

PROFESSORiate POLICY

Definitions

Associate Professor -

Associate Professor title is an academic grade. There are two routes available to achieve promotion to the Associate Professor academic grade:

Merit based promotion: available to academics with a job role at one of the following leadership grades: Manager, Executive Manager, Senior Executive Manager, Director and Executive Board Member **and** meets the criteria for Associate Professor.

Establishment based promotion: available to academics successfully applying for the job role of Associate Professor as a vacancy arises. Such job roles are at the academic grade of Associate Professor and leadership grade of Manager.

Further details are within the University of Law Promotions policy.

Emeritus Professor -

This title may be conferred on a member of staff holding a professorial title who has made a significant contribution to the University of Law and leaves the University in good standing. Normally such a person must have held the title of Professor for at least three years prior to leaving and be regarded as having served the University with particular distinction.

Externally-funded Professor -

This title may be conferred on an individual who satisfies the criteria for appointment as a Professor but with sponsorship from an external source and, if specified, meeting any additional requirements specified by the sponsor. The name of the sponsor may be used in conjunction with the title of Professor.

Professor -

This title recognises academic or professional distinction along with substantial contribution to the work of the University. The title is permanent during the individual's employment by the University and may be retained after normal or early retirement. Professors who resign to take up appointments elsewhere will normally relinquish the title; with the exception of Emeritus Professor titles. It is expected that Professors will continue to maintain and enhance their reputation and continue to show sustainable contribution relevant to the role during their service with the University.

University of Law Teaching Fellow

This title recognises sustained and high-level performance in the fields of teaching and design in such a way as to amount to a significant contribution to the work of the University. The title is permanent during the individual's employment by the University. Both permanent full-time and part-time staff are eligible to apply for appointment as a University of Law Teaching Fellow.

Further details are within the University of Law Fellowship policy.

Visiting Professor -

This title may be conferred upon individuals of distinction who satisfy at least **one** of the criteria for appointment as a Professor and who are prepared to undertake a regular commitment to the activities of the University in general, or on a particular Campus. Visiting Professor status is conferred upon individuals who are recognised by the University for their sustained performance in the area of higher education, business sector, legal firms, and professional development. The candidate will be expected to undertake a minimum of three activities per annum. The nominator of the initial application will discuss the three activities with the candidate and submit a Request for Conferment along with the Visiting Professor application. The appointment will normally be for a period of three years. The post is unpaid and the title lapses with the termination of the appointment.

THE PROFESSORIATE

1 The title of Professor is conferred by the University of Law (the University) to give recognition for outstanding individual academic or professional distinction and leadership in a field of learning relevant to the University's mission. The title of Associate Professor reflects the need for an academic grade to which academic staff can aspire, but which is below full Professorial status. Conferment of all Professorial titles are cognisant of contribution domains within the Academic Career Framework.

2 The purpose of Professorships is to enable the following:

- 2.1 the recognition within the University of excellence in the area of educational, academic and professional development, achieved by individuals and thus providing an additional focus for aspiration;
- 2.2 the demonstration externally of the distinguished achievements by individuals in these areas of national and international quality;
- 2.3 the demonstration externally of the high level of achievements of the University leading to the enhancement of its standing in the eyes of its clients, potential clients, the profession and society at large;
- 2.4 the ability to compete more effectively in the recruitment market and attract key senior staff; and
- 2.5 the ability to attract external funding.

Criteria for the conferment of Professorial title

3 The title of **Professor** may be conferred on individuals who are permanent full-time or part-time members of the academic staff of the University. Candidates must meet the minimum qualification requirements listed in the Academic Career Framework. Each candidate is judged against the following criteria which are not in any order of priority:

- 3.1 Outstanding qualities of leadership across contribution domains teaching; research scholarly and citizenship, which include education, academic development, professional training and development;
- 3.2 An outstanding record of innovation in a relevant field: education, legal practice, business, social sciences, psychology, criminology, policing, professional development or relevant fields;
- 3.3 An outstanding contribution to the furtherance of knowledge and its application through scholarship, research, publication, consultancy or professional practice;
- 3.4 An outstanding contribution to the development of the profession on a national or international basis. This may include high-level involvement in the work of professional, consultative and government bodies;
- 3.5 An outstanding contribution to the development and/or delivery of the University's Strategic Plan and enhancement of the student experience.

