

Conferment of Associate Professorships

UPR HR07 version 12.0

Policies superseded by this document:

This document replaces version 11.0 of UPR HR07, with effect from 8 October 2026.

Summary of significant changes to the previous version

The UPR has been amended to reflect the three updated academic pathways for Associate Professors applicants. The UPR has been updated to remove both references to the title of 'Reader' and the renewal requirement for Associate Professor titles. Updates to the application and decision-making process have also been made. With the requirement for personal referees during the application process being removed, the number of external assessor contacts required during the application process has been reduced and the application form is focused directly on the relevant criteria.

Glossary

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

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1 Introduction

- 1.1 These policies and procedures have been approved by the Academic Board.
- 1.2 The University is committed to protecting and promoting freedom of speech and academic freedom within the law. The University's Code of Practice on Freedom of Speech (UPR FS01) sets out the rights and obligations inherent in supporting the principles of freedom of speech and academic freedom within the law, the University's values relating to freedom of speech and the procedure to be followed by students and staff in connection with the organisation of events and meetings which fall under the Code of Practice. A

copy of the University's Code of Practice on Freedom of Speech (UPR FS01) can be found here [\[FS01-Freedom-of-Speech-Code-of-Practice.pdf\]](#) on the University's Policies and Regulations webpage. In the event of any uncertainty about the University's approach to freedom of speech, the University's definitive and up-to-date statement of its approach is set out in the Code of Practice.

2 Definitions and General Information

- 2.1 The title of 'Associate Professor' recognises an individual's academic distinction and significant contributions to the University. It is awarded for exceptional achievements on their respective pathway 'education, student success, and pedagogy', 'education, research and innovation', or 'education, enterprise and professional practice'. An Associate Professor is a recognised leader of national standing within their field.
- 2.2 Following the award of a title, an appropriate workload allocation will be determined according to the roles and activities of the individual, in discussion with their manager.
- 2.3 Members of staff of the University may apply for an Associate Professorship if they believe that they satisfy the promotion criteria.
- 2.4 An 'Associate Professor' may be appointed through external recruitment, in which case the procedure for conferring the title will need the appointee to meet the criteria set out in section 4 and be approved by the chair of the Decision Panel.
- 2.5 The University's approval of the title 'Associate Professor' will be withdrawn automatically upon termination of the holder's employment with the University of Hertfordshire. At the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Academic Board, the title may be removed by the Board in the event of the holder's misconduct, ill health or poor performance (see [Staff Disciplinary Policy \(UPR HR02\)](#), [Managing Sickness Absence and Ill Health Policy and Procedure \(UPR HR20\)](#) and [Managing Poor Performance \(UPR HR19\)](#) respectively).

3 Criteria for the Conferment of the Title 'Associate Professor'

- 3.1 The title 'Associate Professor' is awarded in recognition of a candidate's achievements on one of the following academic pathways:
 - i. Education, Research, and Innovation (formerly the *Research* pathway)
 - ii. Education, Student Success, and Pedagogy (formerly the *Learning and Teaching* pathway)
 - iii. Education, Enterprise, and Professional Practice (formerly the *Enterprise and Entrepreneurship* pathway)
- 3.2 Candidates, irrespective of their focus, will be expected to demonstrate that they meet all the criteria set in Appendix A for the five (5) criteria comprising their

chosen pathway. Examples of evidence that may be used in support of a case for an Associate Professorship in the application form are included in Appendix A.

- 3.3 As a teaching intensive university, our defining mission is anchored in education and student success. To reflect this priority, the promotion framework embeds 'Education' as a core criterion across all Associate Professor promotion pathways.
- 3.4 As senior colleagues, Associate Professors are expected to further the objectives of the University within their area of focus and enhance the University's reputation, as well as assisting others in realising their potential. As such 'Collegiality, Citizenship, and Leadership' is a core criterion across all Associate Professor promotion pathways.

