic Vision and Operational Plan of the University.

#### **3 Criteria for conferment of the title of Reader**

The conferment of the title of Reader is made unequivocally on the grounds of standing and quality. An applicant must demonstrate:

- significant achievement in research, and scholarship.

and should normally be able to also demonstrate evidence of achievement at a high level concerning their:

- contribution to the academic development of curriculum, learning & teaching, and / or strategic leadership in Higher Education;
- contribution to knowledge exchange, professional practice, consultancy or performance.

In interpreting these criteria the Professoriate Board will be guided by the Strategic Vision and Operational Plan of the University.

#### **4 Power to confer and tenure**

**4.1** The formal authority to confer the titles of Professor and Reader rests with the Vice-Chancellor as Chair of the Academic Board, except that the Board of Governors may confer the title of Professor on a person appointed as the holder of a senior post as defined in the Articles of Government subject to the criteria contained within these regulations.

**4.2** The University has the right to withdraw the title of Professor and Reader in exceptional circumstances.

**4.3** The holder of the title of Professor or Reader shall relinquish that title upon leaving the service of the University.

**4.4** In circumstances where the holder of any academic title is deemed to have behaved in a manner injurious or prejudicial to the interests of the University the Academic Board shall remove that title, normally on the recommendation of the Vice-Chancellor.

**4.5** The conferment of the title Visiting Professor will be for a fixed period determined by the Academic Board.

#### **5 Eligibility**

##### **Internal Candidates**

**5.1** Any permanent member of staff may be considered for the award of the title of Professor or Reader. Staff that are currently registered for a research degree will not normally be eligible.

**5.2** In the event of an application being rejected, subsequent reapplication will not normally be considered in the following academic year. Exceptions to this will only be made on the approval of the Vice-Chancellor.

### **Candidates for advertised posts**

**5.3** The Vice-Chancellor may determine that a particular post shall be advertised and filled by a person to whom the criteria for conferment of the titles should or could apply.

**5.4** The post shall be advertised openly and it shall be made clear in the advertisement and in any documentation sent to applicants that a professorial or readership title will or may be conferred on the appointee. A copy of these Regulations and Procedures shall also be supplied to applicants.

**5.5** The criteria for conferment of the title of professor or reader will be as set out in sections 2 and 3 above.

External candidates who are currently registered for a research degree will not normally be eligible.

**5.6** Candidates wishing to be considered for a professorial or readership title will be asked at initial application to submit the names of at least three external referees (as set out in 8.2iii) able to comment on their professional achievement, standing and appropriateness for the title. In addition, they will be asked to submit all other documentation as determined in Section 8.2 of these Regulations and Procedures.

**5.7** The Selection Committee will need to make two independent decisions; whether a person is right for the post, and whether they merit the title. To make these two decisions at the same time, the Vice-Chancellor shall ensure that the Selection Committee includes an internal professor and an external assessor who would be able to advise on the conferment of the title as well as the appointment and who conform with the regulations for membership of the Professoriate Board as set out in sections 6.1, 6.2, and 6.3.

**5.8** If a candidate has asked to be considered for a Professorial or Readership title, then the Selection Committee as constituted under 5.7 will act as the Professoriate Board.

## **6 Professoriate Board Membership**

**6.1** The constituency of the Professoriate Board shall be:

**6.2** The Vice-Chancellor as Chair of the Academic Board, who shall be Chair.

**6.3** Up to two professors within the University to be agreed and nominated by the Chair of the Academic Board.

**6.4** At least one and up to two external assessors appointed by the Vice-Chancellor.

**6.5** The University Professors shall be drawn from a School / Department other than the School / Department in which the applicant is employed.

**6.6** The external assessors shall be persons distinguished with regard to the relevant criteria under which the applicant is being considered for conferment of the title. Such persons will normally hold the title of professor themselves.

**6.7** The Executive Dean – Teaching, Learning & Research shall be in attendance as required.

### **Quorum**

**6.8** The quorum shall be the Vice-Chancellor and two members, one from each category.

### **Meetings**

**6.9** The Vice-Chancellor's Executive & Policy Officer shall act as clerk to the Professoriate Board.

**6.10** The Professoriate Board shall normally meet at least once each year.

### **Terms of Reference**

**6.11** The terms of reference shall be:

i) to consider applications and make decisions on the conferment of the titles of Professor, Visiting Professor, Emeritus Professor, Honorary Professor, and Reader;

ii) to advise the Vice-Chancellor, the Academic Board and the Board of Governors on any matters relating to the conferment of the titles of Professor and Reader;

iii) to advise the Vice-Chancellor, and through him/her, the Academic Board, (in the case of Professors, Visiting Professors and Readers), or the Board of Governors (in the case of Emeritus Professors), on the withdrawal of the title.

## **7 Procedures**

**7.1** All matters concerning applications for the award of the titles shall remain confidential to the members of the Professoriate Board and any staff of the University involved in the procedure.