4 Candidates must be able to satisfy at least **two** of the above criteria. Actual achievement and not future promise must be demonstrated.

Appointment to the Professoriate

5 *Procedure*

- 5.1 Promotion to Associate Professor level is governed by the University of Law Promotion policy.
- 5.2 Conferment of the University of Law Teaching Fellow title is governed by the University of Law Fellowship policy.
- 5.3 Applications for conferment of the title **Professor** shall be dealt with on a bi-annual basis by the Professorial Appointments Committee of the Academic Board. Staff wishing to be considered for the title must apply by email to **academic.registry@law.ac.uk** by the end of September or March each year.

- 5.4 Nominations for Emeritus and Visiting Professors may be made at any time.
- 5.5 The application shall consist of the following:
- 5.5.1 a statement which outlines their candidacy against the criteria authored using the templates provided. Candidates are advised that the application should address explicitly the criteria for the award of a title and indicate those aspects of their work (linked to the contribution domains within the Academic Career Pathways) which they believe qualify them for the conferment of the relevant title,
- 5.5.2 a full curriculum vitae, but it is the responsibility of the candidate to draw attention to relevant aspects thereof in the statement,
- 5.5.3 an appendix of supporting evidence, with explicit reference to how the evidence demonstrates that the candidate has met the criteria for conferment of the title. It is vital that this evidence is provided as it will be material to the panel's consideration of the application.
- 5.5.4 for applications for Professorship, the names and contacts details of two referees of suitable standing. Reports will be required from the referees. The application will also be reviewed by two independent external assessors of professorial status or who hold a position of distinction and pre-eminence in a related profession. The assessors will have expertise and standing in the area of application.
- 5.6 Applications for merit-based promotion to **Associate Professor** shall be dealt with on a bi-annual basis through the University of Law Promotions policy. Staff wishing to be considered for the title must submit an application by email to [**promotions@law.ac.uk**](mailto:promotions@law.ac.uk) by the end of September or March each year. Please refer to the University of Law Fellowship policy.
- 5.7 Applications for conferment of the title **University of Law Teaching Fellow** shall be dealt with on a bi-annual basis by the Professorial Appointments Committee of the Academic Board. Staff wishing to be considered for the title must submit an application by email to [**academic.registry@law.ac.uk**](mailto:academic.registry@law.ac.uk) by the end of September or March each year. Please refer to the University of Law Fellowship policy.

6 *The Professorial Appointments Committee*

- 6.1 Everyone involved in the process set out below is required to maintain the confidentiality of the application and the applicant, except insofar as it is appropriate to seek others' views.

- 6.2 The Academic Board Professorial Appointments Committee comprises the following:
- 6.2.1 The Vice-Chancellor of the University (Chair)
 - 6.2.2 Internal members: two or more current University professors
 - 6.2.3 External members: one or more external advisors, each of whom must hold professorial status.
 - 6.2.4 Academic Registrar and/or Deputy Academic Registrar
 - 6.2.5 For the Professorial Appointments Sub-Committee: one or more senior member of the University academic staff
- 6.3 The decisions of the Professorial Appointments Committee are final, except where there has been a substantial breach of these procedures. Appeals can only be made on procedural grounds and may not be used to challenge the academic judgment of the Professorial Appointments Committee.
- 6.4 Where an applicant believes a material breach of procedures has occurred, they must submit full written details to the Academic Registrar within 20 working days of being informed in writing of the Committee's decision. As part of the appeal process the Academic Registrar will convene a meeting of an Appeals panel consisting of senior leaders of the University including at least one Programme Director, one Campus Dean and one external member. Appeals will be considered and concluded within 15 working days. The decision of the Appeals panel is final and there is no further right of appeal.
- 6.5 Where it is found that there has been a material breach of the procedures, it is within the Appeal panel's remit to ask the Professorial Appointments Committee to consider the application *de novo*.
- 6.6 The conferred title will take effect immediately upon announcement of the conferment of the title.

