

Appointment to Professor and Associate Professor and awarding of Emeritus and visiting titles

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1 Purpose

1.1 These procedures set out the process for establishing and making appointments to Professor, Associate Professor and visiting roles.

1.2 These procedures should be read in conjunction with the University's recruitment and selection procedures.

2 Making a business case

2.1 The business case for establishing Professorial and Associate Professor posts (including an assessment of structural and academic requirements) will normally be made as part of the annual planning round process with the Vice Chancellor's Executive Group (VCEg). In exceptions, individual cases may be considered at other times, but these would still require VCEg approval.

2.2 The business case will need to confirm the purpose of the new post, and how it will be funded.

2.3 The purpose of the new post might relate to one or more of the following:

- a need to identify definable leadership within the relevant department
- the promotion of innovative teaching leadership
- the provision of academic leadership in an aspect of applied or user-led research or public engagement

2.4 Funding for a new post can be derived from one or more of the following:

- increased income through student numbers on new courses

- sponsorship from an external agency
- money earned through externally funded research grants

2.5 Faculty cases will be considered within the wider context of the UWE strategic plan. Executive Deans will therefore be asked to link business cases to academic leadership and enhancement, and to show how they support strategic growth and sustainable development.

2.6 The business case should cover therefore:

- **Academic need:** fit with the University's strategic priorities (including the UWE Partnership Mission); areas of academic development agreed as part of faculty / department planning with VCE; defined research or knowledge exchange (R or KE) and / or teaching (T) leadership against a funded case.
- **New / increased income:** funding streams that will support, or augment the new role; new or re-attributed student numbers; successful grants; external R and KE grants; consultancy or other non-HEFCE income; significant match funding from an external source (for example: private or industrial sponsorship); research grants, full economic cost (FEC) covered income streams.
- **Delivery:** As part of the business case the Executive Dean (or nominee) will be asked to quantify and describe a set of personal targets for the post holder.

2.7 The business case will be considered by the VCE. If the case is considered to be credible, robust and sustainable and necessary to the academic direction of the sponsoring department or Faculty, the Executive Dean will be asked to develop a RAF and detailed role specification. If not accepted by VCE, the case will not go forward. Feedback will be given to the Executive Dean who can take this back to the Faculty.

3 Appointment to Professor

3.1 Appointment to Professor is a two-stage process.

Stage one

3.2 The Executive Dean (or Associate Dean) will devise an *Academic Need and Business Case* which clearly identifies the need for a role/function at this level (as set out in section 2, above).

3.3 The Executive Dean, in consultation with senior colleagues and the Director of Human Resources, will determine whether the new role will be recruited to through an internal only or an external process. In limited and exceptional circumstances a direct appointment made for a named individual who meets the specified criteria.

Stage two

3.4 Both internal and external processes will follow the University's standard recruitment processes (including a job description, person specification and selection process).

3.5 Candidates will be interviewed formally against the criteria for the post.

3.6 The interview process for Professor will be chaired by a member of the VCE. The panel will comprise six members as follows;

- Vice Chancellor (Chair) – or nominee
- Executive Dean from the home faculty
- Associate Dean from the home faculty
- Head of Department from the home faculty
- A UWE professor from a different faculty
- One external assessor (VC to agree)

3.7 External references will be gained; three referees will be provided by the candidate and up to three will be gathered by VCE.

3.8 If successful, the Professor will be appointed and their title determined in discussion with the Vice Chancellor.

4 Appointment to Associate Professor

4.1 In creating the post of an Associate Professor the VCE will require an *Academic Need and Business Case* which clearly identifies the need for a role/function at this level (as described in section 2, above).

4.2 The Executive Dean, in consultation with senior colleagues and the Director of Human Resources, will determine whether the new role will be recruited to through an internal only or an external process. In limited and exceptional circumstances a direct appointment made for a named individual who meets the specified criteria.

4.3 The *Academic Need and Business Case* will be considered by the VCE. If the case is considered to be robust and sustainable and necessary to the academic direction of the sponsoring department or Faculty, a full case will be prepared. If not, the case will not go forward. Feedback will be given to the Executive Dean who can take this back to the Faculty.

4.4 Successful cases will be subject to the standard University recruitment processes (including a job description, person specification and selection process). Shortlisted candidates will be interviewed formally against role criteria.

4.5 The interview process for Associate Professor will require a cross-university panel agreed by VCE and will be chaired by a Professor of the University. The panel will comprise up to six members as follows;

- UWE Professor (Chair) nominated by the VC/DVC
- Executive Dean from the home faculty
- Associate Dean from the home faculty
- Head of Department from the home faculty
- One external adviser (Chair to agree)

4.6 External references will be gained; three referees will be provided by the candidate and up to three will be gathered by VCE.

4.7 If successful, the Associate Professor will be appointed and their title determined in discussion with a member of the VCEg.

