

BIRMINGHAM CITY UNIVERSITY HANDBOOK FOR THE CONFERMENT OF TITLES

PERSONAL PROFESSORSHIPS



VISITING PROFESSORSHIPS



EMERITUS PROFESSORSHIPS



READERSHIPS



VISITING FELLOWSHIPS

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1. The Committee for the Conferment of Academic Titles

1.1 Purpose

The Committee for the Conferment of Academic Titles is a sub-committee of Senate and has responsibility delegated by Senate to confer academic titles. These include personal professorships (professorships or professorships of *a particular academic specialism*), visiting professorships, emeritus professorships, readerships and visiting fellowships.

1.2 Terms of Reference

- To advise Senate on any revisions to the criteria and procedures for the conferment of academic titles.
- To decide upon and to report to Senate the names of individuals who, following careful consideration of the applications and evidence submitted, have satisfied the Committee that they are eligible for the conferment of an academic title.
- To decide upon and to report to Senate the names of retiring or retired professors of the University whose contribution to the academic life of the University merits the conferment of an emeritus professorship.
- To recommend to Senate that a conferred title should be removed from an individual who has brought the University into disrepute.

1.3 Membership

The Vice-Chancellor (Chair)

The Pro-Vice-Chancellor (Academic) (Deputy Chair)

Any other member of Directorate who holds a professorial title

Four professors of the University, one of whom is a member of Senate, appointed by the Vice-Chancellor

One external assessor, appointed by the Pro-Vice-Chancellor (Academic) who has no professional or other connection with any of the applicants to be considered.

2. Introduction

2.1 The Senate of Birmingham City University is able to confer the following academic titles in recognition of academic achievement:

- Professor (professor or professor of a *particular academic specialism*)
- Visiting Professor
- Emeritus Professor
- Reader *in a particular academic specialism*
- Visiting Fellow

2.2 This handbook sets out the procedures for submitting applications for the academic titles of professor and reader, and for nominating individuals for the academic titles of visiting professor, emeritus professor and visiting fellow, and the criteria applied for the conferment of these academic titles upon suitably qualified individuals.

3. Personal Professorships

- 3.1 The title of professor may be conferred by Senate upon individuals who are full time or part time members of the academic staff of the University. The title is in recognition of an individual's academic distinction and professional development demonstrated in accordance with the established criteria and confirmed by internal and external peer judgement.
- 3.2 Professors will normally be employed on a professorial grade so conferment of a professorship may have an implication for an individual's contractual position. This is dealt with separately under HR procedures relating to professorial grades.
- 3.3 The title of professor *of a particular academic specialism* is conferred where this is appropriate. Where the nature of the contribution is broader and does not relate to a specific discipline the generic title of professor is used.
- 3.4 Where a professorship is sponsored the sponsor's name may form part of the title.
- 3.5 The title of professor will lapse if the holder leaves the University.
- 3.6 Where a professor retires the University may award the title of emeritus professor in recognition of them having served the University with distinction.
- 3.7 Candidature may arise out of:

Personal application for the award of the title, or
Application for a professorial post in the University

- 3.8 Criteria for the conferment of a professorship

Candidates must be able to demonstrate outstanding achievement in at least one of the following four categories **and** a very high level of achievement in at least one of the other three categories:

- 1) *Scholarship, research, creative work, consultancy, professional practice or performance to the furtherance of a subject*
- 2) *Learning and teaching*
- 3) *Reputation in a profession or subject*
- 4) *Academic leadership*

1) Scholarship, research, creative work, consultancy, professional practice or performance to the furtherance of a subject

Applicants must provide evidence of significant achievement through scholarship, research or creative work. Achievement in consultancy and professional practice alone, unsupported by scholarship, research or creative work is normally insufficient for a conferment to be recommended. Where a claim is made on the basis of consultancy, it is expected that this will have been carried out in an academic context.

Evidence might include publications, citations, conferences, research grants, income generation, membership of research councils and bodies, supervision

and external examining of PhD students, course materials developed, creative works.

