

# Professorships

UPR HR08 version 06.0

## Policies superseded by this document

This document replaces version 05.1 of UPR HR08, with effect from 5 November 2021.

## Summary of significant changes to the previous version

It has been made explicit that wherever possible panels should be diverse with regard to both gender and ethnicity (see section 6.4.10). Minor changes to the application process and the conferment panel have also been made (see sections 6.1.5, 6.1.6 and 6.4.10).

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

## Table of contents

1	Introduction .....	2
2	Definitions and General Information .....	2
2.1	Professor .....	2
2.2	Visiting Professor .....	3
2.3	Professor Emeritus.....	3
2.4	Externally sponsored Professor.....	3
3	Purpose of Professorships.....	4
4	Criteria for the Conferment of a Professorial Title .....	4
5	The University of Hertfordshire Professor Definition .....	5
5.4.1	Undertaking novel enquiry and disseminating new knowledge and/or advances in practice .....	6
5.4.2	Leading projects, teams and/or scholarly communities .....	6
5.4.3	Teaching, learning and professional practice .....	6
5.4.4	Subject advocacy, professional networks and knowledge exchange.....	7
5.5	Illustrative contribution expected of a University of Hertfordshire Professor.....	7
6	Conferment Procedure .....	10
6.1	Internal candidates - application for a professorship not associated with an advertised post.....	10
6.2	Prima facie case .....	11
6.3	Application for a professorship associated with an advertised post .....	11
6.3.2	Internal candidates.....	12
6.3.3	External candidates .....	12

6.4	Professorial Conferment Panel.....	12
6.4.8	Appointees of the Board of Governors .....	13
6.4.9	Chair of the Professorial Conferment Panel .....	13
6.4.10	Professorial Conferment Panel – conferment of professorship on an internal candidate (see Section 6.1) .....	13
6.4.11	Professorial Conferment Panel – conferment of a professorship associated with an advertised post (see Section 6.3).....	14
6.5	Externally sponsored Professorship .....	15
7	Title .....	15
8	Procedure for the Conferment of the Title of 'Visiting Professor' .....	15
9	Procedure for the Conferment of the title 'Professor Emeritus'.....	16
10	Removal of a Professorship.....	17
11	Reporting requirements .....	17

---

## 1 Introduction

- 1.1 These policies and procedures have been approved by the Board of Governors<sup>1</sup>.
- 1.2 Professorships are conferred on the authority of the Board of Governors.

## 2 Definitions and General Information

### 2.1 Professor

- 2.1.1 The title of 'Professor' is conferred in recognition of an individual's academic distinction and, where appropriate, contribution to the work of the University. It is a personal chair rather than a functional chair, carrying defined organisational duties. The title is, therefore, conferred in recognition of research or professional achievements of national and international renown.
- 2.1.2 The salary will be at least at the level of Academic Manager.
- 2.1.3 Internal or external appointments may be made in relation to the award of the title.
- 2.1.4 Following the award of a title, an appropriate workload allocation will be determined.
- 2.1.5 The title is permanent during the employment by the University of the individual concerned (see Section 2.1.6).

---

<sup>1</sup> **Board of Governors Minutes:** 225.1.8, 22 October 96; 400.1, 21 October 99; 709, 24 June 2004; 896, 21 June 2006; 945, 13 December 2006; 980, 13 March 2007; 33, 27 November 2007; 514.3, 18 June 2008, 805, 12 June 2012, refer

2.1.6 The University's conferment of the title 'Professor' will be withdrawn automatically upon termination of the holder's employment with the University of Hertfordshire. At the absolute discretion of the Board of Governors, the title may be removed by the Board of Governors in the event of the holder's incapacity (see UPR HR02<sup>2</sup>) or where misconduct on the part of the holder has been proven (see UPR HR02<sup>2</sup>) (see section 10).

