

LINCOLN BISHOP UNIVERSITY

Document Administration

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Conferment of the Academic Titles of Professor, Associate Professor, Senior Fellow, and Fellow

Policy and Procedure

1. Introduction

- 1.1. This policy guidance relates to the conferment of the awards of title for:
 - Professors and Associate Professors (University and non-University staff);
 - Senior Fellow and Fellow (non-University staff);
 - Related award prefixes of *Emeritus/Emerita*, Visiting, and Honorary.
- 1.2. It is predicated on five key principles:
 - 1.2.1. The appointments enhance the reputation of Lincoln Bishop University and are linked explicitly to its core business.
 - 1.2.2. Threshold levels are consistent with the sector and there is parity of esteem for awards at the same level.
 - 1.2.3. The University sees Professor, Associate Professor, Senior Fellow, and Fellow as progression milestones for members of staff along career development pathway(s).
 - 1.2.4. For promotion to Professor or Associate Professor, the University uses the following criteria singularly or in any combination: academic leadership; innovation and enterprise, learning and teaching, and research and knowledge exchange.
 - 1.2.5. Opportunities for promotion are contingent on the availability of necessary resources.

2. Titles and threshold levels

- 2.1. Professor
Derived from the Latin as 'a person who professes', the title Professor is the most senior academic position and is awarded for a *sustained and outstanding contribution and an established international reputation*. The title carries a descriptor of the field of expertise and is conferred by the University on an individual for the duration of their period of employment; it may also be rescinded. On conferment of the award, a Professor will normally hold a senior leadership and/or management role, and will have performance targets set that are commensurate with the status of the award. Applicants will normally hold the post of Associate Professor or equivalent.

- 2.2. Associate Professor¹
The title Associate Professor is awarded to a senior academic of *established national renown and emerging international reputation*. The title carries a descriptor of the field of expertise and is conferred by the University on an individual for the duration of their period of employment; it may also be rescinded. On conferment of the award, an Associate Professor will normally have a leadership and/or management role and will also have performance targets set that are commensurate with the status of the award, and a career development plan linked to achieving a professorial title.
- 2.3. Senior Fellow/Fellow
The titles of Senior Fellow or Fellow are awarded to individuals of academic standing to denote roles that are equivalent to Lecturer or Senior Lecturer respectively.
- 2.4. *Emeritus/Emerita* – an award (at the same level) conferred on a Professor, Associate Professor, or Reader of the University on or after full retirement.
- 2.5. Visiting – an award conferred on persons who normally hold a post / title of comparable status at their home institution².
- 2.6. Honorary – an award commensurate with relevant university criteria conferred on persons of distinction who are external to the University and the HE sector.

3. The criteria

- 3.1. The broad criteria for Professor and Associate Professor are framed around:
- 3.1.1 The threshold levels for Professor, Associate Professor, Senior Fellow, and Fellow (see 2.1-2.3).
- 3.1.2 Delivery in relation to the four academic-mission domains/pathways of academic leadership, enterprise and innovation, learning and teaching, and research and knowledge exchange (see Figure 1).
- 3.1.3 Nine cross-cutting themes of: citizenship, income, impact, esteem, communication, engagement, policy, partnership, and reputation (see Figure 1).

1 The award of the title of Associate Professor is broadly equivalent to 'Reader' at some other UK universities, and is comparable in 'rank' to Principal Lecturer or 'Principal Fellow' in some post-1992 sector HEIs.

2 This award is also available for those who have left a university to undertake work of an essentially academic nature outside academia or recent retirees who are not eligible for the title of *Emeritus/Emerita* Professor.

