



Teaching Intensive Research Informed

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

**(INCLUDING TEACHING PROFESSOR,
ASSOCIATE TEACHING PROFESSOR,
ASSISTANT TEACHING PROFESSOR, FELLOW,
EMERITUS, HONORARY AND MISCELLANEOUS
VISITING TITLES)**

Approved by Senate, 22 February 2016

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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.

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 enjoy certain benefits in kind, for example access to the library, IT services, parking, office space etc.

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 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, Honorary Research Fellow and Honorary Professor will normally be awarded for life.
7. 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.

SECTION B - Procedures for the award of all title 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 be submitted at any time using the relevant forms available on the Research and Graduate School web pages.
2. The Chair of the Committee (currently the Assistant Vice Chancellor, Quality) 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 and/or necessary external subject specialists may be consulted or invited to attend as non-voting advisers. If the candidate is a current member of staff at the University of Bolton, their line manager may also be invited to attend or participate. For titles associated with advertised appointments at least two members of the Professoriate will be involved in approving the application for the relevant title.
3. The membership of the Committee from which the Panel will be convened by the Chair will be:
 - c) The University Professoriate
 - d) The Executive Dean – Research & Graduate School
 - e) Assistant Vice Chancellor (Academic)
 - 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 Research route the panel will normally include the Executive Dean (Research & Graduate School); for applications focusing on Learning & Teaching (including Teaching Professor) route the panel will normally include the Executive Dean (Student Experience), and for those primarily focusing on Academic Leadership the panel will normally include the AVC (Academic). In all cases the applicant's Head of School 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. Emeritus and Honorary Professors hold the title for life.
6. Applications to terminate a visiting appointment will follow the same procedure, but should include a written explanation and justification for the proposed termination in place of the nomination form.

Applications

7. Internal or recently retired candidates should make the application on their own behalf, though they should, wherever possible and appropriate, be sponsored from the local level. 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 three sets of criteria 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 and how this fits with the relevant local plan and the strategic development of the University as a whole.
9. Applications should be made on the appropriate form and, should include a full curriculum vitae and a list of publications and/or other relevant outputs and other associated evidence. These should clearly indicate peer-reviewed outputs separately from other outputs. It is not necessary to include 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. Applicants must normally submit their ORCID details and have a full ORCID profile.

Applications will be considered by the Panel to establish whether there is a *prima facie* case for the award of the title by consideration of the application 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.

10. 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 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 an appointment should follow the same procedure, but should include a written explanation and justification for the proposed termination in place of the nomination form.

Applications

5. Applications should be made on the appropriate form and, for Visiting appointments, should 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

1. General Criteria

Candidates for the title of Professor 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.

2. Specific Criteria

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

Candidates must, in addition, 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 demonstrated through:

- a) an original and sustained contribution to knowledge or its application through research, evidenced by publications in books, research journals of

repute, 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, viz editorships, membership of peer review panels, membership of appropriate professional bodies, invited keynote lectures, and so on.

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.**

2.2 Specific Criteria for the title of Professor on the basis of Learning and Teaching, including Teaching Professors

1. Candidates for the title of Professor on the basis of Learning and Teaching must, be able to show 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 agenda 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 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.**

2. Teaching Professors

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

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

This is a key initiative to drive our TIRI agenda forward, reward excellence in the University and to recognise the contribution and accomplishments of high performing academic colleagues at the University. It is envisaged that those in this new career track will not be required to undertake traditional research work (save for research into their teaching).

The three role profiles, assessment criteria and the promotion process all augment the current arrangements.

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 Specific Criteria.

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 Specific 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 Specific Criteria.

Specific Criteria

- 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 breath of teaching
- Teaching performance
- Teaching innovation – both in terms of curriculum and delivery
- Personal and peer development (i.e. professional academic practice)
- Contribution to improvement of the student experience and student engagement

- External profile, engagement and impact
- Published in HE teaching and learning journals
- Leadership in management, development and of teaching, learning and assessment.
- University level teaching qualification

2.3 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.

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.**

Supplementary Note 1 – Academic Leadership

1. Academic leadership should be perceived as relating to a subject area, a programme of study or the making of academic policy. The subject area, programme of study or item(s) of academic policy should not be narrowly conceived; it is doubtful, for example, whether leadership of a single programme of study would by itself satisfy the criteria.
2. Outcomes claimed in respect of academic leadership should be clearly stated and attributed to the efforts of the applicant. They should normally relate to activities which, either at the University or elsewhere, have been undertaken over a good many years (for example, not less than seven to ten years of sustained achievement).

Supplementary Note 2 – Creative Work, Consultancy and Professional Practice

1. The University, in keeping with its character and values, wishes to recognise outstanding scholarly attainment in Creative Work, Consultancy, Entrepreneurship and Professional Practice which makes a demonstrable contribution to the advancement and application of knowledge for practical value. By these terms is meant all those activities which individuals undertake to enhance and improve:
 - cultural and artistic life;
 - public services and public policy;
 - enterprise activity and the commercial effectiveness of products and services;
 - professional practice in a recognisable professional area of the University's work or in the practice of learning and teaching; resulting in the advancement and application of knowledge.

2. To be considered for the award of a professorial title under 2.1 Specific Criteria for the award of the title of Professor on the basis of research, on the grounds of contributions to creative work, consultancy and professional practice, candidates would be expected to be able to produce a portfolio of evidence which demonstrates the following:
 - a major contribution which has led to the advancement of knowledge and enhancement and improvement of: cultural and artistic life; public services/public policy; or enterprise activity/commercial effectiveness or professional practices (as noted in 1, above);
 - recognition and endorsement of their contribution as outstanding by external bodies respected in their field;
 - a strong and consistent record of grant awards, prizes, consultancy contracts; collaborative ventures, commissioned reports/evaluations and/or professional body contributions, which demonstrates distinction in their particular area of activity.

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

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.

As approved by Chair, following amendments proposed 22 February 2016

P McGhee

APPENDIX A

VISITING ACADEMIC STAFF APPOINTMENTS – A GUIDE TO TITLES

Visiting 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.

Visiting Reader

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.

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 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

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