2.1.7 Where appropriate:

- i externally funded chairs may be awarded following public advertisement;
- ii certain established posts may be advertised with the possibility of the successful applicant being awarded a professorial title.

2.1.8 All senior academic posts advertised either internally or externally will include in the published advertisement information concerning the possibility of the successful applicant being awarded a Professorship. (see Sections 6.1.)

## **2.2 Visiting Professor**

2.2.1 The title of 'Visiting Professor' may be conferred on a distinguished person who is not a member of staff but who satisfies the criteria for a University of Hertfordshire Professorship and who normally has a regular commitment to the University's academic activities. The title will normally be awarded for an identified period of time.

2.2.2 The title may be conferred on a distinguished Consultant or General Practitioner who has a background of academic achievement and renown consistent with the criteria for a University of Hertfordshire Professorship.

2.2.3 The title is conferred at the absolute discretion of the Board of Governors which reserves the right to withdraw the title at any time. (see Section 8.)

## **2.3 Professor Emeritus**

2.3.1 The title of 'Professor Emeritus' can be conferred on a member of staff who retires after having held the title of 'Professor' whilst employed at the University for a period of at least three (3) years prior to retirement and who is deemed to have served the institution with particular distinction.

2.3.2 The title is conferred at the absolute discretion of the Board of Governors which reserves the right to withdraw the title at any time. (see Section 9.)

## **2.4 Externally sponsored Professor**

2.4.1 This title may be given to an individual who satisfies the criteria for a University of Hertfordshire Professorship but whose post is funded by an external body. An externally sponsored Professor may be expected to meet some requirements of the sponsoring body which are additional to those of the University. The name of the funding body may be used in conjunction with the professorial title.

---

<sup>2</sup> UPR HR02 'Staff Disciplinary Policy'

- 2.4.2 The University's conferment of the title 'Professor' will be withdrawn automatically upon termination of the holder's employment with the University of Hertfordshire. At the absolute discretion of the Board of Governors, the title may be removed by the Board of Governors in the event of the holder's incapacity (see UPR HR02<sup>2</sup>) or where misconduct on the part of the holder has been proven (see UPR HR02<sup>2</sup>) (see section 10).

(see Section 6.5.)

### **3 Purpose of Professorships**

The purpose of Professorships is:

- i to encourage recognition within the University of the academic excellence achieved by individuals, thus providing an additional focus for aspiration;
- ii to demonstrate to individuals and organisations outside the University the achievement by individuals of academic excellence of national quality and thus to support such individuals in seeking the rewards of national and international standing;
- iii to demonstrate externally the high academic achievements of the University and thus to enhance its standing in the eyes of schools, colleges, prospective applicants, industry, business, commerce, the public sector and the community at large;
- iv to attract to the University staff of high academic ability, including those awarded the title of 'Visiting Professor' or those filling posts funded externally.

### **4 Criteria for the Conferment of a Professorial Title**

- 4.1 The title of 'Professor' recognises proven achievement. It is not a recognition of potential. Candidates will be required to demonstrate their achievements in terms of a proven record of distinction as a scholar, teacher, business person, entrepreneur, consultant or practitioner in one or more of the following:

- i contribution by research, entrepreneurship, business endeavours, consultancy, original work in the creative arts or professional practice to the furtherance of knowledge, advancements of the subject or their application to society;
- ii standing in the subject or profession;
- iii academic leadership.

It is not expected that in any particular case all of these criteria will apply - or apply equally.

