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**Rewarding Academic Excellence:**

**Promotions Procedure**

**1. Criteria**

* 1. The University will award the title of Professor as a personal distinction in recognition of outstanding academic achievement. The title of Reader or Principal Research Fellow will be awarded as a personal recognition of an individual contribution to research. University Teaching Fellow is a personal recognition of an individual’s contribution to teaching and learning. Principal Enterprise Fellow will be awarded as a personal recognition of an individual’s contribution to enterprise and knowledge transfer.
  2. The criteria for the award of each title are provided in annex 1.

**2. Appointment Procedures - Advertised Positions**

* 1. Appointments to advertised posts will be in accordance with the University’s recruitment and selection procedures. The person specification for such posts will reflect the selection criteria for the award of title and the range of duties the postholder is expected to undertake.
  2. Candidates will be interviewed by a panel normally chaired by the Vice-Chancellor, DVC, or PVC and will include the Dean of the School. In considering applications for Professor, Reader, Principal Research Fellow or Principal Enterprise Fellow titles the Panel will also include the Chair of the University Research Committee (or nominee), at least one other professor of the University and at least one external assessor of professorial standing. In considering applications for University Teaching Fellow the Panel will also include the Chair of University Teaching and Learning Committee (or nominee) and at least one other external assessor of professorial standing. Panel composition will carefully consider and take into account the principles of equal opportunities.
  3. A member of this Panel will provide feedback to all applicants.
  4. As part of their application candidates will be asked to supply the names of additional referees to comment specifically on the relevant criteria. Applicants for Reader, Principal Research Fellow, Principal Enterprise Fellow and University Teaching Fellow will need to provide details of an additional four referees. Applicants for Professorial Title will need to provide details of an additional six referees.
  5. Annual targets in relation to research and/or professorial outcomes should be established on appointment and form part of the probationary performance review. Subsequent targets will be negotiated annually in accordance with the University’s Personal Development and Performance Review (PDPR).

**3. Conferment Procedures – Internal Applications**

* 1. Applications from existing staff will be considered by the University each year, or more frequently dependent on the number of applications received.
  2. Candidates are invited to submit applications, making the case for conferment, to the Dean of School/Director of Service. Candidates are required to state the category upon which they are basing their application (annex 1). Applications should take the form of a covering letter, of up to a maximum of 4 sides of A4, and curriculum vitae (using the standard sequence detailed in annex 2). Candidates shall propose the names of independent referees of appropriate standing who are able to comment on the merits of the application. Candidates should submit 3 referee names (including one international) for the award of professorial title and 2 referee names (including one international) for the award of other titles. Details of referees should be submitted on the appropriate form (annex 3). Candidates must check with their proposed referees are willing to provide a reference before submitting the form. *Please note that where applications progress to reference stage, references must be received before 31 August otherwise the application will be deferred to the following year.*
  3. All staff applying for conferment will need to demonstrate at the first stage of consideration that they meet the criteria for promotion and are able to sustain and develop their performance at that level. Staff are required to complete a five year plan to identify planned research/teaching and learning/enterprise outputs, future skill development and planned career trajectory. All staff should complete a five year plan pro-forma (annex 4). In considering applications Deans/Directors will indicate whether the submitted plan is considered realistic and achievable
  4. The Dean/Director will provide recommendations (annex 5). Deans/Directors shall supply the names of at least three independent assessors of appropriate standing who can be consulted about the proposed conferment of professorial title and at least two independent assessors for conferment of Reader, Principal Research Fellow, Principal Enterprise Fellow or University Teaching Fellow titles. In selecting assessors, the Dean must act independently of the individual applicant and advice should be taken from other professors within the subject, both within and outside the University, as to which assessors should be put forward. Assessors should be independent, selected based on their individual expertise and reputation in their field. The list of assessors for conferment of professorial title should include at least two, but no more than three, international assessors. The list of assessors for conferment of all other titles should include at least one international, but no more than two. Deans/Directors should submit basic information about why the assessor was chosen, e.g. research rating, level of expertise in specialist area etc. In addition the Conferment Committee themselves may select independent assessors. Assessors should be different from those chosen by the candidates. Where possible Deans should arrange for all assessors, including those submitted by candidates, to be contacted to ascertain that they are able and willing to provide an assessment within the proposed timeframe. Where it has not been possible to contact assessors prior to submission of the recommendation this needs to be noted on the form. Please note that where assessors are not contacted prior to submission this may cause delays in obtaining assessments.
  5. Applications, including names of assessors and recommendations from the Dean/Director, should be sent to the Director of Human Resources.
  6. The Conferment Committee (VC, DVC, PVC (R+E), PVC (T+L), PVC (Int) at least one member of the professoriate and a Dean) will consider the prima facie case based on the applications and the recommendations of the Dean/Director. If the case proceeds, assessor reports are sought and a second meeting of the conferment committee will be held to consider the cases.
  7. Applicants will receive feedback from either their Dean or a member of the Conferment Committee.
  8. Unsuccessful applicants may reapply again the following year subject to sufficient progress having been made, unless specifically instructed otherwise through feedback.