- 3.2. The criteria are intended to be inclusive and to provide part of the overall set of arrangements for workforce management, which also includes talent identification and development, career progression, and continuous professional development.
 - 3.3. The criteria are set out schematically in Figure 1 with the expectation that they guide potential applicants. Together they form an overall portfolio of the kinds of attributes that are expected for the respective awards to be conferred. They are indicative rather than exhaustive.
 - 3.4. The threshold criteria for Senior Fellow and Fellow are the extant criteria for Senior Lecturer and Lecturer respectively (see 2.3).
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Figure 1: Criteria for the award of the titles of Professor, Associate Professor, Senior Fellow, and Fellow

1. 'Threshold levels' for Professor, Associate Professor, Senior Fellow, and Fellow (see 2.1-2.3).
2. Domains/pathways (see below).
3. Cross-cutting themes (see below).

	Academic Leadership		Enterprise & Innovation		Learning & Teaching		Research & Knowledge Exchange
Outcomes / outputs	University / subject field	and / or	Intellectual property / patents	and / or	Curriculum innovation	and / or	Type (e.g., monography, article, blog, performance)
	Subject association / Professional organisation		Environmental enhancement		Pedagogic transformation		Quality (inc. difficulty / challenge) & proxies (i.e. metrics)
	KEF / REF / TEF		Commercialisation		Professional engagement		Quantity (i.e. volume and outlets)
	Mentoring		Spin-outs / spin-ins		International / Transnational development		Metrics (e.g., citation indices, impact factors, H index)

for all

Citizenship	Contribution to University life (e.g., added value, leadership, support for projects / colleagues / initiatives)
Income	Sources (i.e. competitive / other), purposes, amount
Impact	Within / outside academia, significance & reach
Esteem	National / international professional recognition (e.g., accreditation, awards, editorial boards, completions, examinations, fellowships)
Communication	Media activity (e.g., conferences, broadcast, print, electronic)
Engagement	External / public (e.g., nominated / elected / voluntary / industry / sector endorsement, ambassadorial advocacy)
Policy	National / international development / maintenance of principles and practice
Partnership	Collaboration / partnership working (e.g., invited, initiated)
Reputation	Enhancement of the profile of Lincoln Bishop University

NB. A case may be presented either by using a single pathway, or by more than one pathway in any combination.

4. The process

4.1. The full process is set out in Figure 2 (below) for Professors and Associate Professors on the Staff at the University. Certain stages will not be necessary or are modified for Senior Fellow, Fellow, *Emeritus/Emerita*, Honorary, and Visiting awards (see 4.8 and 4.9).

4.2. A Promotion and Appointments Panel (PAP) will be convened by the Head of Human Resources and will include:

- Vice-Chancellor (Chair)
- Executive Dean of Research and Knowledge Exchange
- Up to two other members of the university's Professoriate
- Head of Human Resources
- One external Professor (title awarded by a UK university, or comparable to the UK conferment process) with experience of a similar committee at a university in the British Isles.

The PAP may also invite additional external expertise to inform its deliberations as necessary.

