



THE AWARD OF THE TITLE OF PROFESSOR AT EDGE HILL UNIVERSITY

1. Purpose of document

- 1.1 The title of Professor marks the pinnacle of excellence in an academic career. The title is bestowed sparingly and by means of rigorous assessment. This document sets out procedures for the appointment of Professors in Edge Hill University. Two categories of Professor are identified, and the paper also deals with Emeritus Professors and Visiting Professors.
- 1.2 The proposal is that Edge Hill University should have two distinct categories of Professor:
 - a) an **Established Chair** a post to which individuals are recruited on a competitive basis because the University has decided that someone of that level of seniority is required to enable the University to achieve its objectives (Section B); and,
 - (b) a **Personal Chair** – a title awarded to an individual on the basis of their record of academic work (Section C). The normal expectation is that internal candidates for a personal chair will have achieved previously a Readership or Senior Fellowship, in Learning & Teaching or in Enterprise.
- 1.3 In addition, the University should appoint, as appropriate, **Emeritus** (Section D), **Visiting Professors** (Section E) and **Clinical Professors**.

2. Role of the Professoriate

- 2.1 Professors will have high academic or other appropriate standing in their field at national or international level and fulfil a variety of roles within the University but typically they are expected (*inter alia*) to:
 - provide dynamic research leadership including the successful organisation and support of their subject area, by seeking resources from appropriate funding agencies and/or initiating collaboration with industry and other organisations
 - make a notable contribution to teaching at undergraduate and/or postgraduate level

- contribute to the wider University community through membership of appropriate internal groups and help invigorate the University through the development of a supportive ethos based on shared values and common goals
 - advance their research discipline as evidenced by publications and other quality research output
 - deliver, from time to time, public lectures on topics of academic, social and professional interest
 - make an active contribution to the leadership of their subject at national or international level.
- 2.2 In line with Edge Hill University's mission the term 'research' will be interpreted broadly, and in assessing the contribution of consultancy or practice, regard will be paid to the standards obtaining in the respective discipline and the way in which its members can reasonably be expected to interact with industry, commerce, the professions and public services.
- 2.3 Chairs may also be awarded on the basis of an individual's record and reputation as a teacher, for their record in the application of knowledge in a systematic manner designed to enhance wealth creation and/or the quality of life, or for external recognition in an individual's profession.

SECTION B: ESTABLISHED CHAIRS

3. The Criteria for the Award of an Established Chair

- 3.1 Specific criteria will be drawn up for each post carrying the award of the title of Established Chair and these will be incorporated in the job description and person specification used as part of the recruitment process for each post. However, in drawing up each job description and person specification, authors should take cognisance of the criteria outlined in Section A above in so far as they apply to the post being advertised. The job description and person specification for any post carrying the award of an Established Chair shall be confirmed by both the PVC (Research) and the Vice-Chancellor before the post is advertised.

4. Procedures for Applicants for an Established Chair

- 4.1 A professorial title may be awarded to an appropriately qualified external candidate simultaneously upon appointment to a University post, subject to the application of the following procedures.
- i) When a post which is attached to an Established Chair is advertised, the recruitment forms submitted to the Human Resources Department shall state this explicitly.

- ii) All applicants are advised that the University will make enquiries (via identified, external, independent Assessors) on their suitability for the Professoriate.
- iii) The award of the title will be made through the Standing Readership, Senior Fellowship and Professorial Conferment Panel, which is constituted as follows:

The Vice-Chancellor (Chair)
 The Pro Vice-Chancellor – Research and Faculty Dean (Deputy Chair)
 A Faculty Dean or Associate Dean
 Dean of Centre for Learning and Teaching
 Director of HR
 Director of Research Office
(These six members hold ex-officio status on the Standing Panel)
 Up to six members of professorial standing

The panel will be supported by a Secretary (usually from HR).

- iv) In the case of an Endowed Chair, there may be additional arrangements regarding the appointment panel to strengthen the liaison with companies or charities providing the endowment.
- v) Where an applicant is appointed to the University and the professorial title is awarded, the HR Department shall notify the Secretary to the Standing Professorial and Readership Conferment Panel, who will report this to the next meeting of the Panel.

4.2

The salary and duties of an Established Chair shall be as stated in the associated Job Description. In drawing up the duties associated with each Established Chair, authors should take cognisance of the criteria outlined in Section 2.1 above in so far as they apply to the post being advertised.

SECTION C: PERSONAL CHAIRS

5. The Power to Award Personal Chair

- 5.1 Personal Chairs are awards of Edge Hill University and, as such are awarded by Academic Board on behalf of the University community through the Standing Professorial Conferment Panel. The constitution of the Standing Professorial Conferment Panel and secretarial arrangements mirror Section 4.1.iii

6. Eligibility for Consideration for the Award of a Personal Chair

- 6.1 Any member of Edge Hill University staff successfully confirmed in post may apply for a Personal Chair.

