

HEAD OF THE MEDICAL SCIENCES DIVISION

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PERSONNEL/CONFIDENTIAL

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To: Heads of Department
cc: Heads of Administration and Finance

Recognition of Distinction Exercise 2022

I attach a copy of the *Call for Applications and Procedures* for the 2022 Recognition of Distinction exercise as agreed by the Personnel Committee. Applications are now invited and the closing date will be **12 noon on Tuesday 18 January 2022**.

Please could you circulate the *Call for Applications and Procedures* as widely as possible to appropriate staff within your department and arrange for it to be publicised appropriately in your department.

All those employed by the University in academic or senior research roles are eligible to apply, as are other University employees who are making a significant and sustained academic contribution to the University.

Individuals not employed by the University, but who are employed on a long-term basis by an Oxford college or Permanent Private Hall, or by a Recognised Independent Centre, or by the NHS, and who, in the view of the divisional committee, are making a significant and sustained academic contribution to the University's work, are eligible to be considered for title.

The following specific points regarding the roles of heads of department are drawn to your attention:

- **Individuals are strongly encouraged to take advice on their potential application from their Head of Department, wherever possible.** The Head may refer them to other senior members of the department for such advice. However, it should be noted that encouragement to apply cannot guarantee a successful outcome and individuals should also feel able to apply if they believe that they have a strong case for consideration.
- **Heads of Department are asked to engage fully in this exercise and will be expected to attend, observe and answer any questions that may arise within the MSD Divisional RoD Committee discussions due to take place on 23 June 2022, when individual applications from departments will be considered. Heads of Department will also be required to attend any feedback meetings for those whose applications have been unsuccessful.** You should consider carefully whether the applications fully meet the criteria and where in doubt, encourage applicants to defer to a future exercise if appropriate. Your reference for each applicant should also be explicit about the level of



support you have given, and whether in your opinion they meet the published criteria for the award of title at Oxford.

- Departments should ensure that appropriate mentoring arrangements are put in place for eligible staff within the division who have not achieved the title of full professor. **Particular consideration should be given to arrangements for mentoring individuals who have applied unsuccessfully on more than one occasion and those who work overseas.** Mentoring should assist potential applicants to understand the application process for the recognition of distinction exercise, and the criteria and standards that a successful application would need to satisfy.
- A review of the outcomes of previous exercises showed that overall women were less likely to apply than men. There is a suggestion that women may be setting themselves a higher threshold of achievement before applying, and this is something to bear in mind in discussion with potential applicants.
- Applicants are required to arrange for references from the head of department (or head of division if the applicant is a head of department). The Head, however, may delegate the writing of the reference. The principal function of these references is to give an assessment of the individual's contributions against the criteria for teaching and "good citizenship, including contributing to equality, diversity and inclusion activities within their group, department or institution". The head of department reference may also address the research criterion. These references need to be submitted to distinctions@medsci.ox.ac.uk by 12 noon on 28 February 2022.

The *Call for Applications and Procedures* also appear in the *Gazette* and on the Personnel Services website at <https://hr.admin.ox.ac.uk/recognition-of-distinction>.

The Medical Sciences webpages contain further information and FAQs that may be particularly useful for those based overseas and/or those applying from under-represented groups: <https://www.medsci.ox.ac.uk/support-services/teams/human-resources/academic-posts-and-titles/honorary-titles/titular-professor>

Questions about the process can be directed to Gillian Morris or Ingunn Haugen via distinctions@medsci.ox.ac.uk

Please note that we will be in touch with details regarding the Associate Professorship Title exercise early in the New Year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Screatton'.

Professor Gavin Screatton
Head of the Medical Sciences Division