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**AWARD OF THE TITLE OF PROFESSOR:  
PROCEDURE FOR THE AWARD OF  
PERSONAL CHAIR – EXTERNAL  
APPLICANTS**

# CARDIFF METROPOLITAN UNIVERSITY

## AWARD OF THE TITLE PROFESSOR: PROCEDURE FOR THE AWARD OF PERSONAL CHAIR – EXTERNAL APPLICANTS

### 1. Introduction

- 1.1 This Academic Handbook entry describes the procedures adopted by Cardiff Metropolitan University for awarding Personal Chairs to external applicants.

### 2. Cardiff Metropolitan University Personal Chair Criteria

- 2.1 All Personal Chair applicants have to be able to demonstrate the following in their application:
- (i) Sustained outstanding contribution to the advancement of knowledge through one or any of the following in combination:
    - a. *Learning and Teaching* supported by appropriate evidence: for example, a portfolio of esteemed pedagogic publications and presentations, curriculum design and recognised international level esteem indicators such as national teaching fellowship, external experience of evaluating learning and teaching (e.g., QAA) and funding for learning and teaching developments;
    - b. *Research* supported by appropriate evidence: for example, a portfolio of extensive peer-reviewed international research publications or outputs relevant to the discipline, significant and prestigious external research funded; successful research supervision and examination experience; and recognised esteem indicators such as awards, invitations to present international keynote presentations and office in external associations, boards and committees;
    - c. *Innovation* supported by appropriate evidence: for example, a portfolio of esteemed outputs relevant to knowledge transfer activities, innovation or entrepreneurship, a significant track record of external funding for innovation; the exploitation of intellectual property and recognised international-level esteem indicators such as prominent external advisory roles and innovation project funding; and,

- (ii) Significant leadership and/or academic-related management experience relevant to the candidate's individual application.

### **3. The Professorship and Readership Committee**

- 3.1 The Professorship and Readership Committee is empowered to consider applications for Personal Chairs.
- 3.2 The composition of the Professorship and Readership Committee is:
- President and Vice-Chancellor (Chair)
  - Deputy Vice-Chancellor Academic
  - Pro Vice-Chancellor Research and Innovation
  - Pro Vice-Chancellor Student Engagement
  - Three Professors elected by Academic Board.
- 3.3 The three elected members will serve on the Committee for a period of two years with the possibility of re-appointment for up to a total of four years continuously.
- 3.4 The Committee will also have the option to co-opt temporary members to the Committee where appropriate.
- 3.5 For external applicants a minimum of two standing/elected Professorship and Readership Committee members will form part of the Recruitment Panel.

### **4. Award of Personal Chair Title to Board of Governors' Appointments**

- 4.1 The Board of Governors will take responsibility for awarding the Personal Chair title where the Board has made an appointment.
- 4.2 There is a separate procedure for Board of Governors' appointments.

### **5. The Recruitment Panel**

- 5.1 Shortlisting will be undertaken by the following in line with the University's Recruitment and Selection Guidelines:
- .1 President and Vice-Chancellor (Chair of the Recruitment Panel);
  - .2 Deputy Vice-Chancellor Academic;
  - .3 Pro Vice-Chancellor Research and Innovation or other nominee of the Vice-Chancellor who holds a Professorship;
  - .4 the relevant Dean of School;

- .5 a minimum of two other standing/elected members of the Cardiff Metropolitan University Professorship and Readership Committee. These members should declare any conflicts of interest to the Recruitment Panel Chair prior to shortlisting.
- 5.2 The composition of the Interview Panel will be:
- .1 a minimum of four of the six individuals at 5.1 including the Vice-Chancellor and normally the Dean of School.
  - .2 a minimum of one external person who shall be a Professor in the same or similar subject or field as that of the candidate. The external member of the Interview Panel should not work at the same institution or have any conflicts of interest with the candidate. An external person is not required to sit on the interview panel if a candidate is already a Visiting Professor at the University, as external views would have already been sought as part of the Visiting Professor procedure.
- 5.3 Shortlisting must be undertaken by a minimum of four from the list at 5.1. However, ideally, all Cardiff Metropolitan University Interview Panel members should shortlist.
- 5.4 All Deans of School and/or nominees of the Vice-Chancellor who sit on the Interview Panel will be considered co-opted members of the Professorship and Readership Committee for this recruitment process only.

## 6. External Appointments Procedure

- 6.1 As part of their job application, candidates shall submit an application in writing to Human Resources, addressed to the President and Vice-Chancellor. The application should include a detailed justification for the award of no more than four standard typeset A4 pages making clear reference to the stated criteria in section 2, plus a full curriculum vitae. Candidates should make explicit in their application the following:
- (i) Which of the knowledge advancement indicators in 2.1(i) their application is focused *primarily* on (i.e., learning and teaching, research, innovation) along with additional information addressing the remaining indicators;
  - (ii) Candidate's intended Professorial title if conferred (e.g., *Professor of Psychology*).

- 6.2 Three referees should be provided who are capable of commenting on the candidate's suitability for appointment in relation to the advertised position and the award of a Personal Chair title.
- 6.3 The shortlisting will take place in line with the University's Recruitment and Selection Guidelines.
- 6.4 At the same time, the shortlisting group will also assess the Personal Chair application to determine if there is a *prima facie* case for it to proceed. For applicants who are already a Professor at another UK institution, *prima facie* is automatically agreed.
- 6.5 If a *prima facie* case is not established, the application can subsequently be assessed against the Readership criteria if the job has been advertised with the option of that title as an alternative.
- 6.6 Candidates whose application meets the criteria for the Readership title only will be informed when invited to interview and the Readership procedure for external applicants will apply to them from this point onwards.
- 6.7 The Interview Panel will proceed in line with the Recruitment and Selection Guidelines.
- 6.8 The Chair of the Panel can make an offer of employment and award of Personal Chair title to the successful candidate following interview, subject to satisfactory references and employment clearances.
- 6.9 After the interview HR will arrange for references to be requested for the successful candidate and circulated to members of the Panel for a final decision on both the appointment to the advertised position and the Personal Chair title. Once all references and clearances have been received and are deemed satisfactory by the Panel, the offer of employment can be confirmed. If the Personal Chair title is mandatory, but the references preclude the title award, the Panel has the right to withdraw the offer of employment.
- 6.10 Academic Board will also be notified of the appointment.

## **7. Conditions**

- 7.1 A Professorial job description and contract will be issued and remuneration will be based initially on the Professorial Pay Policy. However if the candidate is

appointed on a management contract their terms and conditions, job description and remuneration will normally be as advertised.

7.2 The title of Personal Chair shall normally be awarded for the duration of the candidate's employment at Cardiff Metropolitan University.

7.3 Cardiff Metropolitan University's Professorship and Readership Committee may rescind from an employee the title of Professor in the event that they are subject to action taken under the Disciplinary (Misconduct and Unsatisfactory Performance) Procedure which results in demotion or dismissal. Academic Board will be notified of the removal of title and the date when it took effect.

## **8. Equal Opportunities**

8.1 In keeping with Cardiff Metropolitan University's Equal Opportunities Policy, the University is committed to the promotion of equality and diversity in all of its activities. As such, individuals will be promoted on the basis of their merits and abilities. The Professorship and Readership Committee will take into account 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 activities associated with the title.