

Professorships

UPR HR08 version 09.0

Policies superseded by this document

This document replaces version 08.0 of UPR HR08, with effect from 1 September 2024.

Summary of significant changes to the previous version

Section 2.3 – Professor Emeritus

Section 8 – Procedure for the Conferment of the title ‘Professor Emeritus’

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1 These policies and procedures have been approved by the Board of Governors¹.
- 1.2 Professorships are conferred on the authority of the Board of Governors

2 Definitions and General Information

2.1 Professor

- 2.1.1 The title of 'Professor' is conferred in recognition of an individual's academic or other distinction and, where appropriate, contribution to the work of the University. It is a personal chair carrying defined organisational duties. The title is, therefore, conferred in recognition of research, enterprise or learning and teaching achievements of national and international renown.
- 2.1.2 The salary will be at least at the level of Academic Manager.
- 2.1.3 Internal or external appointments may be made in relation to the award of the title.
- 2.1.4 Following the award of a title, an appropriate workload allocation will be determined.
- 2.1.5 The title is permanent during the employment by the University of the individual concerned (see Section 2.1.6).

¹ **Board of Governors Minutes:** 225.1.8, 22 October 96; 400.1, 21 October 99; 709, 24 June 2004; 896, 21 June 2006; 945, 13 December 2006; 980, 13 March 2007; 33, 27 November 2007; 514.3, 18 June 2008, 805, 12 June 2012, refer

- 2.1.6 The University's conferment of the title 'Professor' will be withdrawn automatically upon termination of the holder's employment with the University of Hertfordshire. At the absolute discretion of the Board of Governors, the title may be removed by the Board of Governors in the event of the holder's incapacity (see UPR HR02²) or where misconduct on the part of the holder has been proven (see UPR HR02²) (see section 10).
- 2.1.7 Where appropriate:
- i externally funded chairs may be awarded following public advertisement;
 - ii certain established posts may be advertised with the possibility of the successful applicant being awarded a professorial title.
- 2.1.8 All senior academic posts advertised either internally or externally will include in the published advertisement information concerning the possibility of the successful applicant being awarded a Professorship. (see Sections 6.1.).
- 2.1.9 All evaluations made in relation to an individual's academic or other distinction will be carried out in accordance with the University's commitment to the principles of the San Francisco Declaration on Research Assessment and those of the Coalition for the Advancement of Research Assessment. In particular, that evaluation of academic contributions to knowledge should reflect the content of the contributions themselves, as determined principally by peer review, rather than the place of publication. Peer review may be informed by contextual metrics regarding individuals and their contributions where appropriate to the discipline/area of professional practice, but this will not be used as a proxy for peer review itself.

2.2 Visiting Professor

- 2.2.1 The title of 'Visiting Professor' may be conferred on a distinguished person who is not a member of staff but who satisfies the criteria for a University of Hertfordshire Professorship and who normally has a regular commitment to the University's academic activities. The title will be awarded for an identified period of time, normally three (3) years, so that demonstrable activity can be identified and undertaken with appropriate Schools or Strategic Business Units.
- 2.2.2 The title may be conferred on a distinguished individual who has a background of academic or other achievement and renown consistent with the criteria for a University of Hertfordshire Professorship. Visiting Professors will provide knowledge, expertise or leadership that enhances the reputation or business activity of the University.
- 2.2.3 The title is conferred at the absolute discretion of the Board of Governors which reserves the right to withdraw the title at any time (see Section 10).

² UPR HR02 'Staff Disciplinary Policy'

2.3 Professor Emeritus

- 2.3.1 The title of 'Professor Emeritus' can be conferred on a member of staff who retires after having held the title of 'Professor' whilst employed at the University for a period of at least three (3) years prior to retirement and who is deemed to have served the institution with particular distinction.
- 2.3.2 The title can be conferred at any time at the discretion of the Vice Chancellor for noting by the Honorary Awards Board on behalf of the Board of Governors, which reserves the right to withdraw the title at any time at its discretion (see Section 9).
- 2.3.3 Applications from staff members who have not previously held a Professor title at the University for a minimum period of at least three (3) years will be considered at the annual meeting of the Honorary Awards Board.
- 2.3.4 Where appropriate, time critical applications may be circulated to the Honorary Awards Board for a decision to be taken outside of the above cycle.

