

Professorial Appointments and Promotions Procedure

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1. Introduction

Preamble

The University's Procedures and Professorial Promotions are designed to provide a means of recognising the contribution made to the University's mission and success of its best academic staff, and the leadership provided by professorial staff in research and knowledge transfer, learning and teaching, professional practice and academic leadership.

2. Professorial Appointments and Promotions Panel

2.1 Terms of Reference

2.1.1 The Panel has the following terms of reference:

- To consider and make decisions on applications for promotion to Personal Chair.
- To consider and make decisions on applications for promotion to Readership.
- To undertake preliminary consideration of nominations for Professor Emeritus status and to make recommendations to Council on such appointments.
- To consider the appointment of Visiting Professors.
- To undertake an annual review of the operation of the agreed procedures for internal Professorial promotions.
- To monitor and review Professorial and other appointments to ensure consistency of approach and outcome.

2.2 Constitution

2.2.1 The Panel consists of at least six ex-officio members:

- The Vice-Chancellor (Chair);
- The Deputy Vice-Chancellor (Deputy Chair);
- All School Deans, the Dean of Students and the Dean of Research.
- Inclusion and Diversity representative;
- Director of HR and OD.

2.2.2 The Secretary of the Professorial Appointments and Promotions Panel.

2.2.3 Where, having considered an application, the Panel agrees that there is a prima facie case for promotion, external referees of Professorial or Readership standing, who are

eminent in the field in which the candidate is a specialist, will be asked to provide a reference and an assessment of the extent to which the candidate meets the criteria for promotion. For Personal Chair applications candidates will be required to provide details of four referees, two of which will be contacted. For Reader applications candidates will be required to provide details of two referees, one of which will be contacted. Candidates should consider referees outside of their immediate disciplinary area and should include referees from other complementary subject areas. Candidates should refrain from choosing referees who have previously been employed by the University of Salford, however a maximum of one of the referees may be a previous employee of the University providing they left the University over five years prior to the date of application. In addition to the referees supplied by the candidate a further two referees will be supplied by the School/Department one of which will be an international referee.

- 2.2.4 If members of the Professorial Appointments and Promotions Panel are unable to attend, the Panel may exceptionally decide to proceed with the business provided that written comments have been provided by its members.

2.3 Decisions of the Panel

- 2.3.1 The Chair or nominated person from the Panel will inform all candidates of the decisions reached. The Chair will see successful candidates personally and will discuss with them, if appropriate, the proposed title for their chair, consulting their Dean as appropriate.
- 2.3.2 The Dean has the responsibility for arranging to meet unsuccessful candidates and provide detailed oral feedback.
- 2.3.3 The Secretary of the Panel will write to candidates informing them of the progress of their applications.
- 2.3.4 The Secretary of the Panel will make a report to Senate of all promotions made.
- 2.3.5 Unsuccessful candidates will not be considered by the Panel until a period of at least two years has elapsed from the previous application.
- 2.3.6 A candidate whose name has been put forward but who has not been successful in obtaining a promotion will have access to an internal appeals procedure only on the grounds of demonstrable procedural irregularity.

2.4 Initiation of the Review

- 2.4.1 The Human Resources Division will contact all Deans notifying them of the procedures and timetable for the consideration of promotions to Personal Chairs and Readerships within the University and asking them to cascade this information to the relevant members of staff in their School.
- 2.4.2 Any individual wishing to be considered for promotion must consult with their Dean prior to doing so and then submit their application by the deadline stated to the Secretary of the Panel and the Dean.

- 2.4.3 The Human Resources Division will seek a written report from the relevant Dean which will contain a general appraisal of the member of staff's work and an assessment of their contribution in relation to the appropriate criteria.
- 2.4.4 Various data reports will be compiled providing the panel with metrics such as REF, TEF and NSS information to help inform the panel. The Chair of the Panel will have discretion to seek any other reports deemed appropriate according to the circumstances of each case.

