

Information for applicants

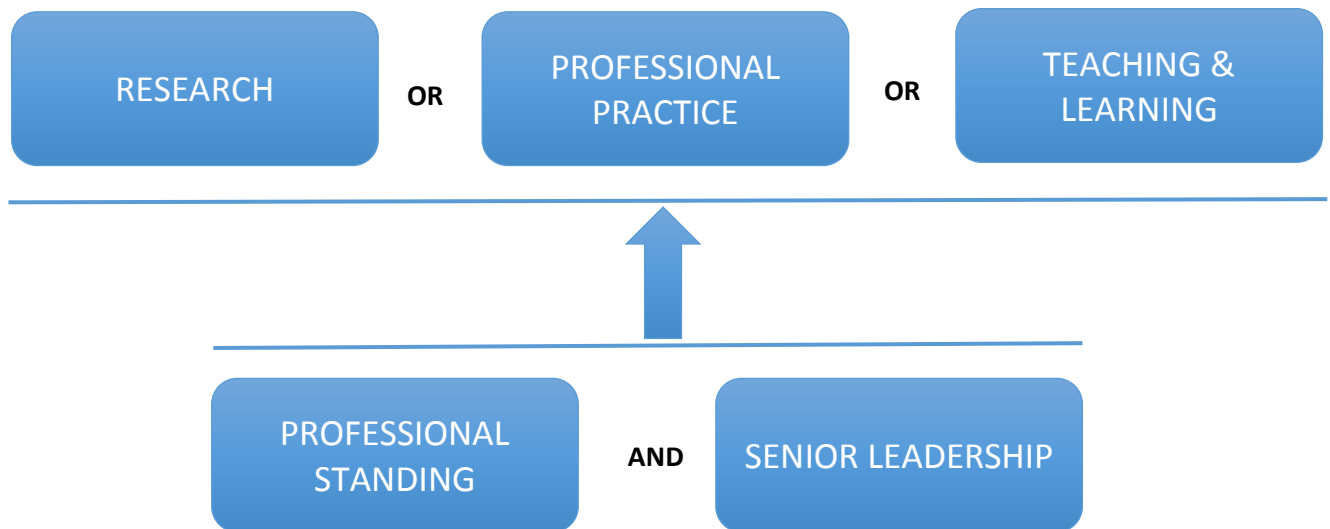
INTRODUCTION

Associate Professor

The title of Associate Professor is intended to carry the meaning with which it is generally associated in higher education in the UK. It is a title conferred upon individuals who are recognised amongst their peers as having made appropriate significant contributions to their subject, to the academic development of the University, or to higher education as a whole.

1. **Core principle:** Associate Professor title recognises the achievements of individuals, but within an expectation that the individual will be on a progression route to full Professorial title. As part of the assessment of achievement, the conferring body will expect to see evidence of how the current achievements will be built upon in the future so that the individual achieves recognition as a Professor.
2. **Core requirements:** The requirements for the award of Associate Professor title mirror those for Professorial title. That is, an Associate Professor must show that s/he meets the criteria in one of the three categories of Research, Professional Practice or Learning and Teaching. Additionally the candidate must show the required achievement in both Senior Leadership and Professional Standing.
3. **Expectations of achievement:** Because an Associate Professor will be at an earlier stage in their career than a full Professor, the expectations in the three categories of Research, Professional Practice and Teaching and Learning are adjusted to recognise this. The individual will be expected to show **visible** national/international impact through **established** activity. It is intended that this recognises the more developmental nature of the Associate Professor role.
4. **Senior leadership and Professional Standing:**
 - a. **Professional Standing:** Associate Professors are expected to be able to demonstrate a high level of professional standing. It is recognised however, that the applicant for Associate Professor role will generally have a less extensive evidence base in this category than would an applicant for Professorial title.
 - b. **Senior leadership:** The same principles apply – the requirement will be for experience in the supervision of doctoral research.

Associate Professorial Criteria



Research: Generation of visible national/international **impact to an academic discipline** through the established record of authorship or creation of research outputs (publications, patents, software, artistic works and others) that lead to new knowledge or practices and are recognised by peers as being of high quality. Evidence of ability to deliver income generation through research and/or commercial activities.

Professional Practice: Generation of visible national/international **impact to business/industry** through an established record of: successful applications for funding to support enterprise, research or commercial activities; successful collaborations with external partners in industry, commerce and the public sector; successful delivery of new or enhanced and sustainable income streams.

Teaching & Learning: Generation of visible national/international **impact to the experience & achievement of students** through an established record of pedagogic innovation and/or the scholarship of teaching and learning that leads to new knowledge or practices and is recognised by peers as being of high quality.