2.4 Externally sponsored Professor

- 2.4.1 This title may be given to an individual who satisfies the criteria for a University of Hertfordshire Professorship but whose post is funded by an external body. An externally sponsored Professor may be expected to meet some requirements of the sponsoring body which are additional to those of the University. The name of the funding body may be used in conjunction with the professorial title.
- 2.4.2 The University's conferment of the title 'Professor' will be withdrawn automatically upon termination of the holder's employment with the University of Hertfordshire. At the absolute discretion of the Board of Governors, the title may be removed by the Board of Governors in the event of the holder's incapacity (see UPR HR02²) or where misconduct on the part of the holder has been proven (see UPR HR02²) (see section 10).

(see Section 6.5.)

3 Purpose of Professorships

The purpose of Professorships is:

- i to encourage recognition within the University of academic and other excellence achieved by individuals, thus providing an additional focus for aspiration;
- ii to demonstrate to individuals and organisations outside the University the achievement by individuals of academic and other excellence of national quality and thus to support such individuals in seeking the rewards of national and international standing;
- iii to demonstrate externally the high academic and other achievements of the University and thus to enhance its standing in the eyes of schools, colleges, prospective applicants, industry, business, commerce, the public sector and the community at large.

4 Criteria for the Conferment of a Professorial Title

- 4.1 The title of 'Professor' recognises proven achievement. It is not a recognition of potential. Candidates will be required to demonstrate their achievements in terms of a proven record of distinction in each of the following areas:
- i. Undertaking novel enquiry, disseminating new knowledge and/or advances in practice
 - ii. Leading projects, individuals, teams and/or other communities of practice
 - iii. Subject advocacy, building professional networks and undertaking knowledge exchange activity
- 4.2 In interpreting the above criteria, the Professorial Conferment Committee of the Board of Governors has determined that:
- i in the context of Professorial applications, 'distinction' implies a standing that would be recognised on a national or international canvas by those in the same discipline, profession or in the broader field of education;
 - ii the University gives as much weight to the skills and achievements of individuals undertaking research, as they do to those with strong enterprise achievements and those engaged in leading learning and teaching activity.
 - iii the criteria adopted by the University are intended to demand a level of achievement no less than that traditionally expected within British universities, although the nature of the achievement will reflect the vision and mission of the University of Hertfordshire.
- 4.3 All evaluations made in relation to an individual's academic or other distinction will be carried out in accordance with the University's commitment to the principles of the San Francisco Declaration on Research Assessment and those of the Coalition for the Advancement of Research Assessment. In particular, that evaluation of academic contributions to knowledge should reflect the content of the contributions themselves, as determined principally by peer review, rather than the place of publication. Peer review may be informed by contextual metrics regarding individuals and their contributions where appropriate to the discipline/area of professional practice, but this will not be used as a proxy for peer review itself.

5 The University of Hertfordshire Professor Definition

- 5.1 Professors at the University of Hertfordshire are defined by reference to their distinction, standing and leadership in their subject and/or practice. The following framework provides a means of describing the range of activities that may be expected of a Professor. These expectations build upon those of a Reader, Associate Professor or Principal Lecturer.

- 5.2 The primary purpose of the Professor role is to provide academic or other leadership of relevance to research, learning and teaching, or enterprise. University of Hertfordshire Professors will help to maintain and enhance the University's reputation for research and scholarship, teaching and learning, enterprise and innovation through their contribution to collective endeavours and through their own original work.
- 5.3 Together with other senior colleagues, University of Hertfordshire Professors are expected to play a significant part in the development of strategy and policies relating to research, enterprise or learning and teaching. They will be expected to contribute to governance and assist colleagues in realising their potential. University of Hertfordshire Professors will be academic or other leaders of repute.
- 5.4 The range of activities expected of a University of Hertfordshire Professor is 'expressed under the following headings (5.4.1 – 5.4.3). See Appendix A for further elaboration.

5.4.1 Undertaking novel enquiry, disseminating new knowledge and/or advances in practice

University of Hertfordshire Professors will be national leaders, usually with an established or developing international profile. On appointment they will have achieved distinction through a substantial record of peer-esteemed activity and influence. They will be expected to further develop this record and to contribute significantly to advancing their standing; advances within their field, subject, profession or discipline and the reputation of the University. Undertaking novel enquiry will be characterised by some or all of the following in relation to research; learning and teaching practice; or enterprise activity:

- i leading on opportunities to undertake novel enquiry or disseminate new knowledge and/or advances in practice;
- ii identifying and responding to funding opportunities / securing funding to undertake novel enquiry or to advance practice;
- iii communication of new knowledge or advances in practice through peer-esteemed channels to reach relevant audiences and stakeholders locally, nationally or internationally;
- iv external peer review, consultancy, commentary and/or contribution to national and/or international fora, demonstrating influence or reputation in a professional field or discipline.