2.5 Other Professorial Conferments

- 2.5.1 The Professorial Appointments and Promotions Panel may also recommend conferment of the following titles:
- Professor Emeritus upon a member of staff who is retiring, who has held a professorial title while in the employment of the University and who is deemed to have served the University or the discipline with particular distinction.
 - Visiting Professor upon a distinguished person, who satisfies the professorial appointment criteria, and who undertakes a regular commitment to the University's academic activities. The title will be awarded for a maximum of five years, and may be renewed. The appointment lapses with the termination of the connection with the University.

3 Procedure for the Conferral of the title of Professor Emeritus

3.1 Eligibility

- 3.1.1 Council may confer the title of Professor Emeritus upon any person who at the time of their retirement or redundancy (including voluntary redundancy) has held the appointment of Professor in the University. Council will approve processes and procedures for the consideration of persons for this title.
- 3.1.2 This title is an honour in the gift of the University in recognition of distinguished service or academic distinction and there is no appeal should the University decide not to award the title.
- 3.1.3 On ceremonial occasions, a Professor Emeritus shall have the same privileges as a member of Senate but shall not be eligible for membership of Council or Senate or any of their committees.
- 3.1.4 No other rights, benefits or privileges are automatically attached to the award, but holders of the title may be invited to undertake teaching or supervision at the University on an occasional basis.
- 3.1.5 A Professor leaving the University through retirement or redundancy and who is taking up a full-time academic appointment elsewhere is not normally eligible to be considered for conferral of the title of Professor Emeritus.

3.2 Application Process

- 3.2.1 Any member of University staff may submit a nomination for consideration of conferral of the title of Professor Emeritus in relation to a member of staff who already has the status of Professor and who has given formal notice that he/she is to leave the University through retirement or redundancy. Nominations should be sent to the Secretary of the Professorial Appointments and Promotions Panel, who is an officer of the Human Resources Division.
- 3.2.2 Nominations must include a curriculum vitae and a statement outlining the Professor's academic distinction and contribution to the standing of the School and the University, bearing in mind that the title of Professor Emeritus is not conferred as a reward for long service alone.

3.3 Responsibility of Professorial Appointments and Promotions Panel

- 3.3.1 The initial consideration of nomination for conferral of the title of Professor Emeritus.
- 3.3.2 To obtain references from at least two external referees of standing in the international and national academic community to offer a view on the nominee's suitability for conferral of the title of Professor Emeritus.
- 3.3.3 After receipt of the external references the Panel assesses a nomination according to:
- The nominee's distinction in teaching and learning, research and innovation and enterprise, engagement and knowledge transfer; and his/her standing in the academic community and profession;
 - The nominee's special contribution to his/her School;
 - The nominee's total contribution to the work of the University, their discipline or to the community.
- 3.3.4 Following consideration of the external references, the Panel will decide whether to recommend the conferral of the title of the Professor Emeritus.

3.4 Responsibility of Human Resources Division

- 3.4.1 Ensure that any nominations for the conferral of the title of Professor Emeritus are circulated to the Panel.
- 3.4.2 Write to the external referees on behalf of the Panel.
- 3.4.3 Ensure that the decision to recommend the conferral of the title of Professor Emeritus is placed with Council for consideration.
- 3.4.4 If Council confirms the award of Professor Emeritus, inform the nominee.

4 Procedure for Internal Appointments to Personal Chairs and Readerships

4.1 Eligibility

4.1.1 Personal Chair

- Any Reader, Senior Lecturer, Senior Research Fellow wishing to be considered for promotion to a Personal Chair, the criteria for which are attached as Appendix A, must consult with the Dean and then submit an application to the Secretary of the Panel and Dean by the deadline stated.

4.1.2 Readerships

- Any Senior Lecturer, Lecturer, Research Fellow, wishing to be considered for promotion to a Readership, the criteria for which are attached as Appendix B, must consult with the Dean and then submit an application to the Secretary of the Panel and Dean by the deadline stated.

4.1.3 A candidate who submits a further application following a previously unsuccessful one must list their additional achievements since the original application was made.

4.2 Application Process

4.2.1 The submission by the member of staff will include:

- a covering statement written by the candidate no more than 3 pages in length (A4 using Calibri, font 11), which will include:

Personal Chair

- (i) The areas of activity under which the application is to be considered:
- Teaching and Learning / Student Success;
 - Research and Innovation;
 - Enterprise, Engagement and Knowledge Transfer;
 - Academic Leadership.