2) Learning and teaching

Applicants must provide evidence on how their achievement in learning and teaching has impacted on student learning. Evidence against the majority of the following indicators would be expected including evidence of significant contribution outside the University:

- performance as a teacher – evidence might include student feedback, peer observation, assessment results, external examiner comments;
- course and curriculum development for which the applicant has been a lead player, including contributions made to university or faculty-wide course design and associated regulations and to relevant national debates – evidence might include external examiner reports, innovative programme designs, membership of national working groups;
- innovation in learning, teaching and assessment including the development of new approaches, novel application of existing approaches, enhancement and development of existing approaches, including innovative generic approaches for dissemination and adoption by others – evidence might include information on modules/programmes, student feedback, evaluation and review of practice, dissemination, learning materials, external invitations;
- involvement as a mentor and/or assessor of teaching performance including the support of colleagues and acting as an external assessor/reviewer – evidence might include feedback from mentees, contributions to review documents;
- creation and/or publication of teaching/learning materials including development of e-learning materials, resource packs, textbooks, workbooks – evidence might include acceptance for publication, take-up and use by others, peer and external review, student feedback;
- publications in the field of learning and teaching – evidence might include refereed and non-refereed journal articles, conference papers, books.

3) Reputation in a profession or subject

Applicants must provide evidence of significant recognition and reputation in their profession or subject. Evidence might include innovative professional activity which has strengthened links between the University and the wider community, invitations to give keynote presentations, influential roles within professional bodies, awards from national/international organisations.

4) Academic leadership

Applicants must provide evidence of significant achievement in the area of academic leadership which shows academic flair, a clear vision and delivery to that vision, success in stimulating colleagues to adopt innovative and creative approaches, and making a major contribution to the development of an academic community which may well go beyond the traditional academic boundaries into employers and professional bodies. Evidence might include strong and lasting links with employers, the nature of the academic offer within the candidate's area of responsibility, feedback from colleagues, involvement in external review such as QAA.

3.9 Application process

There will be one primary meeting of the Committee per year and possibly one secondary meeting. Each year a general invitation for applications will be published via email and the intranet approximately two months before the submission date for this primary meeting.

3.10 Potential applicants will have the opportunity to attend a question and answer session held by the Pro-Vice-Chancellor (Academic) to offer advice on the application and conferment process.

3.11 All applications must be received within the stipulated timescales (*see Appendix 1*) and addressed to the Pro-Vice-Chancellor (Academic). Please note that once the closing date has passed, applicants should not submit any additional evidence or make any changes to their applications unless specifically asked to do so.

3.12 Applications, prepared by the applicants, must consist of the following documents which shall be provided electronically in a single Word or pdf file and in hard copy in an easily reproducible format, ie **numbered, A4, single-sided pages which are not bound or stapled**. Please note that both the hard and electronic copies **must** be identical:

- *Cover sheet*

The applicant shall complete a standard cover sheet (*see Appendix 2*) to accompany their application pack.

- *Statement of application*

The applicant shall set out his/her case systematically, taking particular care to indicate how achievement in the chosen categories is evidenced. **The statement shall be no more than four sides of A4 paper in length and typed in Arial 11 font on numbered, single-sided pages which are not bound or stapled.** It must be clear, accurate and informative and written to a high standard of English. Statements of application which are poorly presented may lead to an unsuccessful application irrespective of the strength of the underlying academic case. The applicant shall state how their role will develop and how their contribution to the Faculty/University will be enhanced should their application be approved.

- *Curriculum vitae*

The applicant shall provide a relevant and up-to-date copy of his/her curriculum vitae **typed in Arial 11 font on numbered, A4, single-sided pages which are not bound or stapled** which supports the statement of application and which includes a full publications summary clearly indicating refereed work and normally referenced using the Harvard method.

- *Supporting evidence*

Relevant supporting evidence shall be appended. **Wherever possible, this shall be on numbered, A4, single-sided pages which are not bound or stapled.** Supporting evidence shall be clearly labelled as such.

- *Referees*

The applicant shall provide the names, addresses, phone numbers and email addresses of four referees with knowledge of the relevant field (*see Appendix 3*). The applicant shall ensure all contact details are up-to-date. To ensure impartiality the referees must be **external to the University** and independent in the sense that they have not collaborated with the applicant on research/scholarship/ consultancy projects in the previous five years. It is also not advisable for the candidate to include the former supervisor of their doctoral thesis. The referees shall normally hold a professorship in a discipline related to the applicant's field of work. However, it may occasionally be appropriate to include a referee who is distinguished in the field but does not hold a professorship. The referees may or may not be known personally to the candidate and the University will assume that the candidate has not approached their referees in advance.

3.13 The Executive Dean/Director or, for senior academics, the relevant member of Directorate, will be asked to provide a written statement commenting on the candidate's contribution and achievements and supporting the application. Applicants are **not** expected to obtain this statement themselves.