5.4.2 Leading projects, individuals, teams and/or other communities of practice

University of Hertfordshire Professors will contribute to the leadership and management of research, learning and teaching or enterprise activity at the University. All Professors must be able to demonstrate significant levels of responsibility, influence and/or impact in relation to undertaking some or all of the following:

- i leadership and management of teams or other communities of practice within or external to the University;
- ii mentoring and coaching of others;

- iii supervising Masters, PhD and/or professional doctorate students;
- iv line management of staff including a lead role in development and appraisal.

5.4.3 Subject advocacy, building professional networks and undertaking knowledge exchange activity

University of Hertfordshire Professors will be expected to demonstrate and maintain effective collaborations with colleagues within the University and with others outside the University. In particular they must demonstrate the impact and influence of their collaborations through some or all of the following:

- i academic leadership and advocacy of their subject;
- ii creation and leadership of partnerships across the University and with external organisations;
- iii knowledge and/or technology exchange, consultancy and/or enterprise-related activities;
- iv contributing to national/international fora, symposia, conferences and/or business, policy and practitioner networks in their subject;
- v external examining or other external/peer review activity.

APPENDIX A

Illustrative contribution expected of a University of Hertfordshire Professor

The table below includes a range of examples designed to guide applicants when preparing their application, though this is not exhaustive, nor will all examples apply to every applicant. Applicants are expected to draw from their own relevant examples to demonstrate their achievements against the criteria. The 'qualifying contribution' column describes the *minimum* expectation for a given example. Applicants are more likely to demonstrate they meet the criteria in section 5.4 if they include examples at the level described in the 'expected contribution' column.

Applicants must demonstrate the importance, influence or impact of their achievements and experience.

All professors are expected to demonstrate their track record across all three criteria, using examples from their achievements relevant to research and/or learning and teaching and/or enterprise. It is acknowledged that many applicants will draw on their own examples relevant to research *and* learning and teaching *and* enterprise, and they are encouraged to do so. However, it is important that applicants sufficiently demonstrate their achievements and influence within the stated word count and using the criteria in 5.4, and applicants should therefore carefully consider the balance of evidence they provide. *It is not usually expected that applicants will provide equal evidence across research, learning and teaching and enterprise* and applicants are advised to seek advice from the relevant Pro Vice-Chancellor if they are unsure about the focus of their application.

	Criteria	Qualifying Contribution	Expected Contribution
1	Undertaking novel enquiry, disseminating new knowledge and/or advances in practice	<p>Strong national profile with a developing international trajectory</p> <p>Lead authorship/role in the preparation of peer-esteemed outputs and/or professional practice</p> <p>Leading novel programme/curricula development</p> <p>Presentation of original work at external fora</p> <p>Involvement in peer review and/or external commentary</p> <p>Senior Fellow of the HEA or similar senior professional achievement</p> <p>Making a financial contribution to the University through novel enquiry and/or advances in practice (e.g. through grants/ contracts /fellowships and other funding)</p>	<p>Leading national authority with an established international presence</p> <p>Lead authorship/role in the preparation of seminal works and/or advances in practice that receive high levels of peer esteem</p> <p>Significant advances in novel programme/curricula development</p> <p>Presentation of original work at international fora or by invitation</p> <p>Peer review activities including editorship of international-level outputs, chairing national policy fora and/or practitioner groups, commissioned to provide expert opinion</p> <p>Principal Fellow of the HEA / National Teaching Fellowship or similar senior professional achievement</p> <p>Making a significant (relevant to the field/discipline) financial net contribution to the University through novel enquiry and/or advances in practice (e.g. through grants/ contracts</p>