Readerships

- (ii) The areas of activity under which the application is to be considered:
- Teaching and Learning / Student Success;
 - Research and /or knowledge transfer, engagement and enterprise.
- A statement providing evidence on how they meet the relevant criteria;
 - A statement of their plans for future contribution and how these will be achieved;
 - Achievements since the last application (for candidates re-submitting applications);

- A signed and dated curriculum vitae according to the agreed guidelines, which are attached as Appendix C for Personal Chair and Readerships.
- 4.2.2 Both covering statement and curriculum vitae together should not total more than 12 pages in length.
- 4.2.3 The candidate should also provide the names, status and contact details (including email address) of external referees of Professorial standing, who are eminent in the field in which the candidate is a specialist, who may be asked to provide a reference and an assessment of the extent to which the candidate meets the criteria for promotion (the candidate must ensure these external individuals are available to provide a reference if requested within the appropriate timescales). For Personal Chair applications candidates will be required to provide details of four referees, two of which will be contacted. For Reader applications candidates will be required to provide details of two referees, one of which will be contacted. Candidates should consider referees outside of their immediate disciplinary area and to include referees from other complementary subject areas. Candidates should refrain from choosing referees who have previously been employed by the University of Salford, however a maximum of one of the referees may be a previous employee of the University providing they left the University over five years prior to the date of application. Include an international referee where possible.
- 4.2.4 The Dean will provide a written report to the Secretary to the Panel by the deadline stated which will contain a general appraisal of the candidate's work and an assessment of their contribution in relation to the criteria.
- 4.2.5 The Panel will consider whether a prima facie case exists based on the specified criteria.
- 4.2.6 Where a prima facie case exists, references on candidates for consideration will be taken up by the Human Resources Division. In addition to the referees suggested by candidates a further two referees, provided by the relevant Dean, will be approached at this time.
- 4.2.7 The Panel will meet to consider the applications and decide which candidates are to be appointed to Personal Chair or to a Readership.
- 4.2.8 The Panel will advise candidates and their Dean of the outcome and will report to Council on appointments confirmed.
- 4.2.9 The Chair or nominated person will inform all candidates of the decisions reached. The Chair will see successful candidates personally and will discuss with them, if appropriate, the proposed title for their chair, consulting their Dean as appropriate. For professorial promotions there may be a case for additional remuneration dependent on the current salary of the successful candidate. The Chair or nominated person will write to all unsuccessful candidates, and will give an opportunity for oral feedback, if desired, by the candidate.

4.3 Responsibility of the Candidate

- 4.3.1 To submit a signed and dated statement of no more than 3 pages long (A4 using Calibri, font 11), addressing the specified selection criteria for the title.
- 4.3.2 Their key contributions and strengths and plans for future development and how these will be achieved.
- 4.3.3 The submission of curriculum vitae in accordance with University guidelines (No more than 12 pages including supporting statement).
- 4.3.4 To provide the names, status and contact details (including email address) of external referees of Professorial standing, who are eminent in the field in which the candidate is a specialist, who maybe/will be asked to provide a reference and an assessment of the extent to which the candidate meets the criteria for promotion (the candidate must ensure these external individuals are available to provide a reference if requested within the appropriate timescales).
- 4.3.5 Candidates for Personal Chair should submit details of 4 referees, those for Reader should submit details for 2 referees. Candidates should consider referees outside of their immediate disciplinary area and should include referees from other complementary subject areas. Candidates should refrain from choosing referees who have previously been employed by the University of Salford, however a maximum of one of the referees may be a previous employee of the University providing they left the University over five years prior to the date of application. Include an international referee where possible.
- 4.3.6 Prior to submission the candidate is required to consult with the Dean who will provide advice on their application.
- 4.3.7 To send copies of their statement and curriculum vitae to the referees of Professorial (Personal Chair) or Readership standing and advise them that they may be contacted to provide a reference.
- 4.3.8 To submit all details by the deadline stated to the Secretary to the Panel and the Dean.

