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

CARDIFF METROPOLITAN UNIVERSITY

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

1. Introduction

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

2. Eligibility

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

3. Cardiff Metropolitan University Personal Chair Criteria

- 3.1 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.

4. The Professorship and Readership Committee

- 4.1 The Professorship and Readership Committee is empowered to consider applications for Personal Chairs.
- 4.2 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 Enhancement
 - Three Professors elected by Academic Board.
- 4.3 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.
- 4.4 External Professors in the same or similar field to the candidates 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.
- 4.5 The Committee will also have the option to co-opt temporary internal members of the Committee where appropriate.
- 4.6 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.

5. Award of Personal Chair Title to Board of Governors' Appointments

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

6. Internal Award Procedure

- 6.1 Applications for the Personal Chair title are considered at two points in the academic year during the Autumn and Spring terms. Submission dates will be published on an annual basis on the HR website. Please see the flowchart at Appendix 1 for more information.
- 6.2 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 3, plus a full curriculum vitae. Candidates should make explicit in their application the following:
- (i) 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;
 - (ii) Candidate's intended Professorial title if conferred (e.g., *Professor of Psychology*).
- 6.3 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.
- 6.4 The application should normally be accompanied by a full and detailed written recommendation of the candidate's Dean of School (or equivalent). The Dean of School should also send the names of three further referees.
- 6.5 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.
- 6.6 If it is determined that a *prima facie* case cannot be established, then the University shall provide feedback to the candidate accordingly.
- 6.7 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.

- 6.8 The application will then progress for consideration to the award stage (stage 2): HR will notify the candidate and write for references.
- 6.9 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.
- 6.10 Cardiff Metropolitan University shall inform the candidate of the outcome. Academic Board will also be notified of the award.

7. Conditions

- 7.1 A new job description and contract will be issued and remuneration will be based 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.
- 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.

Appendix 1: Timescales