4 Application Process

- 4.1 All applications must be submitted to Human Resources via associateprofessorships@herts.ac.uk and must include the following elements
 - a) a full curriculum vitae not longer than 10 A4 pages (including maximum 15 key publications). Please do not include footnotes, endnotes or documents embedded within the CV;
 - b) the structured application form detailing achievements and outcomes relevant to their chosen academic pathway. Each of the five (5) sections of the application form will be limited to a 500-word maximum.
- 4.2 Where appropriate applicants may select to include a 'Mitigating and Exceptional Circumstances' form, confidentially outlining any significant personal or professional factors that they would like to be considered as having had an impact on their career trajectory or volume of output/activity.
- 4.3 A failure to adhere to the submission requirements may result in the application being rejected.
- 4.4 An application for an Associate Professorship should be made in accordance with the timetable issued for the promotion cycle. In exceptional circumstances and at the sole discretion of the Deputy Vice-Chancellor (or nominee), applications may be considered against the UPR outside of the issued timetable.
- 4.5 Unsuccessful applicants for an Associate Professorship may re-apply after a period of not less than one (1) year and are strongly encouraged to seek guidance and respond to feedback before applying again.

5 Panel Review Procedures & Outcomes

- 5.1 The promotion process is led on behalf of the Vice-Chancellor by the Deputy Vice-Chancellor. The University is committed to ensuring fairness, inclusivity and equal opportunities in the appointment and recognition of Associate Professors.

- 5.2 The composition of the Cross-School Decision Panel and the University Decision Panel should be diverse where possible. This does not relate to representation of specific disciplines and subjects.
- 5.3 The Cross-School Decision Panel will consider all applications submitted in relation to the pathway criteria set out in Appendix 1. Panels will comprise of the Deans, an HR representative, and an EDI observer.
- 5.4 The outcome of the Cross-School Decision Panel will either:
- Support the application to progress to the University decision panel.
 - Not support the application to progress to the University decision panel.

Where the Cross-School Decision Panel does not support an application, the applicant will receive writing feedback on the application.

- 5.5 The University Decision Panel will be chaired by the Deputy Vice Chancellor and include a minimum of two senior UH staff and of two senior academics external to UH. Where the University Decision Panel considers it necessary, applicants may be invited to interview.
- 5.6 The outcome of the University Decision Panel will either:
- Recommend that an applicant is promoted.
 - Not recommend that an applicant is promoted.

Where the University Decision Panel does not recommend an applicant for promotion, they will receive written feedback on the application

- 5.7 Decisions made by the University Decision Panel will be definitive, with no right of appeal.
- 5.8 The Chair of the University Decision Panel will report the promotions to Associate Professor to Academic Board and Board of Governors.
- 5.9 For successful candidates the title will be permanent whilst employed at the University

6 Associate Professorship Title

- 6.1 Successful candidates for an Associate Professorship will be eligible to use the title prefix 'Associate Professor'.
- 6.2 The title of the Associate Professorship should be nominated in the application form, and reflect the area or research, education, enterprise or professional practice in which the Associate Professorship is being conferred (e.g. Associate Professor in Genomics, Associate Professor in Applied Enterprise, Associate Professor in Digital Pedagogy').
- 6.3 Formal titles will require the prior Conferment of the Vice-Chancellor or Deputy Vice-Chancellor who, in this regard, acts on the authority of the University Decision Panel.

7 Process for the Removal of an Associate Professorship Title

- 7.1 Associate Professors may, with the agreement of their Dean of School/Head of SBU, relinquish their title at any time. Staff who take such action will revert to their original pay, grade and title prior to their promotion.
- 7.2 The title of Associate Professor may be removed from a member of staff at the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Academic Board, in the event of the holder's misconduct, ill health or poor performance. Subject to a confidential report being made to the Board, by the Vice-Chancellor, at the earliest opportunity following the conclusion of a formal process under one of the following policies [Staff Disciplinary Policy \(UPR HR02\)](#), [Managing Sickness Absence and Ill Health Policy and Procedure \(UPR HR20\)](#) or [Managing Poor Performance \(UPR HR19\)](#). The standard appeals process outlined in the relevant UPR would apply.

8 Reporting Requirements

- 8.1 The Chair of the University Decision Panel is required to report the appointment of Associate Professors to the next scheduled meeting of the Academic Board (see [Approved Titles UPR HR01](#)). Appointments and conferments will be noted by the Board of Governors.

Appendix A - Criteria and examples of evidence in support of a case for Associate Professorship

A1 Core Criteria for all Academic Promotion Pathways

All Professors are required to demonstrate professional recognition for teaching excellence in higher education. For applicants to the 'Education, Student Success, and Pedagogy' pathway, candidates must hold a Senior Fellowship of the HEA. For applicants to the 'Education, Research, and Innovation' and 'Education, Enterprise, and Professional Practice' pathways, candidates must hold a Fellowship of the HEA.