Professional Standing: External indicators of the applicant's reputation and standing in the field in the context of research, teaching & learning or enterprise, through: professional and or industry/business recognition, citizenship and contribution to society, membership of significant national and or international committees and boards; awards and prizes, honorary and visiting titles; other engagements that evidence the high external reputation of the individual.

Senior Leadership:

Research: management and leadership of individuals and research groups; experience in the supervision of doctoral research, including as first supervisor; leadership in Research Excellence Framework; evidence of leadership roles in the dissemination of knowledge.

Teaching & learning: management and leadership of individuals and groups in the enhancement of pedagogic practice; leadership in Teaching Excellence Framework; evidence of the dissemination of innovative teaching practices and the impact of this.

Professional Practice: management and leadership of individuals and groups in the delivery of

enterprise projects; initiation of new enterprise projects and successful management of those projects to delivery; evidence of leadership roles in the dissemination of knowledge.

All: Contribution to the development, implementation and evolution of university or industry strategic plans; evidence of impact in supporting the development of others to enable them to deliver in the relevant context.

Statements

The category descriptors as above describe a wide interpretation of the terms research, professional practice, teaching & learning, professional standing and senior leadership. The individual's achievements must be supported by evidence in the public domain and corroborated by external peer review.

Guidance

A. Documentation Required

Applicants will be expected to apply for the role through the university's My Recruitment process and provide the following documentation:

- (i) An up to date curriculum vitae:
- (ii) A supporting covering letter outlining their suitability to the underlying role requirement.
- (iii) the names of two employment referees (including ideally, the last line manager)

In addition, to meet the Associate Professorial criteria the individual will need to provide:

- (iv) a written statement as evidence of their academic authority, as demonstrated by proven achievement against two criteria:
 - significant achievement in regard of at least one of either Research or Professional Practice or Teaching & learning and
 - high level of achievement in relation to their Professional Standing and Senior leadership.
- (v) The names of two appropriately qualified and independent referees of at least Associate Professorial standing will also be required.

B. Referees

The candidate should provide the names, addresses and e-mail address of two referees of at least Associate Professorial standing.

- **Impartiality:** Impartiality is very important. The referees should be external to the institution and independent in the sense that they have not collaborated with the applicant on research or scholarship or consultancy projects in the last five years. It is also inadvisable for the candidate to cite the former supervisor of their doctoral thesis.

- **Status:** The referees should normally hold a professorship in a discipline related to the field of work pursued by the applicant. However, occasionally it may be appropriate to cite as a referee a distinguished individual in the field who does not hold a professorship.
- **Communication with the referee:** The candidate does not need to be personally acquainted with the referees and does not need to approach the referees in advance. The University will assume that the candidate has not approached the referees.

In addition to the two referees nominated by the candidate, the Dean /PVC Dean will be asked to nominate **one additional** independent external referee of Professorial standing. Thus there will be three referees altogether.

C. Requirements in respect of the written statement of application in support of an Associate Professorial title

- **Evidencing the categories:** The statement needs to clearly identify the criterion in which the requirement for achievement is met. The category descriptors in the Associate Professorial criteria describe the widest interpretation of the terms research, professional practice, teaching & learning, professional standing and senior leadership. The individual's achievements must be supported by evidence in the public domain and corroborated by external peer review.
- **Peer review:** The underlying principle in assessing applications from candidates for the award of title of Associate Professor will be that of peer review. Academic achievements that are tangible and are recognised on a national or international scale will normally carry more weight than small scale or purely local initiatives. Staff with an international reputation may represent a case that rests on a relatively narrow range of activities.
- **Supplementary materials:** The submission of supplementary materials is normally unnecessary and is discouraged. However, applicants for associate professorships on the basis of professional practice and teaching & Learning may submit carefully compiled documentation which evidences achievement that is not otherwise supported. Any supplementary material should be kept to the absolute minimum necessary.
- **Clarity of expression:** Statements in support of the associate professorial title should be clear, cogent and well presented.
- **Citation:**
 - The statement will normally need to cite published works in support of the case. These may include papers published in journals, conference papers, chapters in research volumes, student text books, general books, special reports, monographs, catalogues and reviews.
 - Artists may wish to cite public exhibitions which they have organised and other forms of creative works.
 - In the case of jointly published key papers, candidates are strongly advised to ensure that they annotate the citation indicating the status of the journal, whether the paper was refereed and explain clearly their part in the joint research and the

significance of the findings.

- The simple listing of works under these categories is not sufficient. Candidates are advised to group their publications in suitable categories such as research papers, special reports, conference papers, books, reviews. Artists are requested to group solo exhibitions and other exhibitions to which they have contributed.