- 6.2 It is the usual expectation of the University that applicants for a Personal Chair should normally hold the post of Reader, but this does not preclude applications direct to these positions.

7. Criteria for the award of a Personal Professorship and their Interpretation

- 7.1 Each candidate for the award of a Personal Chair will be considered against the criteria listed below [(i) – (iv)].

Successful candidates will have outstanding qualities of leadership and will have substantially furthered the aims of higher education generally and/or Edge Hill University in particular. A successful candidate will have attracted high levels of external recognition in her or his profession, and will need to show outstanding performance, and potential, against one or more of the following criteria (normally, a successful candidate will be expected to satisfy more than one of these criteria – however, a candidate with an exceptional record in one of these areas may be eligible for conferment as Professor):

- (i) A track record of externally recognised research excellence
- (ii) An externally recognised record of sustained innovation and excellence in teaching including contribution to the advancement of learning, the development of the subject and to pioneering work in course development
- (iii) A sustained record of enterprise and the successful commercialisation of high quality research and IP leading to patents, spin out companies or a body of work which influences policy decisions
- (iv) External national and international recognition in their profession.

The SPRCP will expect to see evidence of the candidate's achievements to date. Evidence should be both in the public domain and of national and international standing. Full details of any such evidence and where it may be found if it is in the public realm should be included with the application. Copies (or, should the evidence be too voluminous to be sensibly included, a synopsis) of evidence not in the public realm or not easily accessed should be included as part of the application.

- 7.2 All candidates must submit via an online application. The online recruitment system will request the upload of a full curriculum vitae which should include:
- a) significant qualifications, professional memberships and posts held, with dates
 - b) all publications (including a statement on joint authorships (where appropriate))
 - c) all conference contributions
 - d) all funding received

- e) other relevant scholarly activities including details of research degrees successfully, and currently, supervised; research degree examinations; posts as external examiners; editorships; etc
 - f) any indicators of esteem
 - iv. the names, titles and addresses of three potential external independent assessors with knowledge of UK higher education.
- 7.3 For those who wish their application to be judged against criterion 7.1(i), a track record of externally recognised research excellence:
- i) a detailed self-assessment of the candidates research strengths
- 7.4 For those who wish their application to be judged against criterion (ii), record and reputation as a teacher:
- i) a statement of the principles and values which motivate the candidate's work and the manner in which excellence has been achieved
 - ii) evidence of national and international standing in pedagogy within the discipline, e.g. ILT/HEA submissions, publications, national committee memberships, presented papers
 - iii) evidence in the public domain of course materials developed, curriculum development, excellence in teaching, including refereed articles and refereed conference proceedings
 - iv) a detailed self-assessment of the candidate's particular strengths in this respect
- 7.5 For those who wish their application to be judged against criterion (iii), the application of knowledge in a systematic manner, designed to enhance wealth creation and/or the quality of life (e.g. through technology transfer, policy advisory work or demonstration projects):
- i) independent external evidence of the candidate's application of knowledge - such as technology transfer, policy advisory work or demonstration projects
 - ii) a detailed self assessment of the candidate's particular strengths in this respect
- 7.6 For those who wish their application to be judged against criterion (iv), external recognition in her or his profession:
- i) independent external evidence of the candidate's external recognition
 - ii) a detailed self-assessment of the candidate's particular strengths in this respect

- 7.7 Candidates should take care to present evidence for each of the criteria against which they wish to be judged.
- 7.8 Candidates who are submitting an online application subsequent to a decision not to confer a chair are strongly advised to identify the changes and progressions that have occurred since their last application.

8. Procedures for Applicants for a Personal Chair

- 8.1 A call for applications for Personal Chairs will be circulated widely throughout the University by the Department of Human Resources on an annual basis (usually in the month of April).
- 8.2 Prospective candidates may wish to *informally* consult the Pro Vice-Chancellor (Research), or their Dean or Head of Department prior to submitting an online application.
- 8.3 Formal online applications should be submitted by the date specified in the call for applications. The SPRCP will make a decision on whether the evidence received is sufficient to progress the application to external assessment. If this is not the case, the Panel will provide appropriate feedback to the applicant accordingly, advising on ways in which the application could be strengthened before a resubmission. That resubmission will normally not be in the same annual cycle.
- 8.4 In cases where the application has been approved it will be submitted to the three external assessors identified by the applicant. The University will also approach three external referees of its own choice. These assessors should be of sufficient seniority and experience to comment authoritatively on an application for a Personal Chair.
- 8.5 Each application will be judged against the criteria identified in Section 7 above.
- 8.6 To recommend conferral, the SPRCP will normally expect to see a majority of the reports received from referees supporting the application.
- 8.7 If the SPRCP is unable to recommend the award then the candidate will be advised of the deficiencies identified in the reports (feedback will be anonymised and meaningful).
- 8.8 If the Committee recommends the award, then the HR Department will notify the applicant with the date of commencement, this will normally be the following 1st August.