**4. Salary - Professors**

4.1 Professors will be paid on a salary of three bands. The bands allow the University the flexibility and competitiveness it requires to recruit and retain staff at this level. Subsequent salary progression is subject to an annual review of performance against performance objectives set on conferment and annually thereafter.

4.2 Band 1 is the current grade 10. This recognises the standard of excellence required to secure conferment of the title.

4.3 Band 2 recognises significantly higher levels of distinction then those in Band 1. They are recognised as being international leaders of exceptional calibre in research and scholarship in their field, signalled not only by their substantial record of achievement but also by significant marks of esteem from their peers in the University, across the UK sector and internationally.

4.4 In exceptional cases the VC has discretion to offer a spot salary outside the bands. This is reserved for a very small number of professors who perform at the very highest level that could be expected. They are world leaders, not only because their research is universally acknowledged as being at the forefront of their own subject areas, but because of its formative and lasting contribution to their whole academic discipline.

4.5 Appointment to bands will be in accordance with the Remuneration Policy. The VC, or DVC, as Chair of the appointment committee, may determine a salary within band 2 or 3 if there is sufficient evidence to warrant the salary.

4.6 Progression in all bands is in accordance with the annual salary review applicable to all Senior Staff Contract holders.

4.7 During the annual salary review the Dean may recommend that a professor move between bands. The Dean should complete the relevant form and provide the names of six external independent assessors who can comment on the person’s standing against the relevant criteria. The assessor reports will be considered by the VC as part of the salary review.

**5. Salary – Readers and Fellows**

5.1 Readers and Fellows are paid at Grade 9. Salary on appointment and salary progression are in accordance with the remuneration policy and subject to continued satisfactory performance against the targets in the individual’s research plan.

**6. Role and Career Expectations**

6.1 All professors are expected to maintain their research and maintain their academic reputation within their areas of interest at national and international levels. They are also expected to provide leadership through University roles of Dean, Head of Department and/or leadership of research centres/pedagogic developments/strategic initiatives.

6.2 Readers and Fellows are expected to maintain their research and develop their expertise through publication/exhibition in appropriate media, editor of journals, invited papers and presentation at international conferences, organisation of such conferences, leadership of research teams (as appropriate). Readers and UTFs are expected to contribute to undergraduate and postgraduate teaching and supervision and the balance between activities will be agreed through workload planning. PRFs and PEFs are expected to operate as PIs and to participate in postgraduate supervision and in wider postgraduate and undergraduate teaching where applicable. Where Readers and Fellows have specific support staff roles they will agree with their line manager any necessary changes to the balance of duties required in order to fulfil the Reader/Fellow role expectations and this will be recorded in a revised job description.