3.14 A sub-group of the Committee for the Conferment of Academic Titles will consider at a screening meeting the suitability of the applications.

If it is felt that the documentation as presented needs some additional clarification, the application will be returned to the applicant with the advice to re-submit the application, within a stipulated time scale, clearly showing any requested additional information within the original document by using, for example, 'track changes'. The application will then be considered in the current round.

If it is felt that a professorship application would be more appropriately considered for the award of a readership, the applicant will be advised to revise the application, within a stipulated time scale, in the format required for a readership and the Executive Dean will be asked to revise his/her statement in light of this. The application will then be considered in the current round.

If it is felt that any application has significant weaknesses against the published criteria it will be referred back at this stage to the candidate together with appropriate

feedback and the application will not be considered in the current round. A re-application will not then normally be considered until the following year at the earliest.

For all other applications the appropriateness of the external referees will be discussed and a decision made as to which referees (normally three) will be approached.

- 3.15 Following the screening meeting a full meeting of the Committee for the Conferment of Academic Titles will be held to consider applications and references. At this meeting the Committee may recommend to Senate the conferment of the title of professor (or professor of a *particular academic specialism*) on one or more applicants.
- 3.16 Following the full meeting of the Committee, the Pro-Vice-Chancellor (Academic) will inform all applicants of the outcome of their applications and will also inform the relevant Executive Dean or Director. Unsuccessful applicants will be provided with non-attributable feedback and advised on how to proceed with regard to any future application.
- 3.17 Successful applicants will receive a formal letter from the Vice-Chancellor and will be able to use their professorial titles immediately.
- 3.18 In order to protect individual candidates and to ensure frank and open debate the deliberations of the Committee for the Conferment of Academic Titles are strictly confidential and all committee members must adhere to this. The only exception is the agreed non-attributable feedback to be provided to candidates.
- 3.19 There is no appeal against a recommendation by the Committee for the Conferment of Academic Titles.
- 3.20 Conferment of professorial status on appointment

Advertisements for the following posts will normally indicate that an applicant may apply for conferment of a professorship:

- Academic member of Directorate
- Executive Dean
- Associate Dean
- A specific professorial post
- Head of School or academic department
- Other senior academic posts

- 3.21 The selection process shall be designed to ensure that applicants are aware of the opportunity and that candidates seeking a conferment are considered against the University's professorial criteria.
- 3.22 The information pack supplied to applicants shall include the professorial criteria and procedures for conferment. **The instructions to applicants shall advise them that if they wish to be considered for the conferment of a professorship they must indicate this clearly in their application, must address in their application the criteria for conferment and include details of three suitable independent referees of professorial rank.** Referees who are contacted will be asked to comment on the suitability of the applicant for a professorship.

- 3.23 The selection panel will include:
- The Vice-Chancellor or a professor who is a member of the Committee for the Conferment of Academic Titles and is external to the faculty or department in question, nominated by the Vice-Chancellor, and
 - One other professor of the university, and
 - An external member of professorial standing.
- 3.24 After the interview process, the panel shall consider and agree on the professorial application for the first choice candidate and for any other candidates who are felt suitable if the first choice candidate declines the offer. The decision shall draw upon the application statement, the CV and the references. A recommendation for a conferment shall only be made if there is a clear consensus on the part of the selection panel.
- 3.25 The recommendation is then made to the Vice-Chancellor as Chair of Senate for approval.
- 3.26 Following approval, the names of any new professors on appointment **must** be passed on to the PA to the Pro-Vice-Chancellor (Academic) who will inform Senate and update the lists of holders of academic titles.
- 3.27 Where a post has been advertised as a professorial post, a positive recommendation for the conferment of a professorship will be a condition for offering the post.
- 3.28 Faculties are expected to make arrangements for professors to give inaugural lectures within twelve months of conferment. This includes those conferred as professors for the first time through application to the Committee for the Conferment of Academic Titles and those conferred as professors for the first time as part of the appointments process.
- 3.29 Publicity for an annual programme of inaugural lectures will be co-ordinated by the PR & Communications Office in Marketing & Communications. (Contact: Nicola Jones, Press & PR Officer, ext 6739). Dates for the annual programme of inaugural lectures must be checked with the Pro-Vice-Chancellor's office prior to formalising any arrangements to avoid date clashes and to ensure that an appropriate member of Directorate is available to attend. (Contact: Deborah Johnston, PA to the Pro-Vice-Chancellor (Academic), ext 5565). Faculties may also wish to include in this programme those newly appointed professors who previously held the title of professor at another institution.