- 4.2 In interpreting the above criteria, the Professorial Conferment Committee of the Board of Governors has determined that:

- i in the context of Professorial applications, 'distinction' implies a standing that would be recognised on a national or international canvas by those in the same discipline, profession or in the broader field of education;

- ii the University would wish to give as much weight to the skills and achievement of scholars, teachers, entrepreneurs, business people, consultants and practitioners as to those of more traditional scholars and researchers;
  - iii the criteria adopted by the University are intended to demand a level of achievement no less than that traditionally expected within British universities, although the nature of the achievement need not be confined to those activities traditionally recognised by professorial title and will reflect the vision and mission of the University.
- 4.3 As regards applications which it judges to be based on the above criteria, the Professorial Conferment Panel will establish that the candidate is recognised by their peers as standing pre-eminent as a scholar, teacher, entrepreneur, business person, consultant or practitioner in a defined field and enjoys a national or international reputation beyond that reasonably expected of an able and productive Reader. The standing of such applicants will normally be reflected, as appropriate, to the discipline and/or profession in a distinctive portfolio of works and evidence of standing secured from eminent peer external assessors and referees.

## **5 The University of Hertfordshire Professor Definition**

- 5.1 Professors at the University of Hertfordshire are defined by reference to their distinction, standing and leadership in their subject and/or practice. The following framework provides a means of describing the range of activities that may be expected of a Professor. These expectations build upon those of a Reader.
- 5.2 The primary purpose of the Professor role is to provide academic leadership. University of Hertfordshire Professors will help to maintain and enhance the University's reputation for research and scholarship, teaching and learning, entrepreneurship, business engagements, consultancy, original work in the creative arts and practice through their contribution to collective endeavours and through their own original work.
- 5.3 Together with other senior colleagues, University of Hertfordshire Professors are expected to play a significant part in the development of strategy and policies relating to research, entrepreneurship, business links, consultancy, original work in the creative arts and/or professional practice. They will be expected to contribute to governance and assist colleagues in realising their potential as scholars, teachers, business people, entrepreneurs, consultants and/or practitioners. University of Hertfordshire Professors will be academic leaders of repute. Visiting Professors will be expected to make a material contribution to their host area.
- 5.4 The range of activities expected of a University of Hertfordshire Professor may be expressed under the following headings (5.4.1 – 5.4.4).

#### **5.4.1 Undertaking novel enquiry and disseminating new knowledge and/or advances in practice**

University of Hertfordshire Professors will be national leaders, usually with an established or developing international profile, where appropriate. On appointment they will have achieved distinction through a substantial record of peer-esteemed outputs in their subject and/or made equivalent contributions to entrepreneurship, consultancy and/or the development of professional practice. They will be expected to further develop this record and to contribute significantly to advancing their standing and the reputation of the University. Undertaking novel enquiry will be characterised by:

- i national/international communication of outputs in their subject/practice through peer-esteemed channels;
- ii scholarly activity that involves leading and managing projects;
- iii external peer review and/or consultancy.

#### **5.4.2 Leading projects, teams and/or scholarly communities**

University of Hertfordshire Professors will contribute to the leadership and management of research, entrepreneurship, business engagements, consultancy, original work in the creative arts and/or professional practice at the University. All Professors will be expected to secure levels of external funding and to operate internationally as appropriate to the discipline. They will demonstrate a preparedness to assume significant levels of responsibility in relation to the scholarly activities of the University. Activities may include:

- i securing prestigious research and/or consultancy and/or business contracts;
- ii seeking out and responding to funding and collaborative opportunities;
- iii leadership and management;
- iv mentoring and coaching of colleagues;
- v supervising PhD and/or professional doctorate students;
- vi undertaking the role of leader in their particular subject and/or research and/or business area;
- vii line management of staff including a lead role in development and appraisal.

#### **5.4.3 Teaching, learning and professional practice**

University of Hertfordshire Professors will continue to contribute to the delivery of learning and teaching in their subject and will normally play a key role in curriculum development and management of research and/or entrepreneurship in the discipline. Specific responsibilities may include leadership of and responsibility for:

- i teaching/supervising undergraduate, postgraduate, research, post-qualifying, continuous professional development students and/or delivering short courses whether credit-bearing or not;
- ii curriculum and programme development;

- iii contribution to professional/practitioner development;
- iv project/dissertation supervision.