4.4 Responsibility of Dean

- 4.4.1 To circulate the procedure and timetable upon receipt from the Human Resources Division to those eligible to apply:

Personal Chair: Senior Lecturer, Senior Research Fellow, Reader.

Readerships: Lecturer, Senior Lecturer, Research Fellow.

- 4.4.2 To consult with and give advice to candidates on the presentation of their case before the application is put forward.
- 4.4.3 To submit a written report for the Panel to the Secretary to the Panel by the deadline requested which will contain a full appraisal of the candidate's suitability for appointment by reference to the selection criteria.

4.4.4 To supply the Panel the names, status and contact details (including email address) of two external referees of Professorial standing, who are deemed suitable referees by the School/Department, for each applicant who successfully meets the prima facie case.

4.5 Responsibility of Professorial Appointments and Promotions Panel

4.5.1 To receive candidate applications, reports from the Dean and other University reports for consideration as to whether a prima facie case exists for promotion to a Personal Chair or a Reader.

4.5.2 To consider the cases for appointment using the stated criteria and reports obtained.

4.5.3 To provide the Dean with appropriate feedback so they can arrange to meet unsuccessful candidates and provide detailed oral feedback.

4.6 Responsibility of Human Resources Division

4.6.1 To circulate the procedure, to the Deans for distribution to eligible candidates.

4.6.2 To request and obtain a written report from the relevant Dean for each candidate.

4.6.3 To request and obtain any other reports necessary to help the panel reach their decision.

4.6.4 To assist the Panel in obtaining and recording any references.

4.6.5 To act as a point of contact for all parties.

4.6.6 To keep candidates updated and to notify them of the outcome of the appointment process.

4.6.7 To notify Deans of the outcome of the appointment process in relation to candidates from their School.

5. Timetable for Appointments

5.1 The timetable for appointments for 2018/19 Promotions round is as follows:

- Deans to notify all potential candidates within their School of the process, timetable and application deadline week commencing **3rd June 2019**.
- Candidates submit their application to professorialpromotions@salford.ac.uk and Dean by **8th July 2019**.
- Deans should provide a written report to professorialpromotions@salford.ac.uk on the candidate's application by **24th July 2019**.

- The Group to consider the prima facie cases at a meeting to be held on **28th August 2019.**
- The Group will seek external references **September 2019.**
- The Group to consider cases for appointment at a meeting to be held on **14th October 2019.**
- Candidates informed of decision **October 2019.**

UNIVERSITY OF SALFORD

CRITERIA FOR INTERNAL APPOINTMENTS TO PERSONAL CHAIRS

Personal Chairs are awarded in recognition of the merit of individual members of academic staff who are distinguished in their field, normally at national or international level, whose standing in their profession is widely acknowledged and whose contribution to the work of the University is outstanding, demonstrating clear academic leadership.

The Panel will assess candidates under the following pathways:

- a) Personal Chair in Teaching and Learning / Student Success. A chair must demonstrate excellence and innovations in teaching, learning and student success.
- b) Personal Chair in Research and Innovation. A chair must demonstrate research of a high distinction and evidence national and international recognition.
- c) Personal Chair in Enterprise, Engagement and Knowledge Transfer. A chair must demonstrate knowledge and enterprise achievements of a high distinction and evidence national recognition.
- d) Personal Chair in Academic Leadership. A chair must demonstrate outstanding academic leadership and evidence national recognition and distinction in a minimum of two of the University's core activities, teaching and learning / student success, research and innovation, enterprise and knowledge transfer.

The Panel will assess the candidate's application outlined in the following table. In each case candidates should provide evidence against the detailed criteria as part of their supporting statement. The examples in the "evidence" column in the following tables are for guidance only and are neither prescriptive nor exhaustive; candidates are encouraged and invited to submit other forms of evidence as appropriate.

The Panel will also consider the candidate's contribution to the development of the subject, to the standing of the University and the quality of an individual's all-round performance. The Panel will pay particular attention to sustained and continuing performance against the selection criteria, and how the award of a Personal Chair will both approximately recognise the achievements of the candidate and benefit the University. In addition to addressing the criteria for the areas of activity in which they wish their case to be judged, candidates are asked to outline their plans for continued development and contribution to the University.