			/fellowships and other funding)
2	Leading projects, individuals, teams and/or other communities of practice	<p>Pro-active in seeking, developing and submitting applications for external research funds, contracts and/or consultancy</p> <p>Securing external funds to build capacity as the collaborating or lead applicant</p> <p>Leadership and management of a community of researchers/scholars/practitioners/industry partners, appropriate to the subject</p> <p>Supervising research students</p> <p>Lead role in developing capacity and capability in others including via mentoring/coaching</p>	<p>Lead role in seeking, developing and submitting applications for external research funds, contracts and/or consultancy</p> <p>Securing significant (relevant to the field/discipline) external funds to build capacity as the lead applicant</p> <p>Leadership and management of a large, or multiple community/ies of researchers/scholars/practitioners/industry partners, appropriate to the subject</p> <p>Ongoing supervision of research students with a record of successful and timely completions</p> <p>Track record in effectively developing capacity and capability in others including via mentoring/coaching</p>
3	Subject advocacy, building professional networks and undertaking knowledge exchange activity	<p>Advocacy in the subject and/or discipline and/or practice</p> <p>Leading role in internal and active role in external networks</p>	<p>Leading national and/or international level advocacy in the subject and/or discipline and/or practice</p> <p>Leading role in external networks</p>

		Actively engaged in dissemination of knowledge	Actively engaged in dissemination, transfer and exchange of knowledge to include communication with audiences outside academia
		Contributor to expert society, subject committees and/or professional /policy organisations, etc.	Lead /influencing role in expert society, subject committees and/or professional /policy organisations, etc.
			External examining (taught and/or research), and/or external review

6 Procedure for the conferment of the title of “Professor”

(Note for guidance:

The conferment process is managed on behalf of the Vice-Chancellor by the Deputy Vice-Chancellor and the following Pro Vice-Chancellors:
 Pro Vice-Chancellor (Research and Enterprise),
 Pro Vice-Chancellor (International and Marketing Communications)
 Pro Vice-Chancellor (Education and Student Experience).)

6.1 Internal candidates - application for a professorship not associated with an advertised post

6.1.1 Internal candidates may submit an application for a professorship in accordance with the timetable issued. In exceptional circumstances and at the sole discretion of the Vice-Chancellor (or nominee), applications may be considered outside of the issued timetable.

(Note for guidance – advertised professorial posts
 Internal candidates applying for a professorial post advertised either internally or externally should refer to section 6.3.)

Application requirements

6.1.2 Applications must be submitted to Human Resources through professorships@herts.ac.uk and must include the following items provided by the applicant:

- a a full curriculum vitae not longer than 10 A4 pages (excluding lists of publications) and
 - b a brief summary of no more than 150 words focused on the contribution to the field of research, or learning and teaching, or enterprise made by the applicant which commends them to be considered for a professorship and
 - c a synopsis of not less than 1,000 and not more than 2,000 words (the word count must be stated, accurate and clearly visible), of the candidate's achievements, professional standing and future plans in their chosen field of endeavour, making specific reference to the criteria set out in section 5.4 of this document (please use the criteria as sub-headings, though you may add additional headings if required). In a section on 'future plans' please ensure you make reference to your role/contribution to the REF, KEF, TEF or other key frameworks, as appropriate) and
 - d contact details for two (2) academic appropriate references from persons known to the applicant able to comment on the case for promotion (references will be taken up by Human Resources and be provided directly to the conferment panel, without the applicant having sight of the references in order to maintain confidentiality) and
- 6.1.3 A failure to meet the requirements stated in clause 6.1.2 will result in a rejection of the application.
- 6.1.4 Deans/Heads of SBU will convene a panel to consider all candidate applications submitted from staff in their School/SBU via HR. SBUs should avoid single-sex and single-ethnicity panels and should include an HR Business Partner.
- 6.1.5 Where the Dean of School/Head of SBU determines that they will not support the application, they will inform the candidate in writing and confirm to them that the application will not be taken forward.
- 6.1.6 Where the Dean of School/Head of SBU supports the application, they will:
- a write a letter of support;
 - b provide the names and contact details of five (5) external assessors with distinction in the applicant's field of endeavour, who are independent of the applicant (and will not have collaborated in a material way with the applicant in their work) and who may be approached by the University regarding the application.
- 6.1.7 With the following exceptions, all applications must have the support of the candidate's Dean of School/Head of SBU:
- i where the candidate is not located within a School, the candidate's Head of Strategic Business Unit (SBU) is required to undertake the actions assigned to Deans of School in these regulations;

- ii where the candidate is not located within a School and the candidate's Head of SBU is also the Pro Vice-Chancellor to whom the application would be referred for consideration at later stages in the conferment process (see section 6.2) the application will be referred to another of the Pro Vice-Chancellors listed in the Note to section 6;
- iii where the candidate is a Dean of School or Head of SBU, in which case the Deputy Vice-Chancellor is required to undertake the actions assigned to Deans of School or Head of SBU in these regulations.

