

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, Emeritus Reader, Honorary Professor, Visiting Professor and Visiting Reader. 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 (these responsibilities are set out in Annex 2 to this document).
- 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', 'Visiting Reader', 'Emeritus Professor', Honorary Professor and 'Emeritus Reader' 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 in relation to the creative arts and should normally be able to demonstrate evidence at a high level in the remainder:

- national or international influence or contribution to the development of issues relating to further and higher education and/or the development of practice and/or the development of a discipline;
- outstanding contribution to the development of teaching and learning and/or the development of the curriculum;
- outstanding achievement in research, scholarship, professional practice, consultancy or performance.

In interpreting these criteria the Professoriate Board will be guided by the vision of the University, (Annex 1 to this document).

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 should meet one or more of the following criteria in relation to the creative arts and should normally be able to demonstrate evidence at a high level in the remainder:

- significant contribution to the development of issues relating to further and higher education and/or the development of practice and/or the development of a discipline;
- significant contribution to the development of teaching and learning and/or the development of the curriculum;
- significant achievement in research, scholarship, professional practice, consultancy or performance.

In interpreting these criteria the Professoriate Board will be guided by the mission statement of the University (Annex 1 to this document).

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 or Visiting Reader will be for a fixed period determined by the Academic Board.

5 Eligibility

Internal Candidates

- 5.1 Any member of staff holding an appointment that is permanent or fixed term of two years or more may be considered for the award of the title of Professor or Reader. Staff who are currently registered for a research degree will not normally be eligible.
- 5.2 In the event of an application being rejected, the person concerned may not normally be considered again for the award of the title until a full academic year has elapsed since the determination of the previous application.

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 professorial qualities as well as the two references required to comment on their appropriateness for the post. 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.

January 2012

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 College or Department other than the College/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 Director of Research & Enterprise 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 Clerk to Academic Board 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, Reader, Visiting Reader and Emeritus 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, Readers and Visiting Readers), or the Board of Governors (in the case of Emeritus Professors or Emeritus Readers), 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 the Executive Dean (or nominee) or Director of Department as appropriate and in the case of Executive Deans or Directors of Department with the Deputy Vice-Chancellor.

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 Clerk to the Academic Board by no later than the published deadline.

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 supporting the case for the conferment of the title set 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) in the case of internal applicants, a supporting statement from their Executive Dean or Director of Department and in the case of Executive Deans and Directors of Departments from the Deputy Vice-Chancellor;
- v) 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.

9 Consideration of applications

9.1 The Chair of the Professoriate Board shall determine whether there is a prima facie case to progress the application and seek references.

9.2 The Chair of the Professoriate Board shall determine from which of the named referees references shall be sought and may determine that additional references are required.

9.3 The Professoriate Board shall consider each application together with the referees' reports and, in the case of internal candidates, a report provided by the appropriate Executive Dean, Deputy Vice-Chancellor as appropriate. The Board shall determine:

- i) whether further information is required before a decision can be made; or
- ii) that the candidate's application will be considered;
- iii) that the applicant has failed to establish a case for consideration.

9.4 If the Board is satisfied with the information provided in the application, the applicant may be interviewed, and invited to present any further supporting materials the applicant believes appropriate. Text based materials should be submitted in advance.

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 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 and Visiting Reader

10.1 This title shall be awarded to distinguished persons who meet the criteria for Professorship or Readership 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 section 2. Nominations may be made at any time.

10.3 Appointments as a Visiting Professor or Visiting Reader shall be for a specified period of time not longer than three years. A Visiting Professor or Visiting Reader 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 or Visiting Reader 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 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 or Visiting Reader 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 and Visiting Readers.

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 and Emeritus Reader

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

January 2012

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 Chairman 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.

Annex 1: Current Mission Statement Annex 2: Responsibilities associated with the award of the titles of Professor and Reader

ANNEX 1

Vision and Mission Statement

Vision

UCA will be recognised internationally for nurturing world-class talent and advancing the role of the creative arts in society.

Mission

To excel as a university for the arts which fosters creativity through local connections and global aspirations.

We will achieve this by:

- delivering the highest standards of learning and teaching in the creative arts
- engaging in research and enterprise activities at the forefront of our disciplines
- fostering creative talent and potential wherever it is found
- forging relationships for the benefit of the University and its partners
- sustaining a supportive creative community which has a positive impact on society, culture and the economy
- enhancing our international standing and reputation in the creative arts
- championing the academic, economic and social value of the creative arts.

January 2012

ANNEX 2

Expectations of a Professor

The following responsibilities are associated with the award of the title of Professor.

General

- to work with the Research Co-ordinators in fostering, mentoring, guiding and encouraging the research work of other staff with the aim of increasing the quality and volume of research in line with the University's strategic objectives
- to be a member of the Professoriate Board

Providing leadership in the field by:

- sustaining a research profile at national and international level -strong academic leadership of the subject specialism in undergraduate and postgraduate teaching -providing quality supervision and research training for research students -leading and managing appropriate staff as determined by the Executive Dean

Acting as a role model for staff by:

- mentoring staff -providing quality supervision for staff undertaking research degrees -organising research seminars, symposia, etc -disseminating one's own research output within the University -advising and assisting staff in the preparation of research applications to internal and external sources

Acting as an ambassador for the University

- attending appropriate external events, e.g. conferences, exhibitions etc -representing the University at appropriate fora -disseminating own research output outside the University through exhibition or performance in venues of appropriate reputation, publication of work etc -to foster collaborative links with Universities and Industry

Contributing to a critical research culture within and across the University

- active participation in the relevant committees and working groups -liaising/interacting with other members of the Professoriate and Readership -giving an inaugural Professorial lecture -take an active role in the generation of research funding from external sources

Details of the associated remuneration and entitlement can be obtained from the Director of Human Resources.

January 2012

ANNEX 2 (continued)

Expectations of a Reader

The following responsibilities are associated with the award of the title of Reader

General

-to work with the Research Co-ordinators in fostering, mentoring, guiding and encouraging the research work of other staff with the aim of increasing the quality and volume of research in line with the University College's strategic objectives

Contributing to the development of research in the field by:

-sustaining a research profile at national and international level -undergraduate teaching of the subject specialism -providing supervision and research training for research students

Acting as an exemplar for staff by:

-organising research seminars, symposia, etc -disseminating own research output within the University -advising and assisting staff in preparation of research applications to internal and external sources

Acting as an ambassador for the University by:

-attending appropriate external events, e.g. conferences, exhibitions etc
-representing the University at appropriate fora
-disseminating own research output outside the University through exhibition or performance in venues of appropriate reputation, publication of work etc
-to foster collaborative links with Universities and Industry

Contributing to a critical research culture within and across the University

-active participation in the relevant committees and working groups -take an active role in the generation of research funding from external sources

Details of the associated remuneration and entitlement can be obtained from the Director of Human Resources.