5.4.4 Subject advocacy, professional networks and knowledge exchange  
 University of Hertfordshire Professors will be expected to build and maintain collaborative relationships with colleagues within the University and with peers and leaders outside the University. In particular they will be expected to engage in:

- i academic leadership and advocacy of their subject;
- ii creation and leadership of partnerships across the University and with external organisations including a variety of funding agencies and sponsors;
- iii knowledge and/or technology exchange, consultancy and entrepreneurial activities;
- iv contributing to national/international fora, symposia, conferences and/or business, policy and practitioner networks in their subject;
- v external examining or equivalent external review.

## 5.5 Illustrative contribution expected of a University of Hertfordshire Professor

The ‘expected contribution’ should be read in conjunction with the Professorial Criteria set out in section 4 where a balanced contribution is expected. A University of Hertfordshire Professor may focus in one or more areas.

	Criteria	Qualifying Contribution	Expected Contribution
1	<b>Undertaking novel enquiry and disseminating new knowledge and/or advances in practice</b>	<p>Strong National profile with a developing international trajectory</p> <p>Lead authorship/role in the preparation of peer-esteemed outputs and/or professional practice</p> <p>Presentation of original work at external fora</p> <p>Involvement in peer review and/or external commentary</p>	<p>Leading national authority with an established international presence</p> <p>Lead authorship/role in the preparation of seminal works and/or advances in practice that enjoy high levels of peer esteem</p> <p>Presentation of original work at international fora by invitation</p> <p>Peer review activities including editorship of international-level outputs, chairing national policy fora and/or practitioner groups, commissioned to provide expert opinion</p>

<p><b>2</b></p>	<p><b>Leading projects, teams and/or scholarly communities</b></p>	<p>Pro-active in seeking, developing and submitting applications for external research funds, commissions and/or consultancy</p> <p>Securing external funds as the leading academic</p> <p>Leadership and management of a community of scholars/practitioners appropriate to the subject</p> <p>Mentoring and coaching of colleagues</p> <p>Supervising research students</p> <p>Lead role in developing capacity and capability in others including via mentoring/coaching</p>	<p>Lead role in seeking, developing and submitting applications for external research funds, commissions and/or consultancy</p> <p>Securing prestigious external funds as the leading academic</p> <p>Leading a sizeable research community including senior researchers/practitioners</p> <p>Ongoing developmental role with colleagues</p> <p>Ongoing supervision of research students with a record of successful and timely completions</p> <p>Track record in effectively developing capacity and capability in others including via mentoring/coaching</p> <p>Making a significant financial net contribution to the University and influencing the priorities of sponsors and/or communities of practice</p>
-----------------	--	---	---



<p><b>3</b></p>	<p><b>Teaching, learning and professional practice</b></p>	<p>Contribution to teaching across levels and/or professional training</p> <p>Supervision of student projects/dissertations</p> <p>Role in curriculum development</p> <p>Standing in the subject as a teacher</p>	<p>Contribution to teaching across levels and/or professional training recognised as excellent</p> <p>Supervision of student projects/dissertations</p> <p>Lead role in curriculum development</p> <p>Major influence in the direction of the School's academic strategy including initiatives with an international dimension</p>
<p><b>4</b></p>	<p><b>Subject advocacy, professional networks and knowledge exchange</b></p>	<p>Advocacy in the subject and/or discipline and/or practice</p> <p>Leading role in internal and active role in external networks</p> <p>Actively engaged in dissemination of knowledge</p>	<p>Leading national and/or international level advocacy in the subject and/or discipline and/or practice</p> <p>Leading role in external networks</p> <p>Actively engaged in dissemination, transfer and exchange of knowledge to include communication with audiences outside academia</p> <p>Lead role in expert society, subject committees and/or professional bodies</p> <p>External examining, taught and/or research, and/or external review</p>

## 6 Conferment Procedure

**(Note for guidance:**

The conferment process is managed on behalf of the Vice-Chancellor by the Deputy Vice-Chancellor and the following Pro Vice-Chancellors:  
Pro Vice-Chancellor (Research and Enterprise),  
Pro Vice-Chancellor (Business and International Development),  
Pro Vice-Chancellor (Education and Student Experience).)

### 6.1 Internal candidates - application for a professorship not associated with an advertised post

6.1.1 Internal candidates may submit an application for a professorship in accordance with the timetable issued. In exceptional circumstances and at the sole discretion of the Vice-Chancellor (or nominee), applications may be considered outside of the issued timetable.

**(Note for guidance – advertised professorial posts**

Internal candidates applying for a professorial post advertised either internally or externally should refer to section 6.3.)

6.1.2 With the following exceptions, all applications must *have the support* of the candidate's Dean of School:

- i where the candidate is not located within a School, the candidate's Head of Strategic Business Unit (SBU) is required to undertake the actions assigned to Deans of School in these regulations;
- ii where the candidate is not located within a School and the candidate's Head of SBU is also the Pro Vice-Chancellor to whom the application would be referred for consideration at later stages in the conferment process (see section 6.2) the application will be referred to another of the Pro Vice-Chancellors listed in the Note to section 6;
- iii where the candidate is a Dean of School, in which case the Deputy Vice-Chancellor is required to undertake the actions assigned to Deans of School in these regulations.

6.1.3 The Dean of School/Head of SBU/Deputy Vice-Chancellor will exercise their professional/academic judgement and determine, at their sole discretion, whether they are content to support the application. In reaching this decision, the Dean of School/Head of SBU/Deputy Vice-Chancellor may take account of internal or external advice.

6.1.4 Where the Dean of School/Head of SBU/Deputy Vice-Chancellor determines that they will not support the application, they will inform the candidate in writing and confirm to them that the application will not be taken forward.

6.1.5 Where the Dean of School/Head of SBU/Deputy Vice-Chancellor supports the application, they will:

- a write a letter of support; and

- b submit the completed application to Human Resources on behalf of the candidate.

6.1.6 Applications must be submitted to Human Resources through [professorships@herts.ac.uk](mailto:professorships@herts.ac.uk) and must include the following items provided by the applicant:

- a a full curriculum vitae and
- b a brief summary of no more than 150 words focused on the contribution to the field of research, or learning and teaching, or enterprise made by the applicant which commends them to be considered for a professorship and
- c a synopsis of not less than **1,000** and not more than **2,000** words, of the candidate's achievements, professional standing and future plans in their chosen field of endeavour, making specific reference to the criteria set out in section 4 of this document and
- d two (2) academic references from persons known to the applicant able to comment on the case for promotion and
- e the names and contact details of five (**5**) external assessors with distinction in the applicant's field of endeavour, who are independent of the applicant (and will not have collaborated in a material way with the applicant in their work) and who may be approached by the University regarding the application.

## **6.2 Prima facie case**

6.2.1 A Prima Facie Panel will be convened and chaired by the Deputy Vice-Chancellor, including the Pro Vice-Chancellor assigned the relevant portfolio who will determine whether an applicant has established a prima facie case. The Prima Facie Panel may take account of appropriate external advice.

6.2.2 Where the Prima Facie Panel deems there is a prima facie case established, the Deputy Vice-Chancellor will confirm this in writing to the candidate, refer the application to a Prima Facie Panel for formal consideration and will obtain the views of appropriate external assessors to inform the Panel in its consideration of the application.

6.2.3 Internal candidates will be invited to attend a formal interview by a Professorial Conferment Panel.

6.2.4 Where a prima facie case has not been established, the Deputy Vice-Chancellor will inform the candidate in writing. This letter will outline the reasons for the decision.

## **6.3 Application for a professorship associated with an advertised post**

6.3.1 Internal or external candidates for a Professorship associated with an advertised establishment vacancy will be advised that the Appointment Panel for the post will be constituted in such a way that, if the successful candidate fulfils the University's professorial criteria, then the Panel may award a professorial title to the successful candidate. However, it will be emphasised that fulfilment of the criteria is not a condition of appointment and will not be a factor in the selection process. Candidates will also be informed that the referees identified by them to support their

application will be asked specifically to comment on the applicant's suitability for a professorial appointment.

#### 6.3.2 Internal candidates

Applications must be made in accordance with the arrangements specified by Human Resources in the published advertisement and must contain the following:

- a a full curriculum vitae and
- b a synopsis of not less than **1,000** and not more than **2,000** words, of the candidate's achievements, professional standing and future plans in their chosen field of endeavour, making specific reference to the criteria set out in section 4 of this document and
- c the names and full contact information of three (**3**) external referees of distinction in the field who may be approached by the University regarding the application.

#### 6.3.3 External candidates

Applications must be made in accordance with the arrangements specified by Human Resources in the published advertisement and must contain the following:

- a a full curriculum vitae and
- b a letter of application which addresses the candidate's achievements, professional standing and future plans making specific reference to the criteria set out in section 4 of this document and
- c the names and full contact information of three (**3**) external referees of distinction in the field who may be approached by the University regarding the application.

### 6.4 Professorial Conferment Panel

**(Note for guidance:**

This section uses the term 'Professorial Conferment Panel' throughout. However, the circumstances in which an Appointment Panel may act as a Professorial Conferment Panel should be noted.)

- 6.4.1 The Board of Governors has established a Professorial Conferment Panel to consider applications and to confer Professorships on its (the Board's) behalf.
- 6.4.2 The Professorial Conferment Panel will normally act as the Appointment Panel for all posts advertised internally or externally which include the possibility of the successful applicant being awarded a Professorship and in the case of appointments to all externally funded chairs. In these circumstances, the Chair (or nominee) of the Professorial Conferment Panel will ensure that applications are considered and short listed in accordance with the University's regulations for the recruitment and selection of staff.

- 6.4.3 Where a Professorial Conferment Panel is to be convened to consider the conferment of a professorship associated with an advertised post (see sections 6.3) and only internal candidates have been shortlisted, the Chair of the Panel (or nominee of the relevant PVC for the portfolio area) may determine, at their discretion, that the Panel may be composed in accordance with the provisions of section 6.4.10.
- 6.4.4 It should be noted that the decision of the Professorial Conferment Panel is final and that there is no right of appeal.
- 6.4.5 The Chair of the Panel will ensure that the candidate is notified of the Panel's decision in writing.
- 6.4.6 Where a candidate's application has not been successful, the Chair will outline for the candidate in a letter the reasons for the Panel's decision.
- 6.4.7 Internal candidates for Professorship may re-apply to the Panel after a period of not less than one (1) year. Unsuccessful external candidates will be advised by the Chair of the Panel concerning whether it might be appropriate for them to apply for a University of Hertfordshire Professorship that might become available in the future.
- 6.4.8 Appointees of the Board of Governors
- i The following senior officers are defined by the Board of Governors as Appointees of the Board of Governors: Vice-Chancellor, Deputy Vice-Chancellors, Secretary and Registrar and Group Director of Finance. These officers are appointed either by the Board itself or by the Governance and Nominations Committee of the Board of Governors, acting on the authority of the Board in its capacity as the Appointments Panel of the Board of Governors.
  - ii The Board, at its absolute discretion, may directly, or through a delegation of authority to the Employment, Remunerations, Governance and Nominations Committee, confer a Professorship on an Appointee of the Board of Governors at the time of their appointment.
- 6.4.9 Chair of the Professorial Conferment Panel
- (Note:**  
This section should be read in conjunction with sections 6.4.10 and 6.4.11.)
- i Where the candidate is a Deputy Vice-Chancellor or a Pro Vice-Chancellor, the Committee will be chaired by the Vice-Chancellor.
  - ii In the absence of both the Vice-Chancellor (category 1) and the relevant Pro Vice-Chancellor (category 2), the Vice-Chancellor may nominate another Pro Vice-Chancellor to act as Chair of the Panel.
- 6.4.10 Professorial Conferment Panel – conferment of professorship on an internal candidate (see Section 6.1)

Where the application for a Professorship is associated with an externally funded chair, the membership of the Appointment Panel may be extended to include a representative of the sponsoring body.

Category:

- 1 Vice-Chancellor (who will be Chair) or nominee (Deputy Vice-Chancellor)
- 2 The Pro Vice-Chancellor assigned the portfolio relevant to the area cited in the application as the principal qualifying contribution or another Pro Vice-Chancellor acting in substitution, who will be Chair in the absence of the Vice-Chancellor
- 3 The candidate's Dean of School/Head of SBU (or nominee) (who will be an Observer)
- 4 One Professor who may be external, in a field of endeavour relevant to that of the candidate or a person of equivalent professional/industry standing
- 5 Further Professors or persons of equivalent professional/industry standing

**(Note - Categories 4 and 5**

Where none of the members in categories 1, 2 or 3, are Professors, further Professors will be appointed to serve in category 5 to fulfil the requirements for the quorum. Where possible external members of the panel will be drawn from the external assessors identified by the applicant at application stage.

Wherever possible the panel should be diverse with regard to both gender and ethnicity.

**Quorum**

The maximum number of members which will constitute a quorum is not fixed but the quorum will consist of not less than three (3) members and will meet the following requirements:

there will be three (3) professors and persons of equivalent professional/industry standing, including at least two (2) professors, one (1) of whom will be in a field of endeavour relevant to the qualifying contribution on which the application is to be judged. Of these three (3) members, one (1) may be external, and one (1) member may be the member in category 1 or category 2 and one (1) may be the member in category 3.

**6.4.11 Professorial Conferment Panel – conferment of a professorship associated with an advertised post (see Section 6.3)**

Where the application for a Professorship is associated with an externally funded chair, the membership of the Appointment Panel may be extended to include a representative of the sponsoring body.

**Category:**

- 1 Vice-Chancellor (who will be Chair) or nominee (Deputy Vice-Chancellor)
- 2 The Pro Vice-Chancellor assigned the portfolio relevant to the area cited in the application as the principal qualifying contribution or another Pro Vice-

Chancellor acting in substitution, who will be Chair in the absence of the Vice-Chancellor

- 3 The Dean of School/Head of SBU or, where the candidate is a Dean of School/Head of SBU, the Deputy Vice-Chancellor
- 4 One Professor, who may also be the member in category 1 or 2 or 3, who may be external and will be in a field of endeavour relevant to that of the candidate
- 5 Further Professors

**(Note: Category 5**

Where none of the members in categories 1, 2 or 3, are Professors, further Professors will be appointed to membership of the Panel in category 5 to fulfil the requirements for the quorum.)

Wherever possible the panel should be diverse with regard to both gender and ethnicity.

#### Quorum

The maximum number of members which will constitute a quorum is not fixed but the quorum will consist of not less than three (3) members and will meet the following requirements:

there will be three (3) professors, one (1) of whom may be external and one (1) a professor in a field of endeavour relevant to the qualifying contribution on which the application is to be judged, and one (1) member may be the member in category 1 or category 2 and one (1) may be the member in category 3.

#### 6.5 Externally sponsored Professorship

Applicants for a Professorship associated with an externally funded chair will be informed that fulfilment of the University's professorial criteria will be a fundamental requirement of the selection process.

## 7 Title

7.1 Following appointment and appropriate consultation, successful candidates for a Professorship will adopt a formal title such as 'Professor of Primary Education'.