7 *Candidates for employment at the University*

- 7.1 Where a candidate for employment at the University already holds a full Professor title at another UK university and is shortlisted for the position, the Chair of the Interview Panel may make a conditional offer of a Professorial title, subject to satisfactory references, and approval by the Professoriate Committee. The offer should be recorded within HR and academic.registry@law.ac.uk and reported at a Professoriate Panel meeting. HR will send the confidential CV and References to Academic Registry for recording.

- 7.2 If the candidate does not hold a professorial title at another UK university, they need to apply under section 3. Criteria for the conferment of professorial status.
- 7.3 Where a candidate for employment at the University has previously held an associate professorial (or equivalent) title at another UK university, after appointment at the University, the candidate may make a request for an extraordinary panel meeting, and such request will be considered by the Vice-Chancellor. If the Vice-Chancellor determines an extraordinary panel meeting be held, the candidate must submit an application by email to academic.registry@law.ac.uk.
- 7.4 Academic Registry will arrange for the review panel to meet within 14 days of receipt of the CV. The review panel will consist of the Chair of Academic Board (or a Professor of the University if the Chair does not hold professorial status), one further Professor of the University and a non-executive member of the University's Academic Standards Committee of professorial status. Regarding the criteria above, the panel may recommend the award of associate professorial title upon the candidate's appointment to the University.

8 *Interpretation*

- 8.1 Questions about the interpretation of this policy and its procedures shall be referred to the Vice-Chancellor, whose decision shall be final.

9 Monitoring

9.1 We will monitor the annual impact of all Visiting Professor's activities within the University of Law. Visiting Professors will be required to submit a yearly declaration detailing the three activities undertaken to support the programme/area of business in their initial application for conferment as a Visiting Professor. Nominators will ratify the work undertaken and send the signed statement/declaration to academic.registry@law.ac.uk no later than the 1st April each year.

10 Professoriate Directory

- 10.1 The University of Law will maintain a live Professoriate Directory to raise public awareness of the wide-ranging contribution to the body of knowledge through teaching, research, scholarship, and citizenship activities undertaken by Professoriate colleagues.
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Version history

Version	Amended by	Revision summary	Date
V1.0	Director of Quality and Education	Initial drafting	30/01/15
V1.1	Academic Registrar	QA	02/02/15
V1.2	Academic Board	Approval	05/02/15
V1.3	Academic Registry	Final amendments	26/02/15
V2.0	Vice Provost – External and Academic Development	Full Review	30/11/15
V2.1	Academic Board	Approval of review	09/12/15
V2.2	Director of Academic Enhancement & Research	10.1, 10.2 changes aligned to the Academic Career Framework. 19.1 recognition of already appointed professors at interview stage.	22/12/2021

V2.2	Vice Provost – Academic Enhancement	Updates	23/05/16
V2.3	Academic Board	Approval of review	25/07/16
V2.4	Academic Board	Approval of review	10/03/17
V3	Vice Provost – Academic Enhancement	Full review and additional protocols	Aug 2017
V4	Vice Provost – Academic Enhancement	Clarification of appeals processes and updates to protocols	Aug 2018
V4.1	Registry Officer	Change to coding convention	05/03/20
V4.2	Director of Academic Enhancement	Insertion of 20. And 20.1 Monitoring (Approved at Academic Board May 2020)	May 2020
V4.3	Director of Academic Enhancement	Amended to sections 19.1 – 19.3 (Approved by Academic Board May 2021)	June 2021
V4.4	Deputy Academic Registrar	Amended to section 7.1 (Approved by Academic Board August 2021)	August 2021

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V4.5	Director of Academic Enhancement & Research	Amended to sections 1, 4.1, 9, 9.1, 10., 10.1, 10.2, 12, 12.1, 17.2.1, 18.2.2, 18.2.4, 19.1, 22.1	Jan 2022
V4.6/7	Director of Academic Enhancement & Research	Amended to sections 12,13,14,15, 16 – Linking to new policies; Promotions policy and Fellowship policy. Reordering of section numbers.	Mar 2023
V4.7	Academic Board	Approval of review	08/02/2024