6.2 Benchmarking Panel

- 6.2.1 A Benchmarking Panel will be convened and chaired by the Deputy Vice-Chancellor, including the Pro Vice-Chancellor assigned the relevant portfolio who will determine whether each applicant has met the criteria. The panel must be satisfied that the criteria are assessed and considered equally across the applications received. The panel will include a representative from HR and Professors from across research, learning and teaching and enterprise, as appropriate. The Panel may take account of appropriate external advice.
- 6.2.2 Where the Panel deems the criteria have been met, the Deputy Vice-Chancellor will confirm this in writing to the candidate.
- 6.2.3 Internal candidates will be invited to attend a formal interview by a Professorial Conferment Panel.
- 6.2.4 Where the Panel deems the criteria have not been met, the Deputy Vice-Chancellor will inform the candidate in writing. This letter will outline the reasons for the decision.

6.3 Application for a professorship associated with an advertised post

- 6.3.1 Internal or external candidates for a Professorship associated with an advertised vacancy will be advised that the Appointment Panel for the post will be constituted in such a way that, if the successful candidate fulfils the University's professorial criteria, then the Panel may award a professorial title to the successful candidate. However, it will be emphasised that fulfilment of the criteria is not a condition of appointment and will not be a factor in the selection process. Candidates will also be informed that the referees identified by them to support their application will be asked specifically to comment on the applicant's suitability for a professorial appointment.
- 6.3.2 Internal candidates

Applications must be made in accordance with the arrangements specified by Human Resources in the published advertisement and must contain the following:

- a a full curriculum vitae and
- b a synopsis of not less than 1,000 and not more than 2,000 words of the candidate's achievements, professional standing and future plans in their chosen field of endeavour, making specific reference to the criteria set out in section 5.4 of this document and

- c the names and full contact information of three (3) external referees of distinction in the field who may be approached by the University regarding the application.

6.3.3 External candidates

Applications must be made in accordance with the arrangements specified by Human Resources in the published advertisement and must contain the following:

- a a full curriculum vitae and
- b a synopsis of not less than 1,000 and not more than 2,000 words of the candidate's achievements, professional standing and future plans in their chosen field of endeavour, making specific reference to the criteria set out in section 5.4 of this document and
- c the names and full contact information of three (3) external referees of distinction in the field who may be approached by the University regarding the application.

6.4 Professorial Conferment Panel

(Note for guidance:

This section uses the term 'Professorial Conferment Panel' throughout. However, the circumstances in which an Appointment Panel may act as a Professorial Conferment Panel should be noted.)

- 6.4.1 The Board of Governors has established a Professorial Conferment Panel to consider applications and to confer Professorships on its (the Board's) behalf.
- 6.4.2 The Professorial Conferment Panel will normally act as the Appointment Panel for all posts advertised internally or externally which include the possibility of the successful applicant being awarded a Professorship and in the case of appointments to all externally funded chairs. In these circumstances, the Chair (or nominee) of the Professorial Conferment Panel will ensure that applications are considered and short listed in accordance with the University's regulations for the recruitment and selection of staff.
- 6.4.3 Where a Professorial Conferment Panel is to be convened to consider the conferment of a professorship associated with an advertised post (see sections 6.3) and only internal candidates have been shortlisted, the Chair of the Panel (or nominee of the relevant PVC for the portfolio area) may determine, at their discretion, that the Panel may be composed in accordance with the provisions of section 6.4.10.
- 6.4.4 It should be noted that the decision of the Professorial Conferment Panel is final and that there is no right of appeal.
- 6.4.5 The Chair of the Panel will ensure that the candidate is notified of the Panel's decision in writing.
- 6.4.6 Where a candidate's application has not been successful, the Chair will outline in a writing the reasons for the Panel's decision, with reference to the criteria for conferment.

6.4.7 Internal candidates for Professorship may re-apply to the Panel after a period of not less than one (1) year. Unsuccessful external candidates will be advised by the Chair of the Panel concerning whether it might be appropriate for them to apply for a University of Hertfordshire Professorship that might become available in the future.