**7. Emeritus Professors**

7.1 The Research Committee and the Deans may make proposals for the conferment of the title of Emeritus Professor to the VC. This title may be conferred on members of the professoriate who are retiring or who have recently reached retirement and who are deemed to have served the University with particular distinction. Evidence of this would be an outstanding contribution to the life of the University through excellence in research, excellence in innovation or through innovative teaching and pioneering course or curriculum development with significant external recognition. An undertaking for an on-going commitment to academic activity will be a pre-condition to consideration. The title of Emeritus Professor will not be conferred lightly or automatically and is considered a particular distinction.

**8 Declaration of Interest**

8.1 Members of the committees are required to declare an interest if they have any close personal or professional association with a candidate. The Chair will determine whether this is sufficient to disbar the member from consideration of the case.

**9 Absence of Members**

9.1 Where in exceptional and unavoidable cases a member of the committee is unable to attend, the meeting will continue in that member’s absence. Where possible the individual will be asked to submit comments via email or telephone.

**10 Equal Opportunities**

10.1 The University is eager to attract larger numbers of applicants from groups of people currently under represented at this level within the University. Applications are encouraged from all experienced academic and research staff matching the criteria.

**11. Previous Award of Titles by other HEIs**

11.1 The University will recognise those titles awarded by other higher education institutions where the criteria used are equivalent. This will not affect the substantive grade or duties of the postholder. Individuals will be expected to maintain their research standing and/or distinction in teaching as part of their normal duties in accordance with the standard academic expectations of that title.

# The University of Huddersfield

# Academic Promotions Criteria

## Award Threshold Requirements

The role of Professor requires a minimum of 6 points, only in combinations as outlined in the table below. Reader, Principal Research Fellow, Principal Enterprise Fellow and University Teaching Fellow roles require a minimum of 4 points, only in combinations as outlined in the table below.

Any member of staff applying for promotion must meet the threshold eligibility criteria in order that their application may go forward for consideration with respect to specific promotion criteria. They must be able to demonstrate that they fulfil their existing role to a high standard and make a good contribution to the work of their School, in terms of contribution to the full range of academic duties (teaching, research, enterprise, management, leadership and administration) as is relevant to their post.

Assuming threshold criteria have been met, the University will progress the application to the next stage for consideration of the appropriate personal distinction in recognition of outstanding academic achievement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Teaching** | **Research** | **Management and Leadership** | **Enterprise** |
| **Professor** | Requires 6 points, with routes: | 1 | 3 | 2 | 0 |
| 2 | 3 | 1 | 0 |
| 3 | 1 | 2 | 0 |
| 3 | 2 | 1 | 0 |
| 2 | 2 | 2 | 0 |
| 3 | 3 | 0 | 0 |
| 1 | 2 | 0 | 3 |
| 2 | 1 | 0 | 3 |
| 0 | 1 | 2 | 3 |
| 0 | 2 | 1 | 3 |
| **Reader** | Requires 4 points, with routes: | 1 | 2 | 1 | 0 |
| 1 | 3 | 0 | 0 |
| **PRF** | Requires 4 points, with routes: | 1 | 2 | 1 | 0 |
| 1 | 3 | 0 | 0 |
| **PEF** | Requires 4 points, with routes: | 1 | 1 | 0 | 2 |
| 0 | 1 | 1 | 2 |
| **UTF** | Requires 4 points, with routes: | 2 | 1 | 1 | 0 |
| 3 | 1 | 0 | 0 |

*Whilst it is expected that an applicant will have met all of the criteria listed in a given level, it is recognised that applicants who are presently Senior Research Fellow or Senior Enterprise Fellow may not have been given the opportunity in their roles to date to achieve all of the criteria listed in this section. In such cases the Committee will, by exception, consider an applicant’s individual merits.*

## Research Criteria

*Within any particular level, all bulleted points must be achieved, unless otherwise stated.*