5 Procedure for the designation of Visiting Professor titles

5.1 The Executive Dean, or Associate Dean, will present a case for the award of the title using the template 'Application for visiting titles'. UWE has provision for a range of titles, including *Visiting Practitioner Professor*, and *Knowledge Exchange Professor*, which are intended for those individuals of distinction in an area of practice that is aligned with the University's strategy, mission and ethos.

5.2 The Executive Dean's recommendations should give details of the individual's contribution and standing in any relevant aspect of the University's activities in research, teaching and/or any aspect of knowledge exchange. Each candidate must have a recognised standing in a field or discipline aligned with the UWE Strategic Plan and, where appropriate must be accompanied by a robust and affordable business plan. Every recommendation should specify the individual or Research or Knowledge Exchange Centre hosting the visiting professor.

5.3 These titles describe honorary posts which will be managed by the Faculty, Centre, Institute, and/or Department. The individual will not be an employee of the University.

5.4 All applications will be considered by the Research Review and Progression Panel. The Panel will then make recommendations to the Vice-Chancellor who will make the final decision.

5.5 These titles will normally be awarded for a period of up to three years, terminating at the end of the relevant academic year. They may be renewable subject to review by the Panel.

5.6 Human Resources will arrange for a confirmatory letter to be sent to the individual from the Vice Chancellor

6 Appointment to Emeritus / Emerita Professor

6.1 *Emeritus* or *Emerita Professor* is a title bestowed on professors who have made a significant contribution to UWE and leave the University in good standing.

6.2 Professors who wish to have the title *Emeritus* or *Emerita Professor* should submit a request to the Executive Dean. Following receipt of the request the Executive Dean will make a recommendation to the Vice Chancellor.

6.3 The Vice Chancellor will then seek ratification from Academic Board.

6.4 Following approval of the request the Secretary to Academic Board will advise the individual in writing.

6.5 The individual and Executive Dean or Associate Dean will discuss and agree the facilities that may be made available. These normally include: retention of staff pass (and therefore access to University buildings), access to car parking, continuing e-mail address and access to UWE e-mail system, use of library facilities including loans, and copies of the UWE Bulletin.

7 Appointment to Visiting Fellowships

7.1 The University has several categories of visiting fellowships including Visiting Fellow, Visiting Research Fellow, and Visiting Senior Research Fellow.

7.2 Visiting Fellowships will normally be conferred on former staff or an individual external to the university with whom a Faculty or Department wish to work on a project in some aspect of teaching, knowledge exchange, scholarly activity or business engagement. The role of Visiting Research Fellow and Visiting Senior Research Fellow will, as their title suggests, be closely aligned to a research centre or specific research/knowledge exchange project as identified in the faculty or departmental case.

7.3 Recommendations by the Executive Dean should be made using the standard template 'Applications for visiting titles' and should cover an individual's contribution and standing in any relevant aspect of the university's activities in teaching, research and/or any aspect of knowledge exchange. Each candidate must have standing in a field or discipline aligned with the UWE Strategic Plan and, where appropriate must be accompanied, by a robust and affordable business plan.

7.4 These titles describe honorary posts which will be managed by the Faculty, Centre, Institute, and / or Department. The individual will not be an employee of the University.

7.5 These titles are normally held for up to three years, the end date being the end of the relevant academic year i.e. 31 August. Titles may be renewable following scrutiny at the Research Review and Progression Panel. This group meets four times each year.

7.6 The individual and Executive Dean or Associate Dean will discuss and agree the facilities that may be made available.

7.7 Human Resources will arrange for a confirmatory letter to be sent to the individual from the Chair of the panel.

7.8 Where appropriate, it is possible to approve a title through Chair's action.

8 Visiting Scholars

8.1 From time to time a University Faculty, Department, Centre or Institute will host a Visiting Scholar, either from the UK or overseas. Such visits are normally for a limited duration. The role of Visiting Scholar will be closely aligned to an area of work that shares benefit to both University and to the visitor. Shorter visits (for example for 2 to 4 weeks) will be at the discretion of the Faculty Executive, but longer visits should be approved by the VC's office (normally the DVC Academic) requiring a short rationale from the Executive Dean (or nominee). This should cover an individual's contribution and standing in any relevant aspect of the university's activities in teaching, research and/or any aspect of knowledge exchange.

8.2 Responsibility for hosting the visit will rest with a designated member of academic staff or a staff team, who will ensure that the visitor complies with UWE's codes of conduct and meets relevant health and safety requirement, as well as contributing to the academic life of the University.

9 Applications from outside the European Community

9.1 Advice should be sought from HR where the Visiting Fellow or Scholar is from outside the EC.

10. Renewal of visiting titles

10.1 The RRPP will consider recommendations for titles to be renewed. The faculty will make the case for renewal using the application template – see 5.1 above. Where a renewal is agreed, Human Resources will arrange for an appropriate letter to be signed and sent to the individual as above.

Paul Gough
Deputy Vice Chancellor
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