6.4.8 Appointees of the Board of Governors

- i The following senior officers are defined by the Board of Governors as Appointees of the Board of Governors: Vice-Chancellor, Deputy Vice-Chancellor, Secretary and Registrar and Group Director of Finance. These officers are appointed either by the Board itself or by the Governance and Nominations Committee of the Board of Governors, acting on the authority of the Board in its capacity as the Appointments Panel of the Board of Governors.
- ii The Board, at its absolute discretion, may directly, or through a delegation of authority to the People and Culture Committee, confer a Professorship on an Appointee of the Board of Governors at the time of their appointment.

6.4.9 Chair of the Professorial Conferment Panel

(Note:

This section should be read in conjunction with sections 6.4.10 and 6.4.11.)

- i Where the candidate is a Deputy Vice-Chancellor or a Pro Vice-Chancellor, the Committee will be chaired by the Vice-Chancellor.
- ii In the absence of both the Vice-Chancellor (category 1) and the relevant Pro Vice-Chancellor (category 2), the Vice-Chancellor may nominate another Pro Vice-Chancellor to act as Chair of the Panel.

6.4.10 Professorial Conferment Panel – conferment of professorship on an internal candidate (see Section 6.1)

Where the application for a Professorship is associated with an externally funded chair, the membership of the Appointment Panel may be extended to include a representative of the sponsoring body.

Category:

- 1 Vice-Chancellor (who will be Chair) or nominee (Deputy Vice-Chancellor)
- 2 The Pro Vice-Chancellor assigned the portfolio relevant to the area cited in the application as the principal qualifying contribution or another Pro Vice-Chancellor acting in substitution.
- 3 The candidate's Dean of School/Head of SBU (or nominee) (who will be an Observer)
- 4 One Professor who may be external, in a field of endeavour relevant to that of the candidate or a person of equivalent professional/industry standing
- 5 Further Professors or persons of equivalent professional/industry standing

6. The Director of Human Resources (or their nominee) will observe conferment panels for the purposes of transparency and equity in applying the criteria for Professorships.

(Note - Categories 4 and 5

Where none of the members in categories 1, 2 or 3, are Professors, further Professors will be appointed to serve in category 5 to fulfil the requirements for the quorum. Where possible external members of the panel will be drawn from the external assessors identified by the applicant at application stage.

Wherever possible the panel should be diverse with regard to both gender and ethnicity.

Quorum

The maximum number of members which will constitute a quorum is not fixed but the quorum will consist of not less than three (3) members and will meet the following requirements:

there will be three (3) professors and persons of equivalent professional/industry standing, including at least two (2) professors, one (1) of whom will be in a field of endeavour relevant to the qualifying contribution on which the application is to be judged. Of these three (3) members, one (1) may be external, and one (1) member may be the member in category 1 or category 2 and one (1) may be the member in category 3.

SBU's should avoid single-sex and single-ethnicity panels and should include an HR Business Partner.

- 6.4.11 Professorial Conferment Panel – conferment of a professorship associated with an advertised post (see Section 6.3)

Category:

- 1 Vice-Chancellor (who will be Chair) or nominee (Deputy Vice-Chancellor)
- 2 The Pro Vice-Chancellor assigned the portfolio relevant to the area cited in the application as the principal qualifying contribution or another Pro Vice-Chancellor acting in substitution, who will be Chair in the absence of the Vice-Chancellor
- 3 The Dean of School/Head of SBU or, where the candidate is a Dean of School/Head of SBU, the Deputy Vice-Chancellor
- 4 One Professor, who may also be the member in category 1 or 2 or 3, who may be external and will be in a field of endeavour relevant to that of the candidate
- 5 Further Professors
- 6 Where the application for a Professorship is associated with an externally funded chair, the membership of the Appointment Panel may be extended to include a representative of the sponsoring body.

(Note: Category 5

Where none of the members in categories 1, 2 or 3, are Professors, further Professors will be appointed to membership of the Panel in category 5 to fulfil the requirements for the quorum.)

Wherever possible the panel should be diverse with regard to both gender and ethnicity.

Quorum

The maximum number of members which will constitute a quorum is not fixed but the quorum will consist of not less than three (3) members and will meet the following requirements:

there will be three (3) professors, one (1) of whom may be external and one (1) a professor in a field of endeavour relevant to the qualifying contribution on which the application is to be judged, and one (1) member may be the member in category 1 or category 2 and one (1) may be the member in category 3.