7.2 Formal titles will require the prior approval of:

- i the Vice-Chancellor or the relevant Pro Vice-Chancellor (see section 6.2.2) who, in this regard, acts on the authority of the Professorial Conferment Panel or
- ii the Vice-Chancellor in cases where they had chaired the Professorial Conferment Panel or otherwise approved the conferment of a title.

## 8 Procedure for the Conferment of the Title of 'Visiting Professor'

- 8.1 The procedures to be followed in putting forward a candidate for consideration as a 'Visiting Professor' must take into account the need for confidentiality and the avoidance of embarrassment in the case of failure.
- 8.2 Deans of School having regard for the requirements of this document (UPR HR08) will prepare a suitable case with the originator of the proposal. The case will take account of the criteria for conferment and the nature and extent of the candidate's existing commitment to the University. In this respect, it must be remembered that there are already other forms of recognition for persons co-operating with the University (see UPR HR01<sup>3</sup>) and that the distinction of Visiting Professor needs to be maintained in accordance with the criteria for professorial status.
- 8.3 An overall summary of the case, together with the candidate's full curriculum vitae, will be submitted to the Deputy Vice-Chancellor and Pro Vice-Chancellor assigned the relevant portfolio. The views of appropriate external assessors may be obtained to inform the decision of the Professorial Conferment Panel.
- 8.4 If the case is accepted and conferment agreed by the Panel, the nominating Dean of School will be responsible for contacting the candidate to define precisely the nature of the regular commitment to the University to be made by the candidate. This may be in respect of teaching or research and may, therefore, involve a regular course of lectures or postgraduate seminars or expertise in a particular research area. It will provide expertise or scholarship not to be found in the University.
- 8.5 An honorarium may be awarded. This will be decided by the relevant Dean of School.
- 8.6 The conferment will be for a period of three (3) years in the first instance after which time the designation will lapse automatically. The conferment may be renewed at the request of the Dean of School. The conferment will lapse automatically upon termination of the holder's association with the University.

## **9 Procedure for the Conferment of the title 'Professor Emeritus'**

- 9.1 An overall summary of the case, together with the candidate's curriculum vitae, will be submitted by the candidate's Dean of School/Pro Vice-Chancellor assigned the relevant portfolio, to the Vice-Chancellor.
- 9.2 Approval will be by action of the Chair of the Professorial Conferment Panel or, in their absence, by the Pro Vice-Chancellor assigned the relevant portfolio.
- 9.3 Where the candidate is an Appointee of the Board of Governors, the case will be prepared by the Pro Vice-Chancellor assigned the relevant portfolio who will submit it, via the Secretary and Registrar, for decision by the Chair of the Board of Governors.
- 9.4 The title 'Professor Emeritus' is a lifetime award.

---

<sup>3</sup> UPR HR01 'Approved Titles'



## 10 Removal of a Professorship

- 10.1 Honorary, Visiting and Emeritus professorships are conferred on the authority and at the absolute discretion of the Board of Governors which reserves the right to withdraw a title at any time.
- 10.2 Where incapacity or an allegation of misconduct is proven against a Professor who is an employee of the University at the conclusion of a disciplinary process (see UPR HR02<sup>2</sup>), the title of Professor may be removed from the member of staff at the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Professorial Conferment Panel, subject to a confidential report being made to the Board of Governors, by the Vice-Chancellor, at the earliest opportunity.
- 10.3 The titles ‘Visiting Professor’ or ‘Professor Emeritus’ may be removed at the absolute discretion of the Vice-Chancellor, acting their capacity as Chair of the Professorial Conferment Panel, subject to a confidential report being made to the Board of Governors, by the Vice-Chancellor, at the earliest opportunity.

## 11 Reporting requirements

The Chair of the Professorial Conferment Panel is required to report the conferment of the titles ‘Professor’, ‘Professor Emeritus’ and ‘Visiting Professor’ to the next scheduled meeting of the Academic Board. Conferments will be noted by the Board of Governors.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **5 November 2021**

### Alternative format

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.