



Teaching Intensive Research Informed

CRITERIA AND PROCEDURES FOR THE AWARDS OF THE TITLES OF 'PROFESSOR' AND 'READER'

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SECTION A – Introduction

1. These regulations cover the award of academic titles which may be made by the University from time to time. These reflect academic excellence at different levels and in different activities which promote: the University's mission and strategic priorities; the education and ambitions of its students; excellence across the university sector nationally and internationally and exceptional achievement in the discovery, creation and dissemination of new knowledge and practice. These awards are intended to be broadly in line with practice and standards of higher education institutions in the UK. The regulations reflect the University's commitment to excellence in research, teaching, knowledge exchange and professional practice.

Appointments, Salaries and Honoraria

2. In some cases, a particular academic title may be associated with a specific post with a substantive job description and salary or honorarium. The procedure for identifying, approving and making appointments to such posts and for setting salary levels and other benefits is quite separate to the procedures described here. What follows deals with the procedures for the conferral of the academic titles per se.
3. In the case of the holders of Emeritus or Honorary titles who maintain an academic association with the University and whose work beyond their retirement continues to benefit the University, it may also be appropriate for them to have access to the library, IT services, parking and office space but such matters are not part of these regulations as such and are managed through Human Resources.

Titles and Eligibility

4. The titles of 'Professor' and 'Reader' are intended only for established members of staff or those being appointed to positions with those titles, or as otherwise approved by the Vice Chancellor.
5. In principle, all titles are available as emeritus titles.
6. The titles of Emeritus Professor, Emeritus Reader, Emeritus Fellow and Honorary Professor will normally be awarded for life.
1. The Visiting titles are intended for academics and others who are invited to work with the University on specific projects and/or for specific periods of time. These titles are normally awarded for a maximum of three years in the first instance, though they may be renewed for as long as the person concerned continues to work or otherwise be associated with the University. Such titles are renewed automatically unless specifically withdrawn or surrendered.

SECTION B - Procedures for the award of titles incorporating the term 'Professor' or 'Reader'

1. Applications should be made to the Chair of the Professorial & Readership Committee ('the Chair') via the Secretary. Application and nominations may only be submitted during designated application windows, which will be advertised from time to time or as specified by the Vice Chancellor, using the relevant forms available on the Research and Graduate School web pages.
2. The Chair of the Committee (currently the Assistant Vice Chancellor, OfS) will be appointed by the Vice Chancellor. For each application, based on the nomination and the title being applied for, the Chair will convene a Panel consisting of at least two or more established Professors of the University. Where appropriate or necessary external subject specialists may be consulted or invited to attend as non-voting advisers. For titles associated with advertised appointments at least two members of the Professoriate will be involved in approving the application for the relevant title one of which will be the Chair of the Committee or their nominee.
3. The membership of the Committee from which any specific Panel will be convened by the Chair will be:
 - c) The University Professoriate (ie all professors employed by the University)
 - d) The Executive Dean – Research & Doctoral Division
 - e) Pro Vice Chancellor (Academic Strategy)
 - f) In addition, each Panel may have at the discretion of the Chair, co-opted panel members who
 - i. Already hold titles within the remit of the Committee
 - ii. and/or are the line manager of the applicant
 - g) Director of Human Resources or nominee (in attendance).
4. For applications primarily focusing on the internal Research route the panel will normally include the Executive Dean (Research & Doctoral Division); for applications focusing on Learning & Teaching route, the panel will normally include at least one full TIRI Professor; for applications focusing on the Professional Practice route the Panel will normally include the AVC (Knowledge Exchange) and for those primarily focusing on Academic Leadership the panel will normally include the PVC (Academic). In all such cases the applicant's Head of School or equivalent will be a full member of the Panel. Recommendations from the Professorial & Readership Committee will go to the Vice Chancellor as chair of the Senate (or his nominee) and once confirmed, will be formally offered to the candidate. Once an offer is accepted, it will be reported to the next meeting of Senate and to relevant University officers for administrative and other purposes.
5. Titles of Professor and Reader are normally conferred until retirement. Visiting Professors will normally be appointed for a period of three years, with the possibility of reappointment. Such titles are renewed automatically unless specifically surrendered or withdrawn. Emeritus and Honorary Professors hold the title for life.

6. Applications to terminate a visiting appointment will follow the same procedure as for appointment but should be made by the Dean of the relevant Faculty and include a written explanation and justification for the proposed termination in place of the nomination form.