Due consideration will be given to career breaks. Regard will also be given to relatively low levels of activity in research and innovation or teaching and learning, or enterprise, engagement and knowledge transfer during periods when candidates have been undertaking a major management or University role.

1. Teaching and Learning / Student Success

Sustained record of performance at national or international level demonstrating a significant contribution to teaching and learning related activity and student success in the University. The criteria for recognition contained within the areas of measurement are closely informed by the Areas of Activity, the Core Knowledge and Professional Values that form the Dimensions of the UK Professional Standards Framework (UKPSF):

Criteria:	Candidates should provide evidence on the following:
Innovation and impact in teaching and learning / student success	<ul style="list-style-type: none"> • An outstanding contribution to development and innovation in processes aligned with, and sitting across, teaching, learning and/ or student success e.g. curriculum development, innovation in teaching, learning and assessment approaches, and • External assessment and/ or evaluations of this contribution. • Impact of approaches and innovations at national and international level. • High level of pedagogical research and/ or scholarship and/ or practice and or innovation in service of student success, • Publication of peer reviewed books/ articles/ other with a focus on teaching, learning and/ or student success.
Leadership in teaching and learning / student success	<ul style="list-style-type: none"> • Demonstration of successful development and/or influence of other academic colleagues in the institution with respect to the development of capacity for teaching, learning and or student success. • Leading collaborations with other institutions focused on development of structures and/ or capacity and/or practices designed to foster student success • Demonstration of outstanding and successful leadership of activities that enhance teaching, learning and/ or student success at Directorate, School or University level which may include leadership of provision in association with partner institutions.
Recognition of excellence in teaching and learning / student success.	<ul style="list-style-type: none"> • Recognition equivalent to, or at the category of Principal Fellow through the HEA Fellowship Scheme. • Demonstration of high quality teaching, or activity that supports teaching and learning (for example as evidenced by student feedback and/ or colleagues). • Esteem indicators such as awards, grants or prizes for development of teaching/ learning and/ or student success in, especially at national/international level. • External experience of initiatives to enhance student success.

	<ul style="list-style-type: none"> • External experience of the evaluation of learning, teaching and assessment e.g. QAA reviewer, external examiner.
Future Plans	<ul style="list-style-type: none"> • Evidence of future developments and plans post appointment on how the candidate will continue to produce outputs and support University aims and objectives around teaching, learning and/ or student success.

2. Research and Innovation

Sustained record of research performance at national or international level demonstrating a significant contribution to knowledge appropriate to the discipline through distinction in the following:

Criteria:	Candidates should provide evidence on the following:
Research Leadership	<ul style="list-style-type: none"> • Development of the discipline/interdisciplinary area beyond research and professional profile. • Examples of strategies used to promote research to other colleagues and development of research potential in others. • Developing new research groups, leading collaboration with other institutions.
Recognition of research excellence	<ul style="list-style-type: none"> • Outstanding original contribution to the field of work and validation of this contribution. • Evidence of contribution to their academic community, public policy, commerce, public sector and voluntary organisations. • Sustained record of high quality publications and conference papers. • Significant research income from research grants, commercial use of research. • Record of citations and other indices. • PhD supervision leading to successful completion. • Contribution to the UOA's REF.
Evidence of national and international esteem	<ul style="list-style-type: none"> • Recognition of importance of research e.g. peer review, prestigious awards, conference invitations, public lectures. • International and national standing of the candidates work evidenced by membership of research groups / councils and bodies.

	<ul style="list-style-type: none"> • Editorial roles, organization of international conferences, external examination of PhD candidates.
Future Plans	<ul style="list-style-type: none"> • Evidence of plans for continued development of research profile. • Strategies for achieving those plans.

