

13.1B

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

# Key Details

|  |  |
| --- | --- |
| **POLICY TITLE** | Award of the Title of Professor: Procedure for the Award of Personal Chair – Internal Applicants |
| **DATE APPROVED** | 24 Apr 1991 |
| **APPROVING BODY** | Academic Board via AQSC |
| **VERSION** | 21 |
| **PREVIOUS REVIEW DATES** | May 1999, Jun 2002, Mar 2005, Jun 2006, Aug 2007, Nov 2009, Jun 2010, Nov 2011, Aug 2012, Nov 2012, Nov 2013, Sep 2014, Feb 2015, Sep 2015, Apr 2016, Nov 2017, Jan 2018, May 2019, May 2021, Feb 2022 |
| **NEXT REVIEW DATE** | 2025 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_13 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_13.aspx) |
| **IMPLEMENTATION DATE** | 24 Apr 1991 |
| **POLICY OWNER (JOB TITLE)** | Director of People Services |
| **UNIT / SERVICE** | People Services |
| **CONTACT EMAIL** | humanresources@cardiffmet.ac.uk |

# Version Control

|  |  |  |
| --- | --- | --- |
| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 21 | 24 Feb 2022 | Updated job/unit titles |
|  |  |  |

Award of the Title of Professor: Procedure for the Award of Personal Chair – Internal Applicants

# Introduction

## This Academic Handbook entry describes the procedures adopted by Cardiff Metropolitan University for awarding Personal Chairs to internal applicants.

# Eligibility

## Normally, consideration shall only be given if the person concerned is a Reader or Principal Lecturer.

# Cardiff Metropolitan University Personal Chair Criteria

## All Personal Chair applicants have to be able to demonstrate the following in their application:

## Sustained outstanding contribution to the advancement of knowledge through one or any of the following in combination:

## *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;

## *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;

## *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,

## Significant leadership and/or academic-related management experience relevant to the candidate’s individual application.

# The Professorship and Readership Committee

## The Professorship and Readership Committee is empowered to consider applications for Personal Chairs.

## The composition of the Professorship and Readership Committee is:

## President and Vice-Chancellor (Chair)

## Deputy Vice-Chancellor

## Pro Vice-Chancellor Research and Innovation

## Pro Vice-Chancellor Student Engagement

## Director of Research

## Three Professors elected by Academic Board

## 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.

## External Professors who have had previous experience of sitting on Professorship/Readership appointment panels will be invited to join the Committee at the award stage. If an external member of the Committee is unable to attend the meeting, a written report may be accepted instead. External Committee members should not work at the same institution or have any conflicts of interest with the candidate.

## The Committee will also have the option to co-opt temporary internal members of the Committee where appropriate.

## All Professorship and Readership Committee members are required to declare any conflicts of interest in relation to candidates at the start of each Committee meeting.

# Award of Personal Chair Title to Board of Governors’ Appointments

## The Board of Governors will take responsibility for awarding the Personal Chair title where the Board has made an appointment.

## There is a separate procedure for Board of Governors’ appointments.

# Internal Award Procedure

## Applications for the Personal Chair title are considered annually. The new application window opens in November and closes in December each year. Successful awards will then be conferred from the following August. Submission dates will be published on an annual basis on the People Services website. Please see the flowchart at Appendix 1 for more information

## Candidates shall apply in writing to People Services, 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 3, plus a full curriculum vitae. Candidates should make explicit in their application the following:

## Which of the knowledge advancement indicators in 3.1(i) their application is focused *primarily* on (i.e., learning and teaching, research, innovation) along with additional information addressing the remaining indicators;

## Candidate’s intended Professorial title if conferred (e.g., Professor of Psychology).

## Candidates shall also provide the names of three referees who are capable of substantiating the details of the application and commenting upon the extent of the candidate’s achievements in relation to the relevant Personal Chair criteria against which the candidate has written.

## The application should normally be accompanied by a proforma from the candidate’s Dean of School or Director of Unit (see Appendix 2). The proforma should indicate the Dean’s/Director’s level of support for the application with justification for the choice made. The Dean/Director should also send the names of three further referees who can provide an independent and impartial report on the candidate’s application in relation to the relevant Personal Chair criteria against which the candidate has written.

## The process for an internal Personal Chair candidate consists of two stages. The first is where the Professorship and Readership Committee considers the candidate’s submission to establish whether or not there is a *prima facie* case for the application to proceed.

## If it is determined that a *prima facie* case cannot be established, then the University shall provide feedback to the candidate accordingly.

## If the decision is that a *prima facie* case can be established, the Professorship and Readership Committee will decide which referees to approach for comment. A minimum of three names must be chosen from the six provided.

## The application will then progress for consideration to the award stage (stage 2): People Services will notify the candidate and write for references.

## At the award stage, the Professorship and Readership Committee will normally be augmented by an appropriate external member (see para. 4.4). The Committee will re-examine the candidate’s application, alongside the references received and make a collective decision. They shall also have power to recommend, if necessary, that additional and separate external advice shall be taken.

## Cardiff Metropolitan University shall inform the candidate of the outcome. Academic Board will also be notified of the award.

# Conditions

## A new job description and contract will be issued, and remuneration will be based initially on the Professorial Pay Policy. If the candidate is currently on a management contract their terms and conditions, job description and remuneration will normally remain unchanged.

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

## 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.

# Equal Opportunities

## 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.

**Appendix 1: Timescales**

**Appendix 2: Dean’s/Director’s Proforma**

|  |
| --- |
| Dean’s/Director’s Proforma: Reader/Personal Chair Application |
| Candidate’s Name |  |
| Candidate’s School/Unit |  |
| Candidate’s Proposed Title | Reader in |
| Professor of |
| Dean of School/Director of Unit’s Name |  |
| Dean of School/Director of Unit’s Referees\* |  |
|  |
|  |
| Dean of School/Director of Unit’s Level of Support (please tick) | Fully Supported |  |
| Partially Supported |  |
| Not Supported |  |
| Dean of School/Director of Unit’s Rationale for Level of Support |  |

\*Please note that these referees should be able to provide an independent and impartial report on the candidate’s application in relation to the relevant Reader/Personal Chair criteria against which the candidate has written.