

AWARD OF THE TITLES OF PROFESSOR AND READER

This document sets out the criteria and procedures under which the following academic titles may be awarded by the Vice-Chancellor to University staff (plus Health Service staff involved in the work of the University) on the recommendation of the Chair of Professorial & Readership Committee:

- ▲ Professor
- ▲ Reader

1. Criteria for title of Professor

The title of Professor may be awarded to staff at the University (plus Health Service staff involved in the work of the University) who are **outstanding** in at least one of the following criteria and have a **high level of achievement** in at least two others:

- Contribution by scholarship, research, consultancy, practice, clinical practice, innovation or performance to the furtherance of his/her subject and/or its application to society which would be expected to be international in its scope.
- Record and reputation as a communicator of knowledge through contributions as a teacher to curriculum and course development or equivalent.
- Recognition in his/her profession amongst professional peers which is likely to be international.
- Academic/intellectual leadership through the development, analysis and/or application of knowledge.

The criteria listed above encompass the widest interpretation of "scholarship" as well as teaching and curriculum development. Under "academic/intellectual leadership" it is expected that it can be demonstrated that the candidate has succeeded by his/her leadership in developing an academic or other intellectual community greater in its impact than might be expected from the simple sum of its parts.

Also, the University's Professorial structure encompasses three distinct levels as outlined in Appendix 1. It is expected that the majority of Professorial appointments via application to the Professorial and Readership Committee will be at level one (see section 4.1).

1.1 Emeritus Professorships

The above title may be awarded by the Vice-Chancellor to Professors leaving the institution through retirement, including early retirement.

2. Criteria for title of Reader

The title of Reader may be awarded to staff at the University (plus Health Service staff involved in the work of the University) for significant contributions arising from scholarship, research or research-related activities. This will be expected to include all of the following:

- ▲ Original contributions to knowledge, practice or performance.
- ▲ Development through research activities of the University's curriculum, courses and learning environment.
- ▲ Publications in international journals, books or pamphlets, public performance of works, public exhibition of work.
- ▲ Development of a national or international reputation for excellence as judged by peers in his/her subject area. This may include success in securing significant external funding, assessed in terms of the volume or prestige of such awards in the context of the discipline.

In considering the extent to which an applicant meets the above criteria, the Professorial and Readership Committee will, as appropriate, take into account evidence relating to discoveries, inventions and the application of knowledge; supervision of research students; invited papers, and research management. In all cases, the Committee will pay particular attention to the norms and practices of the relevant academic area. For example 'securing external funding' will not always be the main indicator of success for some discipline areas. In countries where the title of Reader would not be recognised and the norm is to use the title Associate Professor, this latter form of address may be used by staff holding the award when working in those countries.

3. Eligibility

All staff of the University are eligible to apply for the award of the title of Reader or Professor. They should be able to evidence how they have had an appropriate impact on the University's academic environment whilst at UCLan in addition to their impact on the wider academic community.

The award of these titles is a mark of personal academic distinction. Staff awarded the professorial title will transfer to a Locally Determined contract. The award is unlikely to carry salary implications for those staff already on Locally Determined contracts. Senior Lecturers awarded the title of Reader will move onto the Principal Lecturer scale.

4. Awards procedures

4.1 Application to the Professorial and Readership Committee

The membership of the Professorial and Readership Committee will consist of:

- ⤴ Deputy Vice-Chancellor (SP&PM) (Chair)
- ⤴ Deputy Vice-Chancellor (Academic)
- ⤴ University Director of Research
- ⤴ Minimum of two University Professors
- ⤴ HR Services Manager
- ⤴ At least one external assessor as nominated by the Chair

For each candidate, the Committee will consider

- ⤴ a letter of application which describes clearly their reasons for applying for the title with specific reference to the above criteria;
- ⤴ an up-to-date curriculum vitae with three named referees (preferably at professorial or an equivalent level);
- ⤴ any contextual data that may be available

The Dean of the candidate's School (or an appropriate Senior Staff member if the candidate is not employed within a School) will be asked to attend the Committee to discuss the candidate's application.