4. Visiting Professorships

- 4.1 The title of visiting professor may be conferred by Senate upon individuals who are members of the wider community who are judged to have the standing appropriate to a professorial title and in recognition of their ongoing association with the University.
- 4.2 Applications for the title of visiting professor, for periods from one to no more than three years, are made through the Pro-Vice-Chancellor (Academic) by the Executive Dean, following approval by Faculty Board or, where the link is non-Faculty based, by the relevant Director or member of Directorate.
- 4.3 Applications for extensions, from one to no more than three years, must be made **not later than one month before the end of the appointment period** as in 4.2. Applications for extensions must come from the Executive Dean and shall include a short statement on the visiting professor's contribution over the preceding period and the planned contribution from the visiting professor going forward. An application for an extension shall also include a standard cover sheet (*see Appendix 2*) and an up-to-date CV, but no referees are required. Should there be no wish to extend an appointment period the Pro-Vice-Chancellor (Academic) will write and thank the visiting professor for his/her contribution.
- 4.4 The criteria for the appointment of a visiting professor are equivalent to those listed above for a personal professor (*see section 3.8*). When considering candidates from a non-academic background it is likely that the 'creative work, consultancy, professional practice or performance' aspects of criterion 1 and/or criterion 3 'reputation in a profession or subject' would be of particular importance.
- 4.5 Application process for new appointees

The Executive Dean or Director should approach a potential visiting professor to establish whether he/she wishes to be nominated for the title of visiting professor. Initial clarification as to the suitability of the potential applicant should be carried out discreetly before a formal approach is made.

If an application is on behalf of someone who is an existing member of the academic staff at another UK higher education institution, it would normally be expected that the nominee already holds the title of professor. If the application is on behalf of someone who does not hold the title of professor, then a Birmingham City University visiting professorship would only be considered with the support of the employing institution.

- 4.6 Applications, prepared by the Executive Dean or Director on behalf of the nominee, must consist of the following documents:
- *Cover sheet*
A standard cover sheet (*see Appendix 2*) must accompany the application.
 - *Statement of application*
A statement of application, written on behalf of the nominee **and signed by the Executive Dean**, shall set out the case systematically, taking particular

care to indicate how achievement in the chosen categories is evidenced and specify the nature of the nominee's contribution should the application be approved. The Executive Dean shall also confirm the application has been **approved by Faculty Board**. An appointment period from one to no more than three years should be proposed.

- *Curriculum vitae*

The statement of application shall be accompanied by a relevant and up-to-date copy of his/her curriculum vitae which supports the statement of application and which includes a full publications summary where appropriate, normally referenced using the Harvard method.

- *Supporting evidence*

Relevant supporting evidence shall be appended and clearly labelled as such.

- *Referees*

The application shall include names, addresses, phone numbers and email addresses of three referees with knowledge of the relevant field unless the nominee is already a full professor of another University when references will not normally be required. To ensure impartiality the referees must be **external to the University** and independent in the sense that they have not collaborated with the applicant on research/scholarship/consultancy projects in the previous five years. It is also not advisable to include the former supervisor of a candidate's doctoral thesis. The referees shall normally hold a professorship in a discipline related to the applicant's field of work. However, it may occasionally be appropriate to include a referee who is distinguished in the field but does not hold a professorship. References will normally be sought from no more than two of the three referees in advance of the meeting of the Committee.

- 4.7 Applications will be considered by the Committee for the Conferment of Academic Titles, following which the Committee may recommend to Senate the conferment of the title of visiting professor on one or more nominees. However, where there is an application for a visiting professorship outside normal conferment timescales and where there would be a benefit to the Faculty in making an immediate appointment, then this nomination will be considered by correspondence.
- 4.8 Successful nominees will be informed by letter from the Vice-Chancellor a copy of which will be sent to the Executive Dean or Director.
- 4.9 Successful nominees will be able to use their professorial titles immediately for the length of the specified tenure or until they make it known they no longer wish to hold the title of visiting professor of the University.
- 4.10 Approval of extension is delegated by the Committee to the Pro-Vice-Chancellor (Academic) as Deputy Chair of the Committee for the Conferment of Academic Titles.
- 4.11 Faculties are expected to make arrangements for visiting professors to give inaugural lectures within twelve months of conferment.