**7.2** Applications may result from two sources:

i) by personal application

ii) appointment to a post with simultaneous conferment of a title

**7.3** Personal application may be made by a member of staff who is eligible as set out under section 4 above.

**7.4** Potential applicants are required to discuss their application with their line manager.

**7.5** Proposers and applicants are also encouraged to discuss their proposals with the members of the Forum for Readers and Professors.

## **8 Timetable and form of application**

**8.1** Applications must be submitted to the Vice-Chancellor's Executive & Policy Officer by no later than the published deadline, via the online recruitment process

**8.2** Responsibility for furnishing supporting information rests with the applicant for the award of title.

Applicants will normally be expected to submit:

i) a letter of application outlining the case for the conferment of the title set out in detail against the criteria laid out in section 2 or 3;

ii) a current curriculum vitae supporting the case for the conferment of the title set against the criteria laid out in section 2 or 3;

iii) the names of at least three external referees of suitable academic standing to judge their application, including brief rationales relating to their selection, including details on the applicant's professional relationship with the referee;

iv) details of their future plans in their area(s) of achievement.

**8.3** Applicants should indicate clearly in their letter of application under which criteria they wish to be considered. The referees will be expected to address the criteria in their letters of support.

**8.4** Applicants may be invited to assemble a portfolio of evidence or equivalent in support of their claim, which may be called upon by the Professoriate Board. This information should not be submitted with the application.

**8.5** A confidential statement from their Head of School will be requested upon receipt of application.

## **9 Consideration of applications**

**9.1** As Chair of the Professoriate Board the Vice-Chancellor shall convene an internal Academic Promotion Panel comprising Executive Deans, to determine whether there is a prima facie case to progress the application and seek references.

**9.2** The Academic Promotion Panel shall consider each application together with the referees' reports and a confidential report provided by the candidate's Head of School. The Panel shall determine:

i) whether further information is required before a decision can be made;

ii) that the candidate's application will be considered by the Professoriate Board;

iii) that the applicant has failed to establish a case for consideration. In this instance the Academic Promotion Panel will indicate in general terms to the applicant the reasons for this decision.

**9.3** If the Panel is satisfied with the information provided in the application, the applicant may be recommended for interview by the Professoriate Board, and invited to present any further supporting materials the applicant believes appropriate. Text based materials should be submitted in advance.

**9.4** As Chair of the Professoriate Board, the Vice-Chancellor shall determine from which of the named referees references shall be sought and may determine that additional references are required.

**9.5** The Professoriate Board shall then proceed to consider the application of the candidate. The following are possible outcomes of the interview:

- i) that the title of Professor or Reader should be conferred;
- ii) that further evidence should be obtained, normally from the candidate, or that further references are sought;
- iii) that a recommendation for conferment of the title not be made. In this instance the Board will indicate in general terms to the applicant the reasons for this decision.

**9.6** The proceedings of the Professoriate Board shall be confidential.

**9.7** Successful applications for conferment will be reported to the Academic Board and to the Board of Governors.

**9.8** The decision of the Professoriate Board shall be final.

## **10 Visiting Professor**

**10.1** This title shall be awarded to distinguished persons who meet the criteria for Professorship but who do not hold a permanent appointment with the University.

**10.2** Nominations must be made through an Executive Dean or the Deputy Vice-Chancellor to the Vice-Chancellor as Chair of the Professoriate Board. The nomination must state the grounds on which it is based and normally relate to the criteria as set out in sections 2 and 3.

**10.3** Appointments as a Visiting Professor shall be for a specified period of time not longer than three years. A Visiting Professor may be re-appointed.

**10.4** The expectations of Visiting Professors should be agreed in advance and set out using the same principles as that for Professors.

**10.5** In the event of a Visiting Professor being granted a permanent appointment, the application of the title in relation to that post will be reviewed.

**10.6** The Vice-Chancellor, as Chair of the Professoriate Board, will determine whether to confer the title, and the period of time for appointment. The Vice-Chancellor may refer the nomination to the internal members of the Academic Promotion Panel or Professoriate Board for advice or instigate the same process as that for Professors or Readers at his/her discretion.

**10.7** The formal authority to confer the title of Visiting Professor on a member of staff or person associated with the University rests with the Vice-Chancellor as Chair of the Academic Board.

## **11 Honorary Professor**

**11.1** This title may be awarded to distinguished individuals who have made an outstanding contribution, over a lifetime, to research, scholarship or practice in a creative arts discipline.

**11.2** Nominations can be made in accordance with the same process outlined in section 10 for Visiting Professors.

**11.3** Conferment is made lifelong and can only be withdrawn if the Vice Chancellor determines this to be in the best interests of the University.

## **12 Emeritus Professor**

**12.1** The title of Emeritus Professor may be conferred on Professors who retire from the University, and have provided distinguished service to the University.

**12.2** The title may only be conferred by the Board of Governors on the recommendation of the Vice-Chancellor as Chair of the Academic Board, or in the case of senior postholders on the recommendation of the Chair of the Board of Governors.

