

# HR Procedure: Appointment to Professor and Associate Professor and awarding of Emeritus titles

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## 1. Introduction and Purpose

- 1.1 These procedures set out the process for establishing and making appointments to Professor, Associate Professor and visiting roles.
- 1.2 These procedures should be read in conjunction with the University's recruitment and selection procedures.

## 2. Making a business case

- 2.1 [The business case](#) for establishing Professorial and Associate Professor posts (including an assessment of structural and academic requirements) will normally be made as part of the annual planning round process with the Directorate. The Staff Changes Group will consider all professorial posts for approval. This group also consider all Associate Professor posts where they have not been approved through the annual planning round, including any regrading to Associate Professor.
- 2.2 The business case will need to confirm the purpose of the new post, and how it will be funded including the academic need for the post (see 2.6 below).
- 2.3 The purpose of the new post might relate to one or more of the following:
  - a need to identify definable leadership within the relevant department
  - the promotion of innovative teaching leadership
  - the provision of academic leadership in an aspect of applied or user-led research or public engagement
- 2.4 Funding for a new post can be derived from one or more of the following:
  - increased income through student numbers on new courses
  - sponsorship from an external agency
  - money earned through externally funded research grants
- 2.5 Faculty cases will be considered within the wider context of the UWE strategic plan. Executive Deans will therefore be asked to link business cases to academic leadership and enhancement, and to show how they support strategic growth and sustainable development.
- 2.6 The business case should cover therefore:
  - **Academic need:** fit with the University's strategic priorities (including the UWE Partnership Mission); areas of academic development agreed as part of faculty / department planning with the Directorate ; defined research or knowledge exchange (R or KE) and / or teaching (T) leadership against a funded case.
  - **New / increased income:** funding streams that will support, or augment the new role; new or re-attributed student numbers; successful grants; external R and KE grants; consultancy or other non-HEFCE income; significant match funding from an external source (for example: private or industrial sponsorship); research grants, full economic cost (FEC) covered income streams.
  - **Delivery:** As part of the business case the Executive Dean (or nominee) will be asked to quantify and describe a set of personal targets for the post holder.
- 2.7 The business case will be considered by the Staff Changes Group as in paragraph 2.1.

### **3. Appointment to Professor**

3.1 Appointment to Professor is a two-stage process.

#### **Stage One**

3.2 The Executive Dean (or Associate Dean) will devise an Academic Need and Business Case which clearly identifies the need for a role/function at this level (as set out in section 2, above).

3.3 The Executive Dean, in consultation with senior colleagues and the Director of Human Resources, will determine whether the new role will be recruited to through an internal only or an external process. In limited and exceptional circumstances a direct appointment made for a named individual who meets the specified criteria.

3.4 The Executive Dean will submit the business case to [the Staff Changes Group](#) for approval.

#### **Stage Two**

3.5 Both internal and external processes will follow the University's standard recruitment processes (including a job description, person specification and selection process).

3.6 Candidates will be interviewed formally against the criteria for the post.

3.7 The interview process for Professor will be chaired by a member of the Directorate. The panel will comprise six members as follows:

- Vice Chancellor (Chair) – or nominee
- Executive Dean from the home faculty
- Associate Dean from the home faculty
- Head of Department from the home faculty
- A UWE professor from a different faculty
- An assessor external to UWE (Chair to agree)

3.8 External references will be gained; three referees will be provided by the candidate and up to three will be gathered by the Directorate.

3.9 If successful, the Professor will be appointed and their title determined in discussion with the Vice Chancellor.

### **4. Appointment of Associate Professor**

4.1 In creating the post of an Associate Professor, the Staff Changes Group will require an *Academic Need and Business Case* which clearly identifies the need for a role/function at this level (as described in section 2, above).

4.2 The Executive Dean, in consultation with senior colleagues and the Director of Human Resources, will determine whether the new role can be recruited to through an internal only or an external process. In limited and exceptional circumstances a direct appointment made for a named individual who meets the specified criteria.

4.3 Successful cases will be subject to the standard University recruitment processes (including a job description, person specification and selection process). Shortlisted candidates will be interviewed formally against role criteria.

4.4 The interview process for Associate Professor will require a cross-university panel agreed by the Directorate and will be chaired by a Professor of the University. The panel will comprise up to six members as follows:

- UWE Professor (Chair) nominated by the VC/DVC

- Executive Dean from the home faculty
  - Associate Dean from the home faculty
  - Head of Department from the home faculty
  - One external adviser (Chair to agree)
- 4.5 External references will be gained; three referees will be provided by the candidate and up to three will be gathered by the Directorate.
- 4.6 If successful, the Associate Professor will be appointed and their title determined in discussion with a member of the Directorate.

## **5. Appointment to Emeritus / Emerita Professor**

- 5.1 *Emeritus* or *Emerita Professor* is a title bestowed on professors who have made a significant contribution to UWE and leave the University in good standing.
- 5.2 Professors who wish to have the title *Emeritus* or *Emerita Professor* should submit a request to the Executive Dean. Following receipt of the request the Executive Dean will make a recommendation to the Vice Chancellor.
- 5.3 The Vice Chancellor will then seek ratification from Academic Board.
- 5.4 Following approval of the request the Secretary to Academic Board will advise the individual in writing.
- 5.5 The individual and Executive Dean or Associate Dean will discuss and agree the facilities that may be made available. These normally include: retention of staff pass (and therefore access to University buildings), access to car parking, continuing e-mail address and access to UWE e-mail system, [use of library facilities](#) including loans, and copies of the UWE Bulletin.