- 4.12 Publicity for an annual programme of inaugural lectures will be co-ordinated by the PR & Communications Office in Marketing & Communications. (Contact: Nicola Jones, Press & PR Officer, ext 6739). Dates for the annual programme of inaugural lectures must be checked with the Pro-Vice-Chancellor's office prior to formalising any arrangements to avoid date clashes and to ensure that an appropriate member of Directorate is available to attend. (Contact: Deborah Johnston, PA to the Pro-Vice-Chancellor (Academic), ext 5565). Faculties may also wish to include in this programme those newly appointed professors who previously held the title of professor at another institution.

5. Emeritus Professorships

- 5.1 The title of emeritus professor may be conferred by Senate upon a retiring professor of the University who is considered to have served the University with distinction.
- 5.2 The nominee will normally have held the title of professor for **at least five years** prior to retirement.
- 5.3 Nomination process

Nominations are made through the Pro-Vice-Chancellor (Academic) on behalf of the nominee, normally without their knowledge, by the Executive Dean or where the professor is non-Faculty based, by the relevant Director or member of Directorate up to twelve months prior to retirement.

- 5.4 Nominations must consist of the following documents:

- *Cover sheet*

The Executive Dean or Director shall complete a standard cover sheet (see *Appendix 2*) to accompany the nomination.

- *Statement of nomination*

The statement shall describe the nominee's contribution to the academic life and reputation of the University. This statement must be endorsed by the signatures of five full-time members of the University, one of whom must be the Executive Dean or Director unless he/she is the nominee.

- 5.5 If the nomination coincides with a meeting of the Committee for the Conferment of Academic Titles it will be considered at that meeting. Otherwise, the decision will be delegated to a sub-group of the Committee consisting of the Pro-Vice-Chancellor (Academic) and three members of the committee none of whom will be from the same Faculty/Department as the nominee. This sub-group may consider the nomination by correspondence but if the nomination is not unanimously supported a meeting shall be held.
- 5.6 The sub-group will have delegated authority to recommend to Senate conferment of the title of emeritus professor.
- 5.7 Successful applicants will receive a formal letter from the Vice-Chancellor informing them of the decision.
- 5.8 Emeritus professors will receive a number of entitlements including access to the University's learning resources and invitations to a wide range of University events.

6. Readerships

- 6.1 The title of reader *in a named academic specialism* may be conferred by Senate upon individuals who are full time or part time members of the academic staff of the University. The title is in recognition of an individual's personal standing in their subject and of their contribution to its advancement through scholarship and research, demonstrated in accordance with the established criteria and confirmed by internal and external peer judgement.
- 6.2 Readers will normally be employed on a reader grade so conferment of a readership may have an implication for an individual's contractual position. This is dealt with separately under HR procedures relating to reader grades.
- 6.3 Members of staff who apply for the title of reader *in a named academic specialism* will be expected to evidence a sustained and innovative contribution to knowledge in their discipline and have experience of successful leadership in research. Conferment of the title will indicate that the individual is expected to take a leading role in the development and management of research activity and in ensuring that research informs the curriculum.
- 6.4 The title of reader will lapse if the holder leaves the University.

- 6.5 Candidature may arise out of:

Personal application for the award of the title, or
Application for a readership post in the University

- 6.6 Criteria for the conferment of a readership

Candidates must be able to demonstrate significant achievement against a range of criteria set out below. It is recognised that these criteria may have different relevance in different academic disciplines so not all may apply:

- 1) *Scholarship, research, creative work, consultancy, professional practice or performance to the furtherance of a subject* – evidence may include publications, citations, teaching materials, conference presentations and creative works. Applicants must provide evidence of significant achievement through scholarship, research or creative work. Achievement in consultancy and professional practice alone, unsupported by scholarship, research or creative work is normally insufficient for a conferment to be recommended. Where a claim is made on the basis of consultancy, it is expected that this will have been carried out in an academic context.
- 2) *External recognition and reputation* – evidence may include invitations to give keynote presentations at high quality conferences, involvement in and standing with professional bodies, sustained success of gaining competitive funding, innovative knowledge transfer achieving significant impact on businesses.
- 3) *Successful leadership of research and development* – evidence may include successfully led projects, jointly authored publications, standing amongst colleagues.

- 4) *Sustained ability to attract external funding for research and development work* – evidence may include funding achieved, nature of funding bodies, repeat funding.
- 5) *Successful supervision of research students* – evidence may include number and nature of students supervised.
- 6) *Knowledge transfer activities* – evidence may include KTPs, external collaboration, consultancy, sponsored students, spin outs.

6.7 Application process

Each year a general invitation for applications will be published via email and the intranet well before the final submission date.

- 6.8 Potential applicants will have the opportunity to attend a question and answer session held by the Pro-Vice-Chancellor (Academic) to offer advice on the application and conferment process.
- 6.9 All applications must be received within the stipulated timescales (*see Appendix 1*) and addressed to the Pro-Vice-Chancellor (Academic). Please note that once the closing date has passed, applicants should not submit any additional evidence or make any changes to their applications unless specifically asked to do so.
- 6.10 Applications, prepared by the applicants, must consist of the following documents which shall be provided electronically in a single Word or pdf file and in hard copy in an easily reproducible format, ie **numbered, A4, single-sided pages which are not bound or stapled**. Please note that both the hard and electronic copies **must** be identical:
 - *Cover sheet*

The applicant shall complete a standard cover sheet (*see Appendix 2*) to accompany their application pack.
 - *Statement of application*

The applicant shall set out his/her case systematically, taking particular care to indicate how achievement in the chosen categories is evidenced. **The statement shall be no more than four sides of A4 paper in length and typed in Arial 11 font on numbered, single-sided pages which are not bound or stapled.** It must be clear, accurate and informative and written to a high standard of English. Statements of application which are poorly presented may lead to an unsuccessful application irrespective of the strength of the underlying academic case. The applicant shall state how their role will develop and how their contribution to the Faculty/University will be enhanced should their application be approved.
 - *Curriculum vitae*

The applicant shall provide a relevant and up-to-date copy of his/her curriculum vitae **typed in Arial 11 font on numbered, A4, single-sided pages which are not bound or stapled** which supports the statement of

application and which includes a full publications summary clearly indicating refereed work and normally referenced using the Harvard method.

- *Supporting evidence*

Relevant supporting evidence shall be appended. **Wherever possible, this shall be on numbered, A4, single-sided pages which are not bound or stapled.** Supporting evidence shall be clearly labelled as such.

- *Referees*

The applicant shall provide the names, addresses, phone numbers and email addresses of three referees of appropriate standing with knowledge of the relevant field (*see Appendix 3*). The applicant shall ensure all contact details are up-to-date. To ensure impartiality the referees must be **external to the University** and independent in the sense that they have not collaborated with the applicant on research/scholarship/consultancy projects in the previous five years. It is also not advisable for the candidate to include the former supervisor of their doctoral thesis. The referees may or may not be known personally to the candidate and the University will assume that the candidate has not approached their referees in advance.

6.11 The Executive Dean/Director will be asked to provide a written statement commenting on the candidate's contribution and achievements and supporting the application. Applicants are **not** expected to obtain this statement themselves. The Executive Dean/Director will also be asked to provide details of one further independent referee.

6.12 A sub-group of the Committee for the Conferment of Academic Titles will consider at a screening meeting the suitability of applications.

If it is felt that the documentation as presented needs some additional clarification, the application will be returned to the applicant with the advice to re-submit the application, within a stipulated time scale, clearly showing any requested additional information within the original document by using, for example, 'track changes'. The application will then be considered in the current round.

If it is felt that a readership application would be more appropriately considered for the award of a professorship, the applicant will be advised to revise the application, within a stipulated time scale, in the format required for a professorship and the Executive Dean will be asked to revise his/her statement in light of this. The application will then be considered in the current round.

If it is felt that any application has significant weaknesses against the published criteria it will be referred back at this stage to the candidate together with appropriate feedback and the application will not be considered in the current round. A re-application will not normally be considered until the following year at the earliest.

For all other applications the appropriateness of the external referees will be discussed and a decision made as to which referees (normally two) will be approached.

