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AWARD OF THE TITLE OF PROFESSOR: PROCEDURE FOR THE AWARD OF HONORARY PROFESSORS

CARDIFF METROPOLITAN UNIVERSITY

AWARD OF THE TITLE PROFESSOR: PROCEDURE FOR THE AWARD OF HONORARY PROFESSORS

1. Introduction

- 1.1 This Academic Handbook entry describes the procedures adopted by Cardiff Metropolitan University for awarding Honorary Professorships.

2. Eligibility

- 2.1 The Cardiff Metropolitan University award of the title Honorary Professor may be conferred on persons who are distinguished scholars and are external to Cardiff Metropolitan University.

3. Cardiff Metropolitan University Honorary Professorship Criteria

- 3.1 All Honorary Professor 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 The Committee will also have the option to co-opt temporary internal members of the Committee where appropriate.
- 4.5 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 Procedure

- 5.1 Applications for the Honorary Professor 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.
- 5.2 Candidates shall submit an application in writing, via the Dean of School, 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 with 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 Honorary Professorial title if conferred (e.g., *Honorary Professor of Psychology*).
- 5.3 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 Honorary Professor criteria against which the candidate has written.
- 5.4 The application should be accompanied by a full and detailed written nomination from the candidate's Dean of School (or equivalent). Such nominations shall include details of the role which the nominated person will perform within the School or within Cardiff Metropolitan University during the period of appointment. The Dean of School should also send the names of three further referees.
- 5.5 The process for an Honorary Professor 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. For applicants who are already a Professor at another UK institution, *prima facie* is automatically agreed.
- 5.6 If it is determined that a *prima facie* case cannot be established, then the University shall provide feedback to the candidate accordingly.
- 5.7 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.
- 5.8 The application will then progress for consideration to the award stage (stage 2): HR will notify the candidate and write for references.
- 5.9 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.

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

6. Conditions

6.1 The appointment shall be for a period of up to five years in the first instance with a possibility of re-appointment for similar periods as approved by the Professorship and Readership Committee and subject to the request of the relevant School and the agreement of the individual concerned.

6.2 The relevant School may arrange for access to IT and Library services and to University buildings if required. Honorary 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.

6.3 Cardiff Metropolitan University's Professorship and Readership Committee reserves the right to revoke the title of Honorary Professor at any time. Academic Board will be notified of the removal of title and the date when it took effect.

6.4 Persons appointed as Honorary Professors may not act as external examiners or as referees for Senior Doctorate candidatures at the University. Honorary Professors may however be eligible to act:

.1 exceptionally, as internal members of Appointing Committees for Personal Chairs and Readerships, only where the following circumstances obtain:

(a) the person concerned is, or has been, the holder of a position which qualifies him/her to offer an informed judgement of the candidate's likely ability to perform satisfactorily the duties expected of a substantive Professor or Reader in a British university;

(b) by virtue of his/her pre-eminence in the field, or profound knowledge of the specific area(s) of scholarship indicated in a particular case, the person concerned is in a better position to provide the appropriate level of expert advice than any current holder of a Personal Chair in Cardiff Metropolitan University.

7. Equal Opportunities

- 7.1 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