3. Enterprise, Engagement and Knowledge Transfer

Sustained record of performance at national or international level demonstrating a significant contribution to Enterprise, Engagement and Knowledge Transfer in the University through distinction in the following:

Criteria:	Candidates should provide evidence on the following:
Enterprise Leadership	<ul style="list-style-type: none"> • Application of innovation to generate AE initiatives, such as responding to funding initiatives to meet industry demand. • Leadership within a School developing enterprise teams. • Developing new AE groups or initiatives, leading collaboration with other institutions.
Recognition of enterprise excellence	<ul style="list-style-type: none"> • Major innovation in linking research and knowledge transfer through consultancies, CPD, enterprise activities. • Outstanding and sustained success in developing networks and partnerships with internal and external stakeholders. • Sustained record of securing funding and income from bodies such as the EU, charitable and scientific foundations, commercial enterprises, government and other sponsors. • Record of publications on academic enterprise.
Evidence of national and international esteem	<ul style="list-style-type: none"> • Significant sustained industrial/commercial collaboration. • External recognition through membership of enterprise bodies, advisory / consulting / advisory roles for national / international agencies or bodies. • International contribution to developing the link between the discipline and its stakeholders through membership of international committees; publications, contributions to international conferences. • Community engagement – contribution to creation and/ or development of

	social enterprise, contribution to the process of transferring new ideas.
Future Plans	<ul style="list-style-type: none"> • Evidence of plans for continued development of enterprise. • Strategies for achieving those plans.

4. Personal Chair in Academic Leadership

Sustained outstanding academic leadership with the ability to influence and inspire others. An outstanding contribution through national recognition in at least two of the University core activities with a commitment to continue to develop and contribute to the leadership of these activities within the School and the wider University through the following:

Criteria:	Candidates should provide evidence on the following:
Evidence of excellence in academic leadership	<ul style="list-style-type: none"> • Outstanding and sustained leadership of a major academic function; • Evidence of leadership skills in designing and implementing substantial organisational change. • High contribution to academic leadership within the University and/or within the discipline field. Sustained contribution to shaping and influencing University academic strategy. • Demonstration of significant and outstanding leadership that enhances teaching, learning and student success at Directorate, School or University level. • Acting as a role model for colleagues and helping their development with regard to teaching quality. • Setting up and driving forward innovative research or pedagogies. • Contribution to leadership within the School through support for the Dean and major contributions to School operational planning.
Future plans	<ul style="list-style-type: none"> • Evidence of future plans on how the candidate can contribute through their academic leadership to the wider University.

CRITERIA FOR INTERNAL APPOINTMENTS TO READERSHIP

Promotion to a Readership is a mark of personal distinction to members of staff who have made a distinguished contribution to the advancement of their subject. The Panel will assess candidates under the following pathways:

1. Readership in teaching, learning and student success. Defined as contribution to the advancement of a particular subject area/profession through learning and teaching via impact on student learning experience and achievement and scholarship beyond the level expected for a Senior Lecturer.

2. Readership in research and /or knowledge transfer, engagement and enterprise. Defined as contribution to the advancement of a particular subject area/profession by way of original research and/or innovative application beyond the level expected for a Senior Lecturer.

The Panel will assess the candidate’s application outlined in the following table. In each case candidates should provide evidence against the detailed criteria as part of their supporting statement. The examples in the “evidence” column in the following tables are for guidance only and are neither prescriptive nor exhaustive; candidates are encouraged and invited to submit other forms of evidence as appropriate.

In addition to addressing the criteria for the areas of activity in which they wish their case to be judged, candidates are asked to outline their plans for continued development and contribution to the University.

1. Teaching and Learning / Student Success:

Criteria:	Candidates should provide evidence on the following:
<p>Innovation and impact in teaching and learning and student success</p>	<ul style="list-style-type: none"> • Developing programme and course proposals, shaping and influencing curriculum development and innovations in practice of teaching, learning and/ or student success. • Evidence that approaches to teaching and learning and/ or student success draw upon on sectoral developments in PedR/ SotL and approaches to student success. • Evidence and that approaches to teaching and learning and/ or student success contributes to effective internal practice. • Developed and utilised successful methods of formative and summative assessment in teaching and learning.

