**Principles and application form for the conferment of the title of Associate Professor
by divisional boards**

These principles are intended to promote comparability between divisions in the process and criteria for the award of the title of Associate Professor to those who do not automatically qualify for it but who:

1. are employed by the University or, in certain circumstances by one of the colleges;
2. have evidence of ongoing funding; making a significant and sustained contribution to the achievement of the University’s goals; and
3. are of comparable distinction to those holding the substantive post of Associate Professor.

Individuals who hold a college-only appointment but who have made and are expected to continue to make a significant contribution to the work of a Department in terms of teaching (including supervision) and administration and who meet the criteria listed below can be nominated for the title of Associate Professor by the Head of Department. It is recognised that there will be few instances in which individuals make the requisite contribution without a University employment contract. The willingness to undertake duties will not justify the award of title.

* Nominations to be made by Heads of Department who, in the course of PDR or other development discussions, should discuss the possibility of nomination with those who would be likely to qualify.
* Decisions to be made by Divisional Boards, or by an appropriately senior and experienced sub-committee of the Board, on the delegated authority of the Board.
* Submissions by the Head of Department will include:
	+ the applicant’s up-to-date CV and application form;
	+ a statement from the Head of Department confirming that the individual’s duties are comparable to an academic post-holder;
	+ a short reference by the Head of Department or an appropriate, senior academic from within the Department[[1]](#footnote-1), attesting to the quality of the individual’s contribution and demonstrating that the following criteria have been met;
	+ an **independent, external assessment** obtained by the Head of Department or by the departmental referee, of the individual’s research standing.
* Divisions may if they wish, seek additional references, including external references, if they are deemed necessary to establish whether applicants have met the criteria below. The Medical Sciences Division will seek such additional references.
* Applications for college employed staff should include a reference from the Head of House, addressing the quality of teaching carried out in the college, in comparison to the standards expected of a substantive Associate Professor.
* The criteria for the award of the title of Associate Professor are:
	+ An independent programme of research and grants as a key focus of their role and of a standard equivalent to that required for confirmation in post as an Associate Professor;
	+ A teaching role comparable with that of a substantive Associate Professor, to include **supervision**. Teaching and administrative duties are carried out at no less a level of excellence than is expected of a substantive Associate Professor.
	+ Contribution to other departmental duties, academic and otherwise, demonstrating the level of citizenship expected of a substantive Associate Professor, and personal contribution to Equality, Diversity and Inclusion actions in their group.
* **Applicants have to meet all three criteria outlined above.** There will be no appeal, but Heads of Department will be able to re-nominate individuals for consideration on an annual basis. Whilst resubmission one year later is allowed, this is **strongly** discouraged as it is usually difficult to address any gaps in meeting the criteria in such a short time frame. Applicants **must** indicate whether they have applied previously, and, if so, **must** include a statement (no more than one page) of changes since the last application.

**APPLICATION FOR THE TITLE OF ASSOCIATE PROFESSOR**

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| **APPLICANT NAME** |  | **CURRENT POST/ ASSOCIATION WITH OXFORD UNIVERSITY** |  |
| **DEPARTMENT** |  | **START DATE OF POST OR ASSOCIATION** |  |
| **SUPERVISOR’S NAME** |  | **HEAD OF DEPARTMENT NAME** |  |
| **ANY PREVIOUS POST/ ASSOCIATION** |  | **DEPARTMENT AND START DATE** |  |
| **List dates of any Career Break (e.g.: Maternity/Paternity Leave, Furlough)** |  | **PREVIOUS AP TITLE APPLICATION** |  |