9. Role and Duties of Holders of Personal Chairs

- 9.1 The holder of a Personal Chair will be expected to play the role as outlined in Section 2. Accordingly, the identification and negotiation of the leadership role, responsibilities and targets to be undertaken by the successful applicant will be agreed between the applicant, Dean or Head of the relevant Faculty and the PVC (Research).

SECTION D: EMERITUS PROFESSORSHIPS

- 11.1 The title of Professor Emeritus may be conferred upon a member of staff who is retiring, who normally has been in full-time employment at the University for at least two years prior to retirement, who is deemed to have served the University with particular distinction and who continues to meet one or more of the criteria at part 7.1. Normally the individual concerned will have held a professorial title at the time of retirement. The title will be used as a mark of recognition both of the recipient and the University. It will permit the Emeritus Professor to have access to the University, and the privilege of using the University as an address, which would appear on published papers, and as an affiliation when presenting public lectures.
- 11.2 On appointment, Emeritus Professors will be informed of the conditions within which they may use the University's name in order to remove liability by the University for possible legal claims.
- 11.3 Deans of Faculty or Directors may nominate for consideration as Emeritus Professor employees of Edge Hill University nearing retirement or recently retired. The nomination will be expected to show that the nominee will either continue to be professionally active or their conferment will bring credit to the University or both.
- 11.4 Nominations for the award of the title Emeritus Professor will be considered by the SPRCP against the criteria identified above for the award of Personal Professorships.
- 11.5 The award will be made for a period of three years and is renewable by application.

SECTION E: VISITING PROFESSOR

- 12.1 The title of Visiting Professor may be granted by the University on the basis of nominations from a Dean to candidates of an equivalent standing in another HEI or in industry. There must be a plan of activity approved by the Faculty where the benefits to Edge Hill University, whether in terms of research, teaching, CPD, mentoring, or knowledge exchange, are identified in advance. Departments may propose suitable candidates to the Dean and supply the following supporting evidence:
- (i) A brief CV and/or biography

- (ii) Details of a project which the individual's expertise will enhance
- 12.2 Individual staff members may propose candidates to their departments and should provide the same information to the respective Head of Department/Area. If the initial proposal is accepted, the proposal goes to faculty for further deliberation. At this stage the candidate may be contacted to discuss the project and their role in it.
- 12.3 If approved by the Faculty and Dean, an application is made to the deliberating panel. The Vice-Chancellor, Pro-Vice-Chancellor (Research) and relevant Dean will act as the deliberation panel, serviced by the Research Office. The standard letter of appointment will be issued by Directorate.
- 12.4 The assignment will be time-limited, depending on the project, from one month to two years. Longer projects will be subject to regular review of outputs/targets by the HoD/Director and the Dean and/or Associate Dean. The management of the Visiting Professor resides with the Dean of the relevant faculty assisted by the project coordinator.
- 12.5 Registry will keep a central record of VP appointments, as will the relevant Faculty.
- 12.6 Assignments will be subject to current regulations surrounding immigration and/or visa requirements for any working visitor from outside of the EEA.

SECTION F: REMUNERATION OF PROFESSORSHIPS – See Appendix 1

13. Personal Chairs

- 13.1 The award of the title of Personal Chair will have the following salary implications for the member of staff to whom it is awarded:
 - a) Appointment will normally be to the first point within the Professorial A Grade
 - b) Progression of one increment in August of the next academic year subject to satisfactory performance in year

14. Established Chairs

- 14.1 The salary awarded for appointments to title of Established Chair may be as stated in the job description and will reflect current market conditions.

15. Progression

- 15.1 Progression within the Professorial grade (A, B and C) will be considered annually by Directorate based on recommendations from the relevant Dean. Progression is not an automatic right.

15.2 Progression from one grade to another will be via a fresh online application to the SPRCP. As a guide the expectations of each Grade are as follows.

Grade A

At this level, professorial staff are expected to satisfy the criteria for one of the established pathways and to be achieving at a nationally recognised level of excellence. They will be expected to demonstrate a national level of recognition by their peer community as a significant contributor to their field of work, and to have an emerging international reputation.

Grade B

Appointees are expected to demonstrate a significantly higher level of recognition and achievement than at grade A. They are expected to be able to demonstrate international reputation and recognition as well as status as a leading national figure in their field. They will also be expected to have achieved awards or fulfilled roles within or outside the University which are consistent with the level of recognition by their peer community.