- 6.13 Following the screening meeting a full meeting of the Committee for the Conferment of Academic Titles will be held to consider applications and references. At this meeting the Committee may recommend to Senate the conferment of the title of reader *in a particular academic specialism* on one or more applicants.
- 6.14 Following the full meeting of the Committee, the Pro-Vice-Chancellor (Academic) will inform all applicants of the outcome of their applications and will also inform the relevant Executive Dean or Director. Unsuccessful applicants will be provided with non-attributable feedback and advised on how to proceed with regard to any future application.
- 6.15 Successful applicants will receive a formal letter from the Vice-Chancellor and will be able to use their titles immediately.
- 6.16 In order to protect individual candidates and to ensure frank and open debate the deliberations of the Committee for the Conferment of Academic Titles are strictly confidential and all committee members must adhere to this. The only exception is the agreed non-attributable feedback to be provided to candidates.
- 6.17 There is no appeal against a recommendation by the Committee for the Conferment of Academic Titles.
- 6.18 Conferment of readership status on appointment
- Where a Readership post is advertised the selection process shall be designed to ensure that applicants are considered against the University's readership criteria. This will be included as an essential element of the person specification.
- 6.19 The information pack supplied to applicants shall include the readership criteria and the instructions to applicants must advise them that they should address these criteria in their application and include details of two suitable independent referees. Referees who are contacted will be asked to comment on the suitability of the applicant for a readership.
- 6.20 The selection panel will include:
- A professor who is a member of the Committee for the Conferment of Academic Titles and is external to the faculty or department in question, nominated by the Vice-Chancellor, and
 - One other reader or professor of the university.
- 6.21 As part of the selection process, the panel shall consider applicants against the readership criteria, with the offer of appointment being dependent on the applicant meeting these criteria. The decision shall draw upon the application statement, the CV and the references.
- 6.22 The recommendation is then made to the Vice-Chancellor as Chair of Senate for approval.
- 6.23 Following approval, the names of new readers on appointment **must** be passed on to the PA to the Pro-Vice-Chancellor (Academic) who will inform Senate and update the lists of holders of academic titles.

7. Visiting Fellowships

7.1 The title of visiting fellow may be conferred upon visiting academics or professional practitioners in recognition of their personal standing and the role they will play within the University. The title used may be adapted to reflect the nature of the individual and their role e.g. visiting research fellow, visiting professional fellow or visiting teaching fellow.

7.2 Applications for the title of visiting fellow, for periods of up to three years, are made through the Pro-Vice-Chancellor (Academic) by the Executive Dean, following approval by Faculty Board or, where the link is non-Faculty based, by the relevant Director or member of Directorate.

7.3 Applications for extensions, for up to three years, must be made **not later than one month before the end of the appointment period**. Should there be no wish to extend an appointment period the Pro-Vice-Chancellor (Academic) will write and thank the visiting fellow for his/her contribution.

7.4 Criteria for the conferment of a visiting fellow

Candidates will need to have a strong track record and reputation in their academic discipline or in their profession. In addition, they will be expected to make an agreed contribution to the life of the Faculty/School/department.

7.5 Application process

Applications may be submitted at any time.

7.6 The Executive Dean or Director should approach a potential visiting fellow to establish whether he/she wishes to be nominated for the title of visiting fellow. Initial clarification as to the suitability of the potential applicant should be carried out discreetly before a formal approach is made.

7.7 The Executive Dean/Director should submit a concise written statement to the Pro-Vice-Chancellor (Academic) commenting on the candidate's suitability and the contribution he/she will make. This must include:

- The name of the proposed visiting fellow
- The proposed title e.g. visiting (professional/research/teaching) fellow *in named discipline/profession if appropriate*
- Current role and employer (where appropriate)
- Details of academic or professional experience and standing
- Proposed contribution to the Faculty/School/department
- Period for which the title will be held (maximum of 3 years in first instance but renewable)

7.8 The Committee for the Conferment of Academic Titles will consider the application normally by correspondence. Decisions will normally be made within three weeks of receipt of the application.

7.9 Approval of extension is delegated by the Committee to the Pro-Vice-Chancellor (Academic) as Deputy Chair of the Committee for the Conferment of Academic Titles.

Appendix 1 – Yearly Timescales

Applications will be invited on a yearly basis via email and the intranet well in advance of the application cut-off date.

Application cut-off date for submission to the Pro-Vice-Chancellor (Academic)	Screening meeting of Committee for the Conferment of Academic Titles	Primary meeting of the Committee for the Conferment of Academic Titles	A possible second meeting of the Committee for the Conferment of Academic Titles
31 st October	3 rd week of November	February	June

Faculties are expected to make arrangements for professors to give inaugural lectures within twelve months of conferment. This includes those conferred as professors for the first time through application to the Committee for the Conferment of Academic Titles, those conferred as professors for the first time as part of the appointments process and new visiting professors.