6.5 “Professor” Title

Following appointment and appropriate consultation, successful candidates for a Professorship will adopt a formal title such as 'Professor of Primary Education'.

6.6 Formal titles will require the prior approval of:

- i the Vice-Chancellor or the relevant Pro Vice-Chancellor (see section 6.2.2) who, in this regard, acts on the authority of the Professorial Conferment Panel or
- ii the Vice-Chancellor in cases where they had chaired the Professorial Conferment Panel or otherwise approved the conferment of a title.

6.7 Externally sponsored Professorship

Applicants for a Professorship associated with an externally funded chair will be informed that fulfilment of the University's professorial criteria will be a fundamental requirement of the selection process.

7 Procedure for the Conferment of the Title of 'Visiting Professor'

7.1 The procedures to be followed in putting forward a candidate for consideration as a 'Visiting Professor' must take into account the need for confidentiality and the avoidance of embarrassment in the case of failure.

- 7.2 Deans of School/Heads of SBU having regard for the requirements of this document (UPR HR08) will prepare a suitable case with the originator of the proposal and submit this on the 'Application for an Approved Title' pro forma. The case will take account of the criteria for conferment and the nature and extent of the candidate's existing commitment to the University. In this respect, it must be remembered that there are already other forms of recognition for persons co-operating with the University (see UPR HR01³) and that the distinction of Visiting Professor needs to be maintained in accordance with the criteria for professorial status.
- 7.3 The pro forma together with the candidate's full curriculum vitae, will be submitted to the Pro Vice-Chancellor assigned the relevant portfolio. The Pro Vice-Chancellor may confer with appropriate assessors to review the application against the criteria for professorial status. This will include seeking one external reference (usually from the candidate's employer) to confirm the candidate's suitability for the title of Visiting Professor against the University's criteria for conferment.
- 7.4 If the case is accepted and conferment agreed by the Pro Vice-Chancellor, the Pro Vice Chancellor will confirm the decision in writing to the Visiting Professor. If the application is unsuccessful, the nominating Dean of School/Head of SBU will be made aware and be responsible for contacting the candidate to communicate the decision, with appropriate feedback.
- 7.5 An honorarium may be awarded. This will be decided by the relevant Dean of School/Head of SBU.
- 7.6 The conferment will normally be for a period of three (3) years in the first instance after which time the designation will lapse automatically. The conferment may be renewed at the request of the Dean of School/Head of SBU. The conferment will lapse automatically upon termination of the holder's association with the University.

8 Procedure for the Conferment of the title 'Professor Emeritus'

- 8.1 An overall summary of the case, together with the candidate's curriculum vitae, will be submitted by the candidate's Dean of School/Head of SBU/Pro Vice-Chancellor assigned the relevant portfolio, to the Vice-Chancellor.
- 8.2 Where all criteria have been met, approval will be by action of the Vice Chancellor..
- 8.3 Where the candidate is an Appointee of the Board of Governors, the case will be prepared by the Pro Vice-Chancellor assigned the relevant portfolio who will submit it, via the Secretary and Registrar, for decision by the Chair of the Board of Governors.
- 8.4 The title 'Professor Emeritus' is a lifetime award with the conferment at the discretion of the Vice Chancellor on behalf of the Board of Governors.

³ UPR HR01 'Approved Titles'

9 Removal of a Professorship

- 9.1 Honorary, Visiting and Emeritus professorships are conferred on the authority and at the absolute discretion of the Board of Governors which reserves the right to withdraw a title at any time.
- 9.2 Where incapacity or an allegation of misconduct is proven against a Professor who is an employee of the University at the conclusion of a disciplinary process (see UPR HR02²), the title of Professor may be removed from the member of staff at the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Professorial Conferment Panel, subject to a confidential report being made to the Board of Governors, by the Vice-Chancellor, at the earliest opportunity.
- 9.3 The titles ‘Visiting Professor’ or ‘Professor Emeritus’ may be removed at the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Professorial Conferment Panel, subject to a confidential report being made to the Board of Governors, by the Vice-Chancellor, at the earliest opportunity.

10 Reporting requirements

The Chair of the Professorial Conferment Panel is required to report the conferment of the titles ‘Professor’, ‘Professor Emeritus’ and ‘Visiting Professor’ to the next scheduled meeting of the Academic Board. Conferments will be noted by the Board of Governors.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2024**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.