**INSTRUCTIONS**

1. Please complete this form fully even if the information is available on your CV, which should be enclosed. A letter of support will need to be provided with your application, by your Supervisor or your Head of Department, detailing how you have met each of criteria 1 to 3. Your application will be considered only if all three documents (completed application form, CV & letter of support) are submitted. All documents should be submitted electronically to your department, so that they can be assessed and submitted electronically to the Division.
2. Applications must consist of one document comprising no more than 12 pages of A4 in total (with a font size no smaller than the equivalent of Arial 10), including the details of your 5 most significant publications and/or research outputs. Any additional information, such as a covering letter (should you wish to include one), must be included within the 12-page limit. You can delete the above pages 1-2 of the application form.
3. You must indicate whether you have previously applied for the title of Associate Professor, indicating the year of application, and submit a statement (no more than one page) on changes since your last application. This should be provided as a separate document, in addition to and not included as part of the 12-page application. Failure to disclose such information will mean that your application will be at risk of rejection.
4. You are encouraged to disclose circumstances that may, over a period of time, have had a substantial effect on your record of research or teaching. Such circumstances will be given due consideration. Any personal disclosure should be provided as a separate document, in addition to and not included as part of the 12-page application. This disclosure should be a maximum of one page. Disclosures will be seen by the divisional committee but not by independent assessors and will be treated as strictly confidential.
5. Please give as much information as possible, as this title will be conferred only on individuals who can demonstrate exceptional achievements, under the criteria headings stated below.
6. Please note that the panel’s decision will be based on the information that you supply in this application form and it is therefore your responsibility to supply full, accurate and relevant information.
7. If you have any queries please contact the relevant person in your department.

**CRITERION ONE**

**An independent programme of research and grants as a key focus of their role and of a standard equivalent to that required for confirmation in post as an Associate Professor.**

**The applicant must demonstrate substantial independent research achievements.**

Applicants should:

1. Provide full details of all publications during your academic career; indicating the date of publication. You may cross-refer to your CV if you wish. **Please clearly indicate your name in bold and list your publications in the following order:**
2. Senior Author
3. First Author
4. Other Author

ii) Demonstrate the quality of their contributions in their chosen research field by giving details of the five most significant publications whilst working for, or in association, with the University of Oxford, and explain their individual contribution to these five publications, e.g., senior authorship, major contribution to an important aspect of the paper (such as statistical analysis, structural biology etc.). We would expect most to be recent publications, i.e. within the last five years. **Only published research available for inspection should be listed.** Unpublished research (e.g. manuscripts submitted, in preparation etc.) should not be listed and will not be taken into account.

 **The applicant must have been successful in obtaining research grants independently**.

 Applicants should:

 Give full details of all **successful** grant applications that you have made. Please list **only** those grants in which your role was a PI or Co-applicant.

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| Awarding Body | Start Date & End Date | Title of the award | Type of award (E.g.: Career Development Fellowship, Project Grant etc.) | Principal Investigator (YES or NO) | Co-applicants (Please list all) | Value of the award |
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**CRITERION TWO**

**A teaching role comparable with that of a substantive Associate Professor, to include supervision. Teaching and administrative duties are carried out at no less a level of excellence than is expected of a substantive Associate Professor.**

**The title requires that some teaching is undertaken.**

However, references to teaching need not merely relate to undergraduate teaching. A distinguished researcher would usually have some responsibility for graduate supervision. Please give:

i) Full details of all teaching (please details of date, number of session, course name, etc.).

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| Course Name | Start Date & End Date | Number of Students | Number of Sessions | Venue |
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ii) Full details and numbers of all graduate students whom you have formally supervised, including dates when this work took place and level of student (e.g.: MSc, DPhil).

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| Student Name | Start Date & End Date | MSc (Yes or No) | DPhil (Yes or No) | Other |
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**CRITERION THREE**

**Contribution to other departmental duties, academic and otherwise, demonstrating the level of citizenship expected of a substantive Associate Professor, and personal contribution to Equality, Diversity and Inclusion actions in their group**

**The applicant must demonstrate a sustained and continuing contribution to the general work of the Medical Sciences Division over the last three years.**

Please provide evidence that you have met this criterion by:

1. Describing any role that you have played in the life of their department, the Division or the University by, for example, serving on relevant committees, examining, assessing, mentoring or contributing to the organisation of seminars or other scientific events over the last three years. Please indicate how you are personally contributing to Equality, Diversity and Inclusion (EDI) actions in your group and department, demonstrate your personal commitment to EDI both in terms of research design, and also in terms of actions around gender, race and broader equality at all levels, including Athena Swan. You are also invited to state whether you have been impacted by caring responsibilities during lockdown, furlough and laboratory closure during the pandemic in 2020 and beyond.

ii) Describing any marks of esteem that you have achieved. These might include, for example, being asked to deliver external lectures, participating in the editorial boards of academic journals etc.

Applicant’s signature: Date:

1. Please indicate **clearly** if the senior academic’s reference is representing the Head of Department. [↑](#footnote-ref-1)