Applications

7. Internal candidates or (in the case of emeritus applications, recently retired candidates) should make the application on their own behalf, though they should, wherever possible and appropriate, be sponsored at the local level School level and Faculty Level or equivalent. It is expected in addition that applications made by staff on permanent contracts of employment will normally include a letter of support from their line manager. Where this is not the case, this should be clearly explained. External candidates should normally be nominated by the relevant School or Service.
8. It is most important that candidates indicate clearly the title for which they are applying and, in the case of applications for professorial title, against which of the four sets of criteria (Research, Teaching, Professional Practice or Academic Leadership) or combination thereof, they wished to be judged. Applications should indicate not just the evidence that candidates meet the relevant criteria, but also the nature of the research/scholarship/professional activity that they are or will be undertaking should they be successful and how these fit with the relevant local plan and the strategic development of the University as a whole.
9. All applications for internal promotion as a Reader or Professor must be demonstrably sustainable financially and in terms of the activity in which the applicant would be involved whether teaching, research, knowledge exchange or any combination thereof. No application will proceed to consideration by a Panel until evidence of such sustainability has been provided by the applicant and approved by both the relevant Dean and the PVC (Academic Strategy).

Applications should be made on the appropriate form and should include a full curriculum vitae and a list of publications, teaching achievements, knowledge exchange projects or equivalent in line with the title being sought along with other relevant outputs and other associated evidence. In the case of research titles these should clearly indicate peer-reviewed outputs separately from other outputs. In the case of teaching awards or KE projects, achievements should clearly indicate the contribution of the applicant. It is not necessary to include copies of any publications or other outputs with the application, but full bibliographic references or other identifying data should be supplied. Where an output is jointly authored, the applicant should indicate, ideally as a percentage, the extent of their contribution. Research applicants must submit their ORCID details and have a full ORCID profile.

10. Applications will be considered by the Panel to establish whether there is a compelling case for the award of the title by consideration of the application and CV against the relevant criteria. If this is established the Panel will consider whether it wishes to then commission external independent references on the case. This will normally be two for Professorship and

Readership applications. Upon receipt of any such references the Panel will make a final recommendation. If the Panel consider that references are not required they will make a recommendation to the Vice Chancellor.

11. Appointments will, in relevant cases, also be subject to UKVI requirements in respect of immigration control.

SECTION C - Procedures for the award of the titles of Visiting Fellow, Emeritus Fellow, Emeritus Reader, Honorary Research Fellow and associated visiting titles (see Appendix A for full list)

1. Applications should be made to the Secretary and copied to the Chair.
2. Based on the nominations, the Chair will convene a suitably constituted advisory panel consisting of two or more senior academics. Where appropriate and necessary external subject specialists may be consulted and/or invited to attend or participate.
3. The titles of Emeritus Fellow, Emeritus Reader and Honorary Research Fellow are normally conferred for life. Visiting Fellow appointments will normally be appointed for a period of three years, with the possibility of reappointment.
4. Applications to terminate a visiting appointment will follow the same procedure as for appointment but should be made by the Dean of the relevant Faculty and include a written explanation and justification for the proposed termination in place of the nomination form.

Applications for Visiting Titles

5. Nominations should be made on the appropriate Nomination form, have the support of the relevant local organisational unit and be accompanied by full curriculum vitae, a description of the nature of the work to be undertaken and its fit with the local and University plans and strategic development.
6. Applications for the title of Emeritus Fellow, Emeritus Reader or Honorary Research Fellow should normally include a CV but should include a supporting statement by the applicant and a description of the nature of the work to be undertaken and its fit with the local and University plans and strategic development.
7. Appointments will, in relevant cases, also be subject to UK VI Agency requirements in respect of immigration control.

SECTION D - Criteria for the award of the title of 'Professor'

General Criteria

Candidates for the title of 'Professor' in any route will be expected to have an

exceptional record of personal achievement at a national / international level of excellence which shows **academic distinction**, and/or **professional standing** of a high order and/or evidence of exceptional impact as a practitioner in relation to teaching and/or research and/or academic leadership and/or knowledge exchange.

The University awards the title of 'Professor' in relation to the following models.

- Professor on the basis of Research
- Professor on the basis of Learning and Teaching
- Professor on the basis of Professional Practice – 'Professor in Practice'
- TIRI Teaching Professors

NB The title of 'Reader' is available only for the Research or Professional Practice Models.

For each of these four models, there are specific criteria which must be met for any recommendation for the conferment of the relevant title to be met. The specific criteria for each model are indicated below.