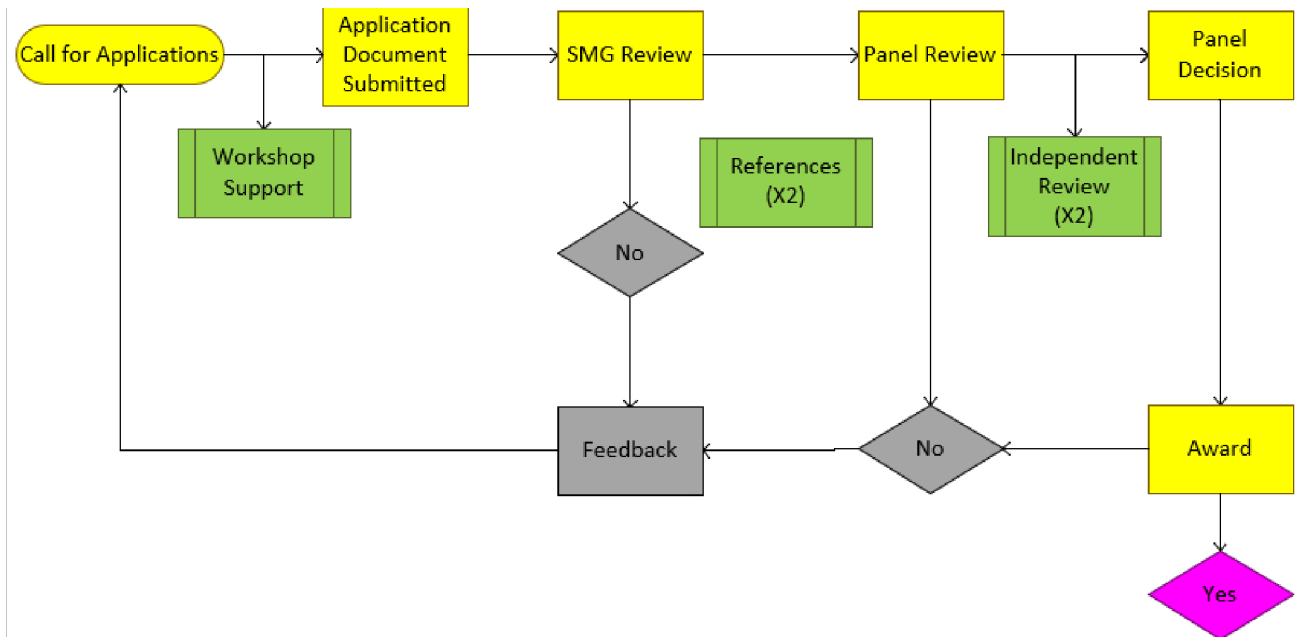


Figure 2: Full process for the appointment of Professor and Associate Professor to the University staff

- 4.3. Consistent with the University's Diversity and Equality Policy (2016), the conferment of the awards of Professor, Associate Professor, Senior Fellow, and Fellow will embrace the principle of "actively promoting equality of opportunity". Specifically, applicants will be promoted on the basis of an evidence-based record of merit and ability. The PAP will consider non-academic circumstances that may have restricted or delayed the development of an applicant's professional career in terms of volume rather than the quality of the outputs and activities³.
- 4.4. The applicant will submit to the Head of Human Resources two documents:
- 4.4.1. An application form with:
The pathway(s) through which the application is being made and the criteria are met;
The proposed title if conferred (e.g. Professor of Higher Education);
The name and contact details for two referees⁴ chosen by the applicant (not necessary for *Emeritus/Emerita*);
A personal statement (up to 3,000 words for University-staff Professors and Associate Professor; up to 1,500 words for Senior Fellow and Fellow, and/or Honorary and Visiting awards; not necessary for *Emeritus/Emerita*);⁵
Nomination of an internal University-staff point of contact (for Visiting and Honorary applicants).
- 4.4.2. A full *Curriculum Vitae* as a record of achievement (not necessary for *Emeritus/Emerita*).
- 4.5. On receipt of these documents by the Head of Human Resources, for University-staff Professors and Associate Professors, a University review will be prepared by appropriate Senior Management Group colleagues with an understanding of the applicant's 'day-to-day' involvement in the life of the

3 This approach is also consistent with the *Panel Criteria and Working Methods* for REF 2014 (REF 01.2012) paragraph 65, which acknowledges the importance supporting equality and diversity through reduced volume as a result of individual circumstances throughout the census period.

4 Normally, the referees will be from academia, relevant industry sectors, or professional bodies with esteem commensurate with the level of the award being sought by the applicant. Together, they should also have some experience of the UK higher education system, but they should not be current colleagues of the applicant or each other.

5 The Personal Statement may include diagrams, figures and images if appropriate, but should be presented in a way that is clear and understandable to the interested non-specialist.