Publicity for an annual programme of inaugural lectures will be co-ordinated by the PR & Communications Office in Marketing & Communications. (Contact: Nicola Jones, Press & PR Officer, ext 6739). Dates for the annual programme of inaugural lectures must be checked with the Pro-Vice-Chancellor's office prior to formalising any arrangements to avoid date clashes and to ensure that an appropriate member of Directorate is available to attend. (Contact: Deborah Johnston, PA to the Pro-Vice-Chancellor (Academic), ext 5565). Faculties may also wish to include in this programme those newly appointed professors who previously held the title of professor at another institution.

Following a meeting of the Committee for the Conferment of Academic Titles, Senate is informed, at its next meeting, of any new holders of academic titles.

APPLICATION COVER SHEET – VERSION 4

PROFESSORSHIPS, READERSHIPS & FELLOWSHIPS

Applicant's Details <i>To be completed by the applicant, Executive Dean or Director as applicable and one copy placed on top of the application pack</i>	
Full name (please print):	Title (Mr, Mrs, Ms, Dr etc):
Full home address including postcode:	Work phone number: Home phone number: Mobile: Email address:
Current job title & faculty:	Year appointed to current post:
Proposed academic specialism to be included in title:	
<i>Emeritus professorships <u>only</u></i> - date of retirement:	
<i>Personal/visiting professorships <u>only</u></i> - criteria under which application made:	<i>Tick below</i>
Category 1: Scholarship, research, creative work, consultancy, professional practice or performance to the furtherance of a subject	Professorship 1
Category 2: Learning and teaching	Professorship 2
Category 3: Reputation in a profession or subject	Professorship 3
Category 4: Academic leadership	Professorship 4
<i>Readerships <u>only</u></i> - criteria under which application made:	<i>Tick below</i>
Category 1: Scholarship, research, creative work, consultancy, professional practice or performance to the furtherance of a subject	Readership 1
Category 2: External recognition and reputation	Readership 2
Category 3: Successful leadership of research and development	Readership 3
Category 4: Sustained ability to attract external funding for research and development work	Readership 4
Category 5: Successful supervision of research students	Readership 5
Category 6: Knowledge transfer activities	Readership 6
<i>Visiting professorships/fellowships <u>only</u></i> - proposed length of appointment (new):	
<i>Visiting professorships/fellowships <u>only</u></i> - proposed length of extension (existing):	
<i>Visiting professorships/fellowships <u>only</u></i> - date proposal went through Faculty Board:	

**Please ensure this checklist is included with your application
(Applications will be acknowledged on receipt)**

Application documents <i>(Please ensure that these follow the formats stipulated in the Handbook)</i>	
	Tick below
Cover sheet (only one copy needed with any application)	
Statement of application	
Full CV, including publications	
Details of referees: personal professorships = 4 visiting professorships = 3 readerships = 3	
Evidence appended	
Equal Opportunities Monitoring Form	

Please return this completed questionnaire with your application

Birmingham City University is committed to promoting Equal Opportunities. By completing all sections of this form you will help us to monitor the effectiveness of our process.

First Name(s):	Surname:
Previous Surname (if applicable):	
Date of Birth:	

1. Please tick here if you do not wish to complete this section.

2. Are you: Male Female (Please tick)

3. From which of the following ethnic/racial groups do you feel that you or your family originate?

White:

- 11 White British
- 12 White Irish
- 19 Other White Background (Please specify): _____

Black or Black British:

- 21 Black or Black British – Caribbean
- 22 Black or Black British – African
- 29 Other Black background (Please specify): _____

Asian or Asian British:

- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background (Please specify): _____

Mixed:

- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background (Please specify): _____

Other:

- 80 Other Ethnic background
- 90 Not known

98 Information refused

4. What is your Nationality? _____

5. Do you consider yourself to have a medical or physical disability? Yes No
(If yes, please see below):

The Disability Discrimination Act 1995 defines disability to include those who currently have a disability and those who have had a disability in the past. This can include a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than 12 months.

You may, if you wish, supply further details relating to your disability.

Under the definition within the Disability Discrimination Act 1995, which type of disability do or did you have? (Please tick as appropriate):

- Blind/Partially Sighted Deaf/Hearing Impairment Wheelchair Use
 Other Mobility Problems Mental Health Difficulties Dyslexia
 Unseen Disability (i.e. diabetes, epilepsy)
 Two or More Disabilities (Please specify): _____