Grade C

Grade C Professors are expected to demonstrate output and peer esteem which clearly identify them as a leading international contributor to their field of work. They will be making an outstanding and pre-eminent contribution to the reputation of the University through gaining major awards and honours and achieving a level of proven international “leading-edge” excellence in research, teaching, professional practice, enterprise, knowledge transfer or academic leadership.

Appendix 1: Criteria for Professor of Learning and Teaching in HE

Professor of Learning and Teaching in HE:

Chairs will be awarded on the basis of an individual's record and reputation as a higher education teacher. Candidates would be expected to hold a reputation and indicators of esteem related to national and international leadership in learning and teaching and the advancement of teaching and learning in higher education through their contribution to educational practice and their impact on pedagogical practice knowledge. It is expected that teaching and learning would be a major academic focus of the successful candidate.

Candidates, in their application should elaborate on their achievements as a Senior Learning and Teaching Fellow, against the specified criteria for this title. If they are applying directly for the Professorship, they will need to extend their application to indicate how they have met and exceeded these criteria, with focus on impact of their work and particular emphasis on national and international activities and indicators of esteem. Further, though not exclusive, examples of evidence that be included are found in Appendix 1.

Teaching, Development and Scholarship of Teaching and Learning

Other indicators of esteem and standing in the higher education learning and teaching community

This will include teaching/ learning facilitation; curriculum design; the monitoring and evaluation of teaching and learning support; and the Scholarship of Teaching and Learning.

Candidates:

Scholarship of Teaching and Learning; Publications; scholarly monographs or articles in refereed journals; papers delivered at prestigious conferences - either subject specific (and concerned with teaching and learning facilitation) or generic teaching and learning conferences. This would not be expected to be at the equivalent volume to the parallel Readership.

Funding awarded for the development of, and/or research into teaching and learning; e.g. grants from national grant awarding boards (e.g. ESRC, HEA, SEDA etc)

Evidence of the design of their teaching and the pedagogy which informs it with a local and with current or potential national impact. This may be provided in validation documents; in course materials; or in online websites which can be accessed. This may be presented in the form of a short, annotated, portfolio of evidence.

Evidence of the effectiveness of their teaching; drawn from a wide range of evaluation, and including student evaluations, peer evaluations and (where feasible) external evaluations, with where possible, evidence of its impact on other educators within and

- would normally be expected to be a Principal Fellow of the Higher Education Academy (D4) or equivalent (against the UP Professional Standards Framework); an NTF or of equivalent standing.
- should be able to demonstrate indicators of esteem such as memberships of external bodies active in promoting teaching excellence, invitation as a keynote speaker nationally and internationally, external consultancy/knowledge transfer and high have profile connections with national and international higher education learning and teaching/SoTL communities

Such professors will have high academic or other appropriate standing in the field of learning and teaching in higher education at national or international level and fulfil a variety of roles within the University but typically they are expected (*inter alia*) to:

- provide dynamic leadership including the successful organisation and support for teaching excellence, by seeking resources from appropriate funding agencies and/or initiating collaboration with national bodies and other universities
- make a notable contribution to teaching at undergraduate and/or postgraduate level
- contribute to the wider University community through membership and leadership of appropriate internal groups and help invigorate the University through the development of a supportive ethos based on shared values and common goals
- advance their contribution to the Scholarship of Learning and

beyond the University. This may include history of being a U(u)niversity Learning and Teaching Fellow or NTFS nominee, VASC member and undertaking chair responsibilities.

In line with Edge Hill University's mission the term 'research' will be interpreted broadly, and in assessing the contribution of consultancy or practice, regard will be paid to the standards and indicators of esteem pertaining to the SoTL community and the way in which its members can reasonably be expected to interact with external agencies nationally and internationally.

All candidates will be expected to match and exceed the expectations of the Reader/Senior Learning and Teaching fellow criteria.

Teaching (SoTL) as evidenced by publications and other quality research outputs and deliver, from time to time, public lectures on topics of academic, social and professional interest

- make an active contribution to the leadership of higher education learning and teaching and dissemination of practice knowledge at national or international level

Professorial candidates should demonstrate types of evidence, focussed on internal activities and those with national and international reach.

These could include:

- Leadership role in strategic institutional curriculum and/or policy development
- Design and delivery of high-impact course innovation
- Leadership of QA or accreditation processes
- External reviewer/trainer/advisor
- Students' self-reported learning gains (course level)
- Student surveys (course level)
- Letters of reference from research and or development collaborators
- Refereed conference and journal publications
- Book chapters or book chapters related to the SoTL and practice.

- Research and/or development grants and income
- Participation in government consultation committees
- Invited speaker at national/global events in teaching and learning
- Participation in and leadership of high-impact national and global educational conferences and programmes
- Contributions to pedagogical research and knowledge, and educational development with impact across their field of expertise
- Evidence of shaping and informing teaching and learning strategies at institutional, national and international levels