Specific Criteria

Specific Criteria for the title of Professor on the basis of Research

Candidates must, in addition to the general criteria, be able to show **outstanding scholarly attainments**, as illustrated by contributions through creative work, research, consultancy or professional practice. Such attainments to be clearly recognised in terms of the candidate's professional standing nationally and internationally and typically demonstrated through:

- a) an **original and sustained contribution to knowledge or its application** through research, evidenced by publications in books, SCOPUS-tracked research journals, practice and/or other scholarly activity, performance or creative achievement
- b) academic **leadership in research** shown through the direction of staff engaged in projects, direction or coordination of academic networks or collaborative partnerships with other HEIs and successful supervisions to doctoral level
- c) the creation of **intellectual property** and/or the acquisition of a substantial amount of **externally funded** project work successfully completed
- d) at least a national **reputation** within the specialist field, as shown by the usual indicators of esteem, such as editorships, membership of peer review panels, membership of appropriate professional bodies, invited keynote lectures, and so on.

Candidates should demonstrate a high level of match to all these criteria and also be exceptional in at least one (normally (a)), **in all cases with clear evidence of a contribution to the TIRI agenda.**

Specific Criteria for the title of Professor on the basis of Learning and Teaching

Candidates for the title of Professor on the basis of Learning and Teaching must, be able to show, in addition to the general criteria, major scholarly or pedagogical attainments as illustrated by contributions through professional practice, creative work, research and consultancy or, coupled with **outstanding contributions to course development or teaching practice** and the advancement of learning and teaching, especially at degree and postgraduate level, demonstrated through:

- a) an **original and sustained contribution to learning, teaching and professional pedagogic practice** shown by evidence of exceptional student learning and attainment and/or publications in books and journals of repute, commissioned reports, national awards or other relevant scholarly activity;
- b) academic **leadership in teaching** and learning, academic management and support for pedagogic activities and communities and/or the successful completion of externally funded projects which focus on the enhancement of teaching and learning;
- c) a record of **personal excellence in teaching** in the context of the TIRI and Campus Plus agendas informed by critical reflection and of making significant contributions to curriculum innovation, design, development and delivery;
- d) a level of **excellence in supporting, developing and enhancing teaching** and learning which bears comparison with national levels of excellence.

Candidates should demonstrate a high level of match to all these criteria and also be exceptional in at least one (normally (a)), in all cases **with clear evidence of a contribution to the TIRI and Campus Plus agendas**.

Specific Criteria for the title of Professor on the basis of Professional Practice

1. Candidates for the title of 'Professor in Practice' must, in addition to the general criteria, be able to show major attainments as illustrated by contributions through professional practice to a specified area of recognised expertise and specialism in relation to a specific discipline, area of expertise or innovation.
 - a) an original, effective and sustained contribution to the **delivery** of a professional role across a range of client groups and contexts. This may be as part of a team, but the applicant's contribution must be identifiably effective and would normally involve a leadership role.
 - b) a distinctive and substantive contribution to the **development** of professional practice in the relevant area which has had a demonstrable positive effect on the relevant practitioners and/or client groups.
 - c) clear evidence of **dissemination** of best professional practice through

publications, conferences, symposia or similar.

Candidates should demonstrate a high level of match to all these criteria and also be exceptional in at least one (normally (a)), in all cases with clear evidence of a contribution to the TIRI agenda.

Specific Criteria for the title of Professor on the basis of Academic Leadership

Candidates must be able to show major scholarly attainments, as illustrated by contributions through creative work, research, consultancy or professional practice, coupled with **outstanding qualities of academic leadership** which have furthered the aims of the University, some other institution or Higher Education generally, as demonstrated by:

- a) a sustained and innovative contribution to the **development and/or sustainability** of a subject area, a programme of study, or an organisation or to a critical element of the activities of these – such as quality assurance or postgraduate training – or of academic policy, as shown by publications, reports, reviews or other peer reviewed external evidence;
- b) the **significant enhancement** of the academic standing or reputation of the area for which leadership responsibility is being claimed, this to be widely recognised both inside and outside the University;
- c) the introduction and **successful implementation of new developments** which, especially in the case of subject or course leadership, are visible in the achievements of graduating students.
- d) Demonstrable success in **facilitating excellence** in the University's research, KE, support, and learning and teaching agendas/

Candidates should demonstrate a high level of satisfaction of all these criteria and also be exceptional in at least one (normally (a)), in all cases **with clear evidence of a contribution to the TIRI agenda.**

