

Principles and instructions 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 Department¹, 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. The assessor should have no *active* collaborations with the individual (no active grants shared, no active collaborative projects and not published together in the last 5 years).
- 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.

¹ Please indicate **clearly** if the senior academic's reference is representing the Head of Department.

- 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.

INSTRUCTIONS

1. Please complete the application 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.
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) of 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 on the application form.
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.