It is expected that all applications for promotion will demonstrate their contribution to education, against the examples of evidence within the Education criteria. Regardless of the applicant's chosen pathway, candidates must provide evidence of their active contribution to the advancement, innovation, and enhancement of educational provision at the University of Hertfordshire.

Criteria	Example Evidence
Education	• Consistent high-quality feedback • Demonstrable impact on advancing the student learning experience • Enhancing inclusive practice in teaching and student experience • Substantive contribution to teaching development and innovation • Enhancement of programmes through PSRB, course accreditation, etc. • High-quality PGR supervision to completion • Relevant external roles

The other core criteria which applies to all pathways is 'Collegiality, Citizenship, and Leadership'. Applicants are expected to demonstrate how they have shaped and contributed to the life of the University of Hertfordshire.

Criteria	Example Evidence
Collegiality, citizenship and leadership	• Contributions through citizenship to UH life • Development of self and others • Academic and institutional leadership through formal and informal roles • Contribution to the collective good team-based activities within and outside the University

A2 Education, Research, and Innovation pathway criteria and examples of evidence

Criteria	Example Evidence
Contribution, standing & esteem	• A body of high quality, peer reviewed outputs that demonstrate a substantial contribution to the discipline • Externally recognised with a national reputation • Holding editorships of journals or contributing to the leadership of professional bodies/learned societies • Other measures of peer esteem appropriate to the subject area
Research outputs & income	• Research outputs of at least internationally recognised quality as defined in the subject area* • Successful record of securing external funding as a Co-I, relative to disciplinary norms
Engagement, impact & innovation	• Contributing to an impact case study or of developing other equivalent forms of research impact • Making a substantial contribution to interdisciplinary research through outputs • Enhancing our relationship with external research partners

*All evaluations made in relation to an individual's academic or other distinction will be carried out in accordance with the University's commitment to the principles of the San Francisco Declaration on Research Assessment (DORA) and those of the Coalition for the Advancement of Research Assessment (CoARA).

A3 Education, Student Success, and Pedagogy pathway criteria and examples of evidence

Criteria	Example evidence
Programme Development, Enhancement & Innovation	• An established reputation as a teaching specialist, with external recognition of enhancing teaching practice • Evidence of contributing to the development and optimisation of the education portfolio • A sustained track record of contributions to curriculum development and course design • Developing of new teaching materials or methodologies influenced by pedagogy of the subject • Creating opportunities for non-traditional forms of learning (e.g., work-based learning and assessment)
Student Experience & Student Success	• Developing and implementing of high-quality student learning experiences that impact both experience and outcomes • Making a meaningful contribution to projects that have improved student outcomes, or NSS scores or B3 metrics

	Contributing to initiatives to provide support for student transitions or vulnerable groups
Impactful Learning and Teaching Scholarship & Practice	- Participating in externally funded project developing teaching and learning practice - Contribution to pedagogical research or scholarly activity on education and student success - Publication of high-quality outputs (academic or practitioner) as appropriate to the discipline - Shaping institutional and national practice relevant to your discipline - Professional qualification e.g. Senior Fellowship

A4 Education, Enterprise, and Professional Practice pathway criteria and examples of evidence

Criteria	Example evidence
Contribution through Enterprise and Professional Practice	- Effective contribution to shaping and developing professional practice - Development of KE or professional practice tools, resources and training that benefit professionals and practitioners - Contributing to the collaborative/co-created projects with external partners yielding improved outcomes for partners - Creating projects and establishing partnerships with external organisations around academic, applied or professional insights and expertise
Knowledge exchange or technology transfer outputs & income	- Significant contribution to non-academic outputs demonstrating influence and impact among partner and stakeholder communities - A successful record of securing funding to sustain your KE activities - Generating income based on commercialisation or innovation projects e.g. consulting, patents, licensing, or spin-offs. - Development of training or education programmes that lead to commercialisation opportunities
Impacting professional practice, organisations and/or society	- Contributing to projects that have led to the development of professional practice - Evidence of expertise-based engagement and impact activity with professional and practitioner communities - Involvement with local, regional or national economic development activity delivering an area of the University's work

Dr Matthew Andrews
Secretary and Registrar
Signed: **8 October 2026**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk .