

# **13.5**

## **AWARD OF THE TITLE OF PROFESSOR: PROCEDURE FOR THE AWARD OF VISITING PROFESSOR**

# CARDIFF METROPOLITAN UNIVERSITY

## AWARD OF THE TITLE PROFESSOR: PROCEDURE FOR THE AWARD OF VISITING PROFESSORS

### 1. Introduction

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

### 2. Eligibility

2.1 Persons nominated for appointment as Visiting Professors should be distinguished scholars and normally already be Professors at other universities; those who have left their university to undertake work of an essentially academic nature outside of academe or recent retirees who, because of continued activity in 'settled employment elsewhere,' are not eligible for the title of Emeritus Professor.

### 3. Cardiff Metropolitan University Visiting Professorship Criteria

3.1 All Visiting 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 Visiting 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.

- 5.2 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 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 Professorial title if conferred (e.g., *Visiting Professor of Psychology*).
- 5.3 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 referees.
- 5.4 The Committee will 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.
- 5.5 If the Professorship and Readership Committee decides to award the title, Human Resources will confirm this in writing to the individual. 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. Visiting 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 Visiting 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 Visiting Professors may not act as external examiners at Cardiff Metropolitan University.
- 6.5 If a Visiting Professor would like to apply for a Cardiff Met vacancy, they will need to undergo a formal recruitment process based on the external Personal Chair procedure. There is no requirement for an external Professor to sit on their interview panel, as external views would have already been sought as part of the Visiting Professor procedure.

## **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.