If the Committee decides that the candidate has not established a *prima facie* case that he/she meets the criteria above for the award of the title of Professor or Reader, it will determine that the application will not proceed and will notify the applicant of this decision. The Dean and School/University Director of Research will also provide feedback as to why the application has been unsuccessful. This feedback will usually include areas of activity and development to form part of the annual appraisal process.

If the Committee believes that a *prima facie* case has been made, it will seek reports from the candidate's named referees and at least one independent external assessor.

If the *prima facie* case receives at least two statements of support, with at least one being independent of the applicant, the Chair will recommend to the Vice Chancellor that the Award is made. It is expected that the majority of Professorial appointments via this route will be at level one (see Appendix 1).

If the *prima facie* case does not receive at least two statements of support, with at least one being independent of the applicant, the Chair will determine that the application will not proceed and will notify the applicant of this decision. The Committee will also provide feedback as to why the application has been unsuccessful.

4.2 Award of title on appointment

When a University selection panel is to consider the award of the title of Professor or Reader, the panel will include the Chair of Professorial and Readership Committee or their nominee. The following must be considered.

- Candidates who have not already obtained the title applied for (of either a readership or professorship) at another institution of suitable standing will be asked follow the same procedure as outlined in 4.1. That is, the candidate will provide the names of three external referees (preferably at professorial or an equivalent level), a curriculum vitae and a letter of application supporting their case for the award under the criteria in 1 or 2 above. The Chair of Professorial and Readership Committee will also nominate at least one external assessor. At least two reports must be obtained for the award to be made, one of which must be independent of the applicant. Only in exceptional circumstances, and at the discretion of the Vice Chancellor, will one report be sufficient. Subsequently, the decision to recommend the award of the title to the Vice Chancellor will be taken by the Chair of Professorial and Readership Committee based on recommendation from the appointment panel and the assessors' reports.
- Candidates who have already obtained the title applied for (of either a readership or professorship) at another institution of suitable standing will normally have the decision to recommend the continuation and level of that award to the Vice Chancellor taken by the Chair of Professorial and Readership Committee based on recommendation from the appointment panel. In exceptional cases, the procedures under 4.1 will be undertaken.

4.3 Decision by the Vice-Chancellor

Following recommendation by the Chair of Professorial and Readership Committee, the Vice Chancellor will make one of the following decisions:

- the title under consideration be awarded;
- the Committee be asked for more information before a decision is made;
- the title under consideration should not be awarded.

The Vice Chancellor will notify the Chair of Professorial & Readership Committee of his/her decision. The Chair will notify the candidate of the outcome.

4.4 Designation of titles

All individuals who are awarded the title of Reader or Professor may have a designated area associated with the title in the form of 'Reader in y' or 'Professor of x'. The university currently makes the award of Professor based on recognition of the individual's high level of achievement and standing in their discipline. As such professors may refer to themselves as holding a personal Chair in X.

All designations will require the approval of the Vice-Chancellor or, under delegation, the Chair of Professorial

and Readership Committee.

Candidates will be asked to propose a designation when the award is made.

4.5 Reporting of award of titles

All awards and revocations of the titles of Professor and Reader will be reported by the Chair of Professorial and Readership Committee to the Academic Board.

5. Retention of data

By submitting an application to the Professorial and Readership Committee, the applicant agrees that the University of Central Lancashire may hold the information in his/her application, and any information obtained by the University which relates to the application, for the period of the applicant's employment with the University, and that the University may use all such information for the purposes of the applicant's present application and any future applications to the University which the applicant may make. If the applicant has made earlier applications to the University, he/she agrees that the University may hold and use any and all information which it has relating to such earlier applications for the purposes of the applicant's present and any future applications.

Revised: January 2013