TIRI Teaching Professors

In addition, the Committee will assess applications for the positions of

- **Teaching Professor (aligned to the grade of Professor)**
- **Associate Teaching Professor (aligned to the grade of Reader)**
- **Assistant Teaching Professor (aligned to the grade of Senior Lecturer),**

These posts represent a commitment to drive our TIRI and Campus Plus agendas forward, reward excellence in the University and to recognise the contribution and accomplishments of high performing academic colleagues at the University. 'those in this career track would be expected to undertake applied research an appropriate area related to learning and teaching developments'

Opportunity to apply for the TIRI Professorships posts will be through an open competitive process with a defined application window. The precise assessment and appointment protocol in each cycle will reflect the University's strategic objectives and reflect teaching and learning priorities. Guidelines on the implementations of the regulations specified here will be published prior to the start of each cycle by Human Resources having conferred with the Chair of the Professorial & Readership Committee.

Criteria for Assessment

For full **Teaching Professor** title candidates will normally demonstrate **major scholarly or pedagogical attainments as a practitioner** on the majority of the TIRI Criteria. This will include some element of external peer reviewed publications relevant to their discipline or practice.

For the title of **Associate Teaching Professor** candidates will normally demonstrate **a record of achievement as a practitioner which shows potential for academic distinction** and professional standing of a high order with clear evidence of a contribution to the TIRI agenda on the majority of the TIRI Criteria.

For the title of **Assistant Teaching Professor** candidates will normally demonstrate **an emerging record of achievement as a practitioner which shows potential for academic distinction** and professional standing of a high order with clear evidence of a contribution to the TIRI agenda on the majority of the TIRI Criteria.

TIRI Criteria

The Criteria for TIRI Professorship assessments will be reviewed prior to each cycle and published in the briefing material for potential applicants. These will reflect the following elements:

- Excellent subject specific knowledge and discipline-based scholarship – recognised in the University and nationally as advancing the subject
- Hold membership of the HEA and of relevant professional bodies
- Successful progress in Performance Review
- Volume and breadth of quality teaching
- Successful Teaching innovation – both in terms of curriculum and delivery
- Contribution to improvement of the student experience and student engagement
- Notable external profile, engagement and impact in terms of reach and significance of their work
- Has published in HE teaching and learning journals or edited collections
- Leadership in management, development and of teaching, learning and assessment.
- University level teaching qualification or equivalent
- Distinctive contributions to promoting effective blended learning amongst students
- Distinctive contribution to the Campus Plus agenda.

SECTION E - Criteria for the award of the title of 'Reader'

Criteria for the award of the title of Reader (ie in Research)

Candidates for the title of Reader will be expected to have a record of achievement which shows potential for **academic distinction** and **professional standing** of a high order with clear evidence of a contribution to the TIRI agenda.

They must be able to demonstrate:

- a. A capacity for and achievement in **research or scholarship**, as illustrated by contributions through creative work, research, consultancy or professional practice;
- b. The ability to **lead research and scholarship** and to manage collaborative research projects;
- c. Experience of supporting and successfully **supervising** postgraduate research students;
- d. The ability to create academic partnerships – internal and external – and to attract **external funding**.

Criteria for the award of the title of 'Reader in Practice'

Candidates for the title of 'Reader in Practice' must be able to show significant attainments as illustrated by contributions through professional practice to a specified area of recognised expertise and specialism in relation to a specific discipline, area of expertise or innovation. This should be at a level of expertise and achievement commensurate with that of a Reader in Research but evidenced through impact in practice rather than academic peer review.

They must be able to demonstrate:

- a) an original, effective and sustained contribution to the **delivery** of a professional role across a range of client groups and contexts. This may be as part of a team, but the applicant's contribution must be identifiably effective and would normally involve a leadership role.
- b) a distinctive and substantive contribution to the **development** of professional practice in the relevant area which has had a demonstrable positive effect on the relevant practitioners and/or client groups.
- c) clear evidence of **dissemination** of best professional practice through publications or otherwise.

Candidates should demonstrate a high level of match to all these criteria and also be exceptional in at least one (normally (a)), in all cases with clear evidence of a contribution to the TIRI agenda.

09 February 2023

Professor P McGhee

Assistant Vice Chancellor

APPENDIX A

VISITING ACADEMIC STAFF APPOINTMENTS – A GUIDE TO TITLES

The following guide is indicative only.

Visiting Professor / Honorary Professor

A Senior Academic, public servant/official, business person, or industrialist who has risen to the very top of his/her profession and whose appointment will enhance the reputation of the University at the highest levels. If the visitor is a former member of University staff they would be a credible candidate for the award of a Personal Chair and hold (or have held) Directorships of, or lead (or have led) major research teams in, organisations with which the University enjoys a close working relationship in research, or hold (or have held) similar positions in local organisations with which the University has close working relationships in the areas of teaching or research infrastructure support.