## **13 Inauguration**

**13.1** Arrangements will be made through the Research Office for those upon whom the title of Professor or Reader is conferred to present themselves to the wider community within the University.

**13.2** Upon conferment of the title, Professors will be invited to give an inaugural lecture and/or exhibition to demonstrate their standing and contribution within their respective fields.

## Guidance for addressing criteria for promotion to Readership and Professorship.

In making an application for promotion to Readership or Professorship, candidates are asked to demonstrate achievement against three specific domains:

- 1) achievement in research, and scholarship;
- 2) contribution to the academic development of curriculum, learning & teaching, and / or strategic leadership in Higher Education;
- 3) contribution to knowledge exchange, professional practice, consultancy or performance.

The University recognizes that all applications will be different according to the individual achievements of each candidate. However, this guidance has been designed to assist candidates in the preparation of their applications. It offers examples of activities that may be used to demonstrate achievement within each of the domains. It is not, exhaustive nor are candidates expected to provide evidence against all of the examples.

1) Evidence of achievement to **research, and scholarship** may include:

- Peer reviewed / commissioned / funded public research outputs including practice-based outcomes, joint or sole authorship of research publications, publications in refereed journals, and other articles, papers and conference proceedings, particularly with regard to the status of the publication and the role of referees in its assessment;
- other nationally/internationally recognised research-based articles or activities in refereed publications; □ exhibitions, performances; □ publication of book(s);
- regular presentations of research findings at major national/international conferences; □ organisation of major national/international academic conferences/meetings; □ award of medals, prizes or other academic distinctions by learned societies;
- Successful supervision of researchers/research students.

Evidence of external grant support:

- evidence of a successful track record in bidding activity; □ external research grant support: information to include indications of support received from Research Council / other funding bodies, including grading of grant applications; □ formal evaluations of final grant reports; □ involvement of work with research funding bodies;

Evidence of external contributions at a local or national level to the subject and/or professional bodies and /or external esteem:

- status within the subject/profession, e.g. to be recognised as an expert member of a specified field/profession both at a national and international level; □ professional activity: e.g. membership of national/international professional panels; exhibitions and performances of work; invited addresses to professional national/international meetings and conferences, including keynote/plenary sessions;
- experience of membership of editorial board(s); refereeing of articles for peer-reviewed academic journals and conferences; refereeing of grant applications by research councils and other major funding bodies; contribution to the public understanding of the



subject.

2) Contributions to the academic development of curriculum, learning & teaching, and / or strategic leadership in Higher Education may include:

Evidence of contribution to the pedagogy of the subject/professional practice:

- the development and implementation of academic strategy and practice;
- strategic leadership and direction of enhancement in learning & teaching;
- involvement in learning and teaching at a national/international level, for example conducting workshops or specialist courses in universities outside the UK; conference presentations on pedagogy;
- contributions, e.g. books, articles or development of schemes, that have shaped the way in which the subject is taught nationally or have been adopted internationally; □ contribution to a professional organisation or learned society;
- collaboration - examples of teaching and research across subject and disciplinary boundaries that demonstrate a contribution to inter-disciplinary/ professional education;
- external examining; contributions to national or international curriculum and pedagogy debate.

Evidence of teaching innovation and /or course development:

- development of new teaching materials or methodologies influencing the pedagogy of the subject; □ contribution to the development of new approaches to course design, learning and teaching and assessment practice which may have been adopted internationally;
- contributions, e.g. books, articles or the development of schemes, that have shaped the way in which the subject is taught; acting as an innovator/champion in Learning and Teaching.
- evidence of obtaining external funding for learning and teaching developments.

Evidence of a high level of teaching quality as indicated by demonstrable measures:

- a reflective, reasoned and innovatory approach to teaching, course design, assessment and evaluation; □ familiarity with, and use of, theory and publications on learning and teaching in higher education;
- commitment to quality of teaching; explicit attention to meeting the needs of individual students; use of student feedback to evaluate and develop teaching; development and/or use of peer assessment of teaching; evidence of successful assessment of teaching by students and peers; commitment to the development of the teaching skills of other staff in the School; evidence of commitment to continuing professional development.

3) Contribution to **knowledge exchange, professional practice, consultancy or performance** may include:

- innovation and knowledge transfer; □ contribution to the successful commercialisation of patents, inventions and any other exploitable intellectual property; □
- involvement in work that has made a contribution to the advancement of knowledge and/or its application to the subject area/professional practice/policy-making at a national/international level;
- contribution to the public understanding of the subject at a national/international level; contribution to capacity building in University and its engagement with wider communities; contribution to culture and cultural enrichment.
- the initiation or maintenance of significant links between the University and national/international groups, organisations and businesses and the community; □ significant involvement in academic quality assurance at external institutions;
- project management for large projects including interdisciplinary groups that have a national/international profile; □ financial management for large projects or interdisciplinary groups, with a national/international impact;
- advising and engagement of government, public and third sector organisations and bodies