<p>Leadership in teaching and learning / student success.</p>	<ul style="list-style-type: none"> • Successful teaching and examining of undergraduate and masters level students. • Acting as an academic adviser and promoting lines of success within the student experience. • Successful supervision and examination of PhD students. • Contributing to the monitoring and enhancement of quality in teaching and learning within the School. • Contribution to the development of School based initiatives to foster student success. • Active participation in networks/groups to promote and disseminate good practice and innovation in teaching, learning and/ or student success within the University. • Membership of professional groups who contribute to policy development and the promotion of innovation and excellence within teaching, learning and/ or student success.
<p>Recognition of excellence in teaching and learning / student success.</p>	<ul style="list-style-type: none"> • Externally recognised innovation in teaching that enhances the reputation and the profile of the individual and the University. • External recognition of excellence in learning, teaching and/ or the student experience teaching by (for instance) other Universities, organisations, experts in the field and through membership of editorial boards. • Publication of learning and teaching materials, books and articles with a demonstrable impact on internal pedagogical practice and/ or scholarship.
<p>Future Plans</p>	<ul style="list-style-type: none"> • Plans for continued development of academic / learning and teaching profile and future contribution to the School / University.

2. Research and /or Knowledge Transfer, Engagement and Enterprise

<p>Criteria:</p>	<p>Candidates should provide evidence on the following:</p>
<p>Research and /or Knowledge Transfer, Engagement and Enterprise Leadership</p>	<ul style="list-style-type: none"> • Evidence of research leadership e.g. leader of a research group or University

	<p>Research Centre and/or ways in which they have exercised research leadership within their discipline.</p> <ul style="list-style-type: none"> • Advising colleagues in developing their research profile, successfully supervising postgraduate researchers. • Innovation in linking research, scholarship and knowledge exchange through, e.g. consultancies and enterprise activities. • A record of significant contribution to research and of being a specialist in his/her field.
Recognition of research and /or, knowledge transfer, engagement and Enterprise excellence	<ul style="list-style-type: none"> • A record of the development of knowledge by published works and or other appropriate outputs which are of recognised national and international standing. • A record of the quality of refereed works. • A record of grant income, extent and sources of funding. • Evidence of provision of consultancy / professional advice and contribution to the raising standards of practice. • Evidence of successful collaboration with users of research and demonstration of the impact of research and enterprise activity
Evidence of national and international esteem	<ul style="list-style-type: none"> • Active involvement with Research Councils and other major funding bodies. • Activity in national/international meetings: active participation in conferences. • Participation in national / international collaborations. • Securing funding for research projects with national and international recognition. • Chairing and membership of boards of national / international journals / disciplinary bodies.
Future Plans	<ul style="list-style-type: none"> • Plans for the continued development of research / enterprise profile and future contribution to the School / University.

GUIDELINES FOR THE PRESENTATION OF A CURRICULUM VITAE

Candidates for Internal Appointments to Personal Chairs & Readership

Candidates should present their CV in the following format. Candidates should provide their main evidence under the section that corresponds with their chosen pathway but may provide evidence under the other sections if relevant to their application.

Reference to published output should be cross-referenced. Both covering statement (maximum of 3 pages) and Curriculum Vitae together (A4 using Calibri, font 11) should not total more than 12 pages in length. An electronic version should be provided.

1. PERSONAL DETAILS

Surname:

Forename(s):

Title:

Qualifications: Academic degrees with classification, diplomas or other awards with dates. Professional qualifications with standard abbreviations and dates obtained.

Present appointment: Location, grade and date.

Previous appointments: In the University and elsewhere with title of appointment, employer, dates.

2. TEACHING AND LEARNING

Innovation and impact in teaching and learning / student success e.g.:

- Evidence of Scholarship and research informing curriculum and course design;
- Pedagogic related publications in peer reviewed journals / books / conferences;
- Evidence on the impact of academic design and planning / courses delivered and support of learning;
- Evidence of innovation in assessment procedures / processes of evaluation of teaching and learning practice;
- Evidence of continuing professional development; utilisation of developments in learning, teaching and assessments;
- Evidence of development of innovative methods to improve teaching.

Leadership in teaching and learning / student success:

- Evidence of developing other academic employees;
- Leadership and development of teaching teams;
- Leading teaching collaboration with other institutions;
- Evidence of leadership activities that enhance teaching and learning / student success across the University;

Esteem in teaching and learning / student success:

- Membership of professional groups at national and/or international level;
- Publications;
- National and/or international recognition for the scholarship of teaching;
- Academic journals in relation to pedagogic research;
- Evidence of activity that supports teaching and learning as evidence by student feedback.