If the candidate comes from an academic background, the candidate should normally show sustained outstanding achievement in terms of quality and quantity in at least two of these principal areas, once of which must be research. Performance in the remaining third area should be at least at the level expected of their current post and the applicant must have made an outstanding international contribution to the advancement of their subject recognised by their peers.

A visiting professorial appointment can be under one or more of the following models:

- Professor on the basis of Research
- Professor on the basis of Learning and Teaching
- Professor on the basis of Professional Practice – ‘Professor in Practice’
- Professor on the basis of academic, clinical or other leadership.

Visiting Reader / Reader in Practice

A senior academic, public servant/official, business person, or industrialist who is near the top echelons of his/her profession and whose appointment will help enhance the reputation of the University at a senior level. They will normally have professional experience related to the design, commissioning, analysis and/or review of complex issues.

If the candidate comes from an academic background the candidate should show evidence of sustained excellence in their contribution in terms of quality and quantity in at least two of the principal areas, one of which must be research. Performance in the remaining area should be at least at the level expected of their current post.

Visiting Clinical Reader

This title is normally available to clinically qualified (GMC) individuals with NHS-funded or grant-supported contracts of Consultant status or Principals in general practice, or other individuals of comparable experience working in the clinical setting

who can demonstrate distinction in scholarship or research and/or can demonstrate significant contribution to the advancement of their subject and the educational activities of the University at a level equivalent to that of the University teaching staff and/or to the research activity of the University.

Visiting Senior Lecturer/Lecturer

An academic, public servant or business person whose personal knowledge, experience and/or influence will add to the reputation of the University. This title may be offered to non-clinically qualified individuals not directly funded by the University who make a significant contribution to the education activities of the University at a level equivalent to that of the University teaching staff and/or to the research activity of the university.

Visiting Clinical Senior Lecturer

This title is specifically for clinically qualified (GMC) individuals with NHS-funded or grant-supported contracts of Consultant status or Principals in General Practices, or other individuals of comparable experience working in the clinical setting. Visiting Clinical Senior Lectureships will be offered to individuals who make a significant contribution to the educational activities of the University at a level equivalent to that of the University teaching staff and/or to the research activity.

Visiting Clinical Lecturer

This title is for individuals not funded directly by the University who are pursuing a career in academic medicine, who demonstrate ability and who are, or would be involved in, teaching and/or research for the University. The title might be appropriate for specialist registrars (SpRs) and individuals on training fellowships undertaking research for a research doctorate.

Visiting Teaching Fellow

This title may be offered to individuals working in areas associated with a School's teaching. The title is offered in recognition of a significant contribution to teaching within the University, for example, an annual course of lectures.

Visiting Research Fellow

This title may be offered to individuals in areas associated with the University's research. The title is offered in recognition of a significant contribution to research within the University e.g. supervision of graduate students, a major contribution to research in collaboration with University staff.

Visiting Business Fellow

This title may be offered to individuals working in areas associated with a School's teaching and broader advisory role in relation to public services, industry, commerce, enterprise, IPR and related areas. The title is offered in recognition of a significant contribution within the University, for example, membership of an Industrial Advisory Board, enterprise support or business development analysis and review.

Visiting Engineer, Visiting Scientist, Visiting Scholar

These titles may be afforded to a visiting practitioner or specialist who is visiting the institution for a short period of time (one week to six months) with a particular focus on Science, Technology Engineering or Maths for the Engineer and Scientist titles

and for whom one of the other titles would not be appropriate. Such an individual would be expected to be a full (corporate) member of a recognized professional body or learned society in their field of expertise e.g. CEng, CPsychol, CSci, ACCA

Procedure

Applicants will be advised to submit a short CV to the Head of the relevant School in the first instance who will then submit to the Chair of the Professorial & Readership Committee for review by a small panel prior to approval of recommendations by the Vice Chancellor (or nominee).

Note on Remuneration

Approval of any of the above titles does not in and of itself imply any remuneration or contract of employment. All appointees would normally expect to receive reasonable expenses incurred wholly and exclusively in relation to their role on an advanced approval basis. However, any payments related to the work in any of the roles are a

matter for discussion with the relevant School, Executive member and the Director of Human Resources on a case by case basis.

Patrick McGhee

July 2015; Amended October 2015; Amended January 2016; Amended 9 February 2023

Version History

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