University⁶. This review (of not more than one side of A4) will also include the names and contact details of two external subject specialists who will be contacted to act as independent reviewers.⁷

- 4.6. The Head of Human Resources will invite the applicant's chosen referees to write a free-text reference (of not more than one side of A4) based on the documentation submitted.
- 4.7. Together, the documents referred to in 4.4, 4.5 and 4.6 form the basis of the application that is evaluated by the internal members of the PAP to establish a *prima facie* case. If approved the application will progress to external evaluation by the two independent reviewers (identified in 4.5). It is important that consideration of data protection regulations apply at all stages of the application process, to ensure that personal contact details for the applicant and their referees is not shared unnecessarily with internal and external reviewers and panel members.
- 4.8. For external applicants for any Visiting award who hold the title being sought at another higher education institution, the PAP may decide that the *prima facie* case is established and that supportive commentaries from two referees (as part of the usual recruitment and selection process) are sufficient for the award to be conferred without the need for referral to an independent reviewer.
- 4.9. *Emeritus/Emerita* awards are *de facto* an extension of an existing award. The PAP may confer these awards on recommendation from the applicant's most recent Dean of Faculty/Unit Line Manager or from a member of the PAP before the applicant's retirement. A full application and external review are not required.
- 4.10. For applicants for any Honorary award, the PAP may decide that the *prima facie* case is established and that supportive commentaries from two referees (as part of the usual recruitment and selection process) are sufficient for the award to be conferred without the need for referral to an independent reviewer.
- 4.11. For Senior Fellow and Fellow awards, consistent with the appointment of Lecturer and Senior Lecturer positions, conferment of the title may occur when the *prima facie* case is confirmed by the PAP – i.e. without the independent external reviews and Panel Meeting.

6 For members of the Faculty, the Faculty Executive Group will provide a review, for other parts of the University a team of reviewers will be convened by the Head of Human Resources.

7 See note 4.

- 4.12. Internal applicants for any award who have held the title being sought at another higher education institution should make this known when the initial declaration of intention to apply is made. The PAP may then decide that the *prima facie* case is established and that supportive commentaries from two referees and one reviewer is sufficient for the award to be conferred.
- 4.12. The full set of documentation associated with each application is considered by the PAP and a decision reached. In the case of equivocal feedback from reviewers and referees, further external input may be sought to inform the PAP's final decision.
- 4.13. Applicants have the right to appeal the decisions of the PAP and should follow a procedure that is consistent with the document entitled, *Job Role Evaluation (Staff Guidance – A guide to the process for submitting a new or existing role for evaluation)*. Specifically, applicants may appeal against a decision to the Head of Human resources in writing within five working days of receiving the confirmation of a decision. The reason for the appeal should be explained (for example, procedural irregularity), and should be evidence based.

5. Conditions

- 5.1. Members of University staff who hold the title of Professor or Associate Professor may use the title for the duration of their employment unless the title is rescinded (see 5.5 below).
- 5.2. Holders of *Emeritus / Emerita*, Honorary and Visiting titles are appointed for a period of five years in the first instance with the possibility of reappointment by the PAP for similar periods.
- 5.3. Holders of an Honorary Professor title will not normally use it as a 'prenominal' (e.g., Professor Forename Surname). Exceptions will be considered by PAP, for example, formal role holders of the University who are not members of staff.
- 5.4. Holders of titles who are not employed by the University will not receive a salary or other benefits in kind, however, they will be provided with membership of the university Library, access to a university email address and, in some cases (where possible), a workspace. In return, holders are normally expected to engage in some form of collaborative activity each year during their tenure (for example, contributions to collaborative projects such as external grant bids; co-authorship of journal articles; conference

presentations; delivery of lectures/seminars; peer review and mentoring; and creative ways of generating research ideas and knowledge exchange). From time to time, the university may ask award holders to complete statutory training in order to adhere to regulatory compliance.

- 5.5. Honorary Associate Professors and Professors may use their title in association with the University for publication/publicity purposes, but the title does not imply any employment status or right to remuneration.
- 5.6. The PAP may rescind from an employee the title of Associate Professor or Professor in the event that the award holder is subject to action taken under the Disciplinary Policy which results in demotion or dismissal or under the Capability Policy.
- 5.7. Renewal of awards is at the discretion of PAP. However, awards will normally be extended by further five-year terms if requested by the award holder. The expiry of terms will be monitored by PAP, and holders of awards due to terminate will be contacted by the Head of Human Resources.