3. RESEARCH AND INNOVATION

Quality of Research e.g.:

- Quality of refereed articles, books and other research output;
- Citations, reviews and other evidence of quality;
- Evidence of peer recognition of achievement.

Volume of Research e.g.

- Number of publications and research outputs;
- Major contribution where work is co authored;
- Volume considerations relevant to subject/discipline.

Grant Income e.g.

- Extent of funding received over appropriate timescale;
- Sources of funding;
- Support for funding received from prestigious or competitive sources;
- Generation of commercial income.

External visibility e.g.

- Participation in national and international research collaborations;
- Activity in national/international meetings;
- Editorship of national/international journals;
- Membership of major committees and significant research bodies;
- Contribution to interdisciplinary studies.

Publications or Equivalent Output

Publications should be arranged under the following headings in date order. Names of co-authors, journal title, conference or venue, volume number, page numbers and ISBN/ISSN number, if applicable, must be included. In relation to jointly authored publications it is important to identify clearly the percentage contribution of each author, and to mark with an asterisk those publications which have made the most significant contribution. Impact factors and citation scores may be included if applicable.

- | | | | |
|------|-------------------|-----|-------------------------------------------------|
| (i) | Books | (a) | Already published |
| | | (b) | Accepted for publication and currently in press |
| (ii) | Chapters in books | (a) | Already published |

- | | | | |
|--------|---------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------|
| | | (b) | Accepted for publication and currently in press |
| (iii) | Articles in refereed journals and conference contributions | (a)
(b) | Already published
Accepted for publication and currently in press |
| (iv) | Articles in non-refereed journals, reports, conference contributions and other publications | (a)
(b) | Already published
Accepted for publication and currently in press |
| (v) | Other published output | | |
| (vi) | Journal editorships and editorial board memberships | | |
| (vii) | Other media, innovative or creative activities and evidence of peer review | | Provide title, brief description with status of venue, sponsor, commissioning body, |
| (viii) | Other work and publications in progress | | |

4. ENTERPRISE, ENGAGEMENT AND KNOWLEDGE TRANSFER

Professional, Organisational and Managerial Activities:

Managing and organising teaching activities e.g.

- Initiatives/innovation taken to develop and/or improve procedures;
- Organisation and promotion of interdisciplinary studies;
- Development of collaborative arrangements to support teaching.

Managing and organising research activities e.g.

- Administration of research activities, management of relationships with research colleagues and contribution to successful teambuilding;
- Contribution to career development of staff;
- Innovations in supervision of postgraduates;
- Participation and contribution to staff development activity;
- Development of collaborative and partnership arrangements.

Academic Leadership e.g.

- Management of School teams or other units
- Management of staff development activity
- Contribution to development of cross faculty partnerships
- Contribution to wider aspects of management of the University

Enterprise, Engagement and Knowledge Transfer:

Professional practice and External Activities (where not cited under enterprise and knowledge transfer) e.g.:

- Critical awareness and utilisation of developments in professional practice;

- Provision of consultancy /professional advice and contribution to the raising of standards of practice;
- Contribution to process of transferring new ideas, products and processes to other organizations.

Quality e.g.

- Evidence of customer satisfaction, delivery on time and within budget;
- Intellectual property rights and patents – number and scale.

Income generation e.g.

- Extent of income above the mean AE income generated per academic;
- Sources of income;
- Spin out companies – number and scale.

External recognition e.g.

- Invitations to join or election to government/national bodies, research bodies or similar;
- Contribution to improving interface with industry and other organizations;
- Success in regional, national and international competitions.

Community engagement activity e.g.

- Community liaison;
- Contribution to creation and/or development of social enterprise;
- Contribution to the process of transferring new ideas products and processes to other organisation.

Professional Activities:

- Professional advisory or consultancy work.
- Service as an external assessor or referee for journal.
- Office holder or responsibilities held with professional body or learned society.
- Other public service in a professional capacity.
- Academic invitations to present external lectures, papers conference contributions.
- Academic visits, secondments, collaborations.