

PROFESSORSHIPS

SUMMARY OF PRINCIPAL CHANGES

General changes

Document updated with effect from 1 September 2012 to incorporate the University's revised internal management structure.

(Amendments to version 03.0, UPR HR08 are shown in italics.)

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1 INTRODUCTION

1.1 These policies and procedures have been approved by the Board of Governors¹.

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 The title is permanent during the employment by the University of the individual concerned (Section 2.1.5, refers).

2.1.5 The University's conferment of the title 'Professor' will be withdrawn automatically upon termination of the holder's employment with the University of Hertfordshire.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 (UPR HR02², refers) or where misconduct on the part of the holder has been proven (UPR HR02², refers) (section 10, refers).

2.1.6 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.

2.1.7 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.

(Sections 6.1, refers.)

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 and who is a significant contributor to the activities of the Bedfordshire and Hertfordshire Postgraduate Medical School.

¹ **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 UPR HR02 'Staff Disciplinary Policy'

- 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.

(Section 8, refers.)

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.

(Section 9, refers.)

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.

- 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 (UPR HR02², refers) or where misconduct on the part of the holder has been proven (UPR HR02², refers) (section 10, refers).

(Section 6.5, refers.)

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 Committee shall establish that the candidate is recognised by his or her 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 – ROLE 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 professorial 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	Undertaking novel enquiry and disseminating new knowledge and/or advances in practice	<p>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>

	Criteria	Qualifying Contribution	Expected Contribution
2	Leading projects, teams and/or scholarly communities	<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>
3	Teaching, learning and professional practice	<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 <i>School's</i> academic strategy including initiatives with an international dimension</p>

	Criteria	Qualifying Contribution	Expected Contribution
4	Subject advocacy, professional networks and knowledge exchange	<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 following Pro Vice-Chancellors:

*Pro Vice-Chancellor (Enterprise);
Pro Vice-Chancellor (Research),
Pro Vice-Chancellor (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 at any time.

(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 be made through the candidate's *Dean of School*:

- i where the candidate is not located within a *School*, in which case 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 (section 6.2, refers), in which case *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 his or her professional/academic judgement and determine, at his or her sole discretion, whether he or she is 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 he or she will not support the application, he or she will inform the candidate in writing and confirm to him or her 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, he or she will:

- a write a letter in support of the application (section 6.1.6, e, refers) which will clarify the principal qualifying contribution on which the application is to be judged and indicate the Pro Vice-Chancellor who should consider the application in the first instance (section 6, Note for guidance, refers);
- b submit the completed application to the Vice-Chancellor on behalf of the candidate.

6.1.6 Applications must be addressed to and lodged with the Vice-Chancellor and must include the following items provided by the applicant:

- 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 his or her 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

and the following information provided by the *Dean of School/Head of SBU/ Deputy Vice Chancellor*:

- d the names and full contact information of not fewer than three (**3**) and not more than five (**5**) external assessors with distinction in the applicant's field of endeavour, who are independent of the applicant (and will not, for example, have collaborated in a material way with the applicant in his or her work) who may be invited to provide the Professorial Conferment Committee with an independent opinion on the application;
- e the letter of support from the *Dean of School/Head of SBU/Deputy Vice-Chancellor* referred to in section 6.1.5, a.

6.2 **Prima facie case**

6.2.1 The Pro Vice-Chancellor to whom an application has been referred initially (section 6.1.5, a, refers) may refer it to another Pro Vice-Chancellor for consideration where he or she deems that appropriate.

6.2.2 Preliminary consideration of applications will be made by the Pro Vice-Chancellor assigned the relevant portfolio who, in determining at his or her sole discretion whether an applicant has established a prima facie case, may take account of appropriate external advice.

6.2.3 Where a prima facie case is established, the Pro Vice-Chancellor will confirm this in writing to the candidate, refer the application to a Professorial Conferment Committee for formal consideration and will obtain the views of appropriate external assessors to inform the Committee in its consideration of the application.

6.2.4 Internal candidates will be invited to attend for formal interview by a Professorial Conferment Committee.

6.2.5 Where a prima facie case has not been established, the Pro 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 his or her 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 Committee**

(Note for guidance:

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

6.4.1 The Board of Governors has established a Professorial Conferment Committee to consider applications and to confer Professorships on its (the Board's) behalf.

6.4.2 The Professorial Conferment Committee 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 Chairman of the Professorial Conferment Committee 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 *Committee* is to be convened to consider the conferment of a professorship associated with an advertised post (sections 6.3, refers) and only internal candidates have been shortlisted, the Chairman of the Committee may determine, at his or her discretion, that the Committee 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 Committee is final and that there is no right of appeal.
- 6.4.5 The Chairman of the Committee will ensure that the candidate is notified of the Committee's decision in writing.
- 6.4.6 Where a candidate's application has not been successful, the Chairman will outline for the candidate in a letter the reasons for the Committee's decision.
- 6.4.7 Internal candidates for Professorship may re-apply to the Committee after a period of not less than one (1) year. Unsuccessful external candidates will be advised by the Chairman of *the Committee* 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 Committee of the Board of Governors*.
- ii The Board, at its absolute discretion, may directly, or through a delegation of authority to the *Governance and Nominations Committee*, confer a Professorship on an Appointee of the Board of Governors at the time of his or her appointment.

6.4.9 **Chairman of the Professorial Conferment Committee**

(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 shall 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 Chairman of the Committee.

6.4.10 **Professorial Conferment Committee – conferment of professorship on an internal candidate**

(Section 6.1, refers)

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 shall be Chairman)

- 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 shall be Chairman in the absence of the Vice-Chancellor
- 3 The candidate's *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 be external, 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 serve in category 5 to fulfil the requirements for the quorum.)

Quorum

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

there shall be three (3) professors, one (1) of whom shall 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 Committee – conferment of a professorship associated with an advertised post

(Section 6.3, refers)

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 shall be Chairman)
- 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 shall be Chairman 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 shall 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 Committee in category 5 to fulfil the requirements for the quorum.)

Quorum

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

there shall 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 (section 6.2.2, refers) who, in this regard, acts on the authority of the Professorial Conferment Committee or
- ii the Vice-Chancellor in cases where he or she had chaired the Professorial Conferment Committee 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 (UPR HR01³, refers) 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 Pro Vice-Chancellor assigned the relevant portfolio. The views of appropriate external assessors may be obtained to inform the decision of the Professorial Conferment Committee.

8.4 If the case is accepted and conferment agreed by the Committee, 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.

³ UPR HR01 'Approved Titles'

- 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/Director of Research for the relevant Research Institute*, to the Vice-Chancellor.
- 9.2 Approval will be by action of the Chairman of the Professorial Conferment Committee or, in his or her 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 Chairman of the Board of Governors.
- 9.4 The title 'Professor Emeritus' is a lifetime award.

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 (UPR HR02², refers), the title of Professor may be removed from the member of staff at the absolute discretion of the Vice-Chancellor, acting in his or her capacity as Chairman of the Professorial Conferment Committee, 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 in his or her capacity as Chairman of the Professorial Conferment Committee, subject to a confidential report being made to the Board of *Governors*, by the Vice-Chancellor, at the earliest opportunity.

11 **REPORTING REQUIREMENTS**

The Chairman of the Professorial Conferment Committee 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.*

P E Waters
Secretary and Registrar
Signed: **13 August 2012**