Level 1

* Record of generating research outputs, with some being at least of a 3\* level, appropriate to the discipline
* Record of generating external competitively allocated funds, appropriate to the discipline, either as Principal Investigator or Co-Investigator
* Academic distinction, which may include for example: academic awards, refereeing for journals, grant reviewing for awarding bodies, services for learned societies, acting as conference session chair
* Having an established network of external research contacts
* Playing an active role within the University’s research structures, such as Research Institutes and Centres, School Research Committee, School PGR Scholarship Committee, etc.
* Having achieved some level of impact through research, in terms of reach and significance
* Being eligible to be submitted to the previous and the next REF (or equivalent exercises)
* Where applicable, evidence of commercial or industrial exploitation of research
* Having achieved some level of engaging the public with research
* Occasional invited speaker at an international conference
* Successful supervision to completion of candidates as main supervisor for doctoral research degrees (with the exception of applications for University Teaching Fellow)
* Acting as external examiner for research degrees (with the exception of applications for University Teaching Fellow)

Level 2

As above for level 1 and:

* Evidence of an international reputation in a research field, which may include: regular invitations to be a contributor in major conferences, editorship of international journals, international journal board membership, international journal reviewing activities, editorship of international conference proceedings, international conference steering committee membership, international conference organization, membership of research council peer college
* Record of collaborative research outputs with Top 300 ranking institutions
* A sustained track record of generating 3\* research outputs
* A record of attracting external competitively allocated funds appropriate to discipline standards, with some as Principal Investigator
* A track record of strong academic research leadership
* Playing a leading role within the University’s research structures, such as Research Institutes and Centres, School Research Committee, School PGR Scholarship Committee, etc
* Having achieved clearly demonstrable impact through research, in terms of reach and significance
* Regular and successful research mentoring of academic colleagues (internally or externally)
* Demonstrable contribution to public engagement activities related to research

Level 3

As above for level 2 and:

* Evidence of a sustained internationally leading reputation in a research field
* A sustained track record of generating international research outputs, with some at 4\*
* Involvement in collaborative research networks with Top 300 ranking institutions
* Excellent record as Principal Investigator of winning external competitively allocated funds appropriate to discipline standards
* A track record of excellent academic research leadership e.g. Research Centre Director, leading collaborative research activities with other institutions, heading-up a Doctorial Training Centre, acting as academic lead for an ASRI
* Acting as consultant / advisor / steering committee member for national / international research or standards bodies (e.g. Government, Research Council, ISO, NGO, Charity…)
* Significant contribution to public engagement, e.g. leading a public engagement activity, shaping the University’s public engagement strategy and/or supporting colleagues to develop their own approach to better public engagement within their field

## Teaching Criteria

*Within any particular level, all bulleted points must be achieved, unless otherwise stated.*

Level 1

* Successful contribution to taught courses and assessment practices
* Course evaluation and development in response to student and/or peer feedback
* Innovation in teaching and supporting learning e.g. the introduction of new modules and/or the significant updating of existing modules, significant changes to assessment practice, development and use of digital resources, or enhancement to the support of student learning at UG or PGT levels
* Continuing professional development consistent with descriptor level 2 of the UK Professional Standards Framework and obtain HEA Fellowship status

Level 2

As above for level 1 and:

* Evidence of a high reputation in teaching and learning
* Evidence of significant contribution in the development of substantial new teaching business or markets
* Evidence of sustained and significant enhancement and transformation of the student learning experience
* Evidence of mentoring and influencing colleagues that facilitates them to be leaders in teaching and support of learning
* A major contribution to successful school or university initiatives to enhance the quality of teaching, learning and assessment, including the application of digital technology in learning
* Exceptionally positive feedback on teaching quality from appropriate sources
* Evidence of national reputation for example, commissioned publications, successful conference organisation, regular invitations to participate in major teaching and learning conferences
* A track record of strong academic leadership in teaching and learning
* Success in competitive capture of funding to support teaching, learning and assessment
* Recognition as a subject specialist in teaching, learning and assessment, demonstrated by e.g. membership of QAA, HEA or professional body panels, external examining, membership of validation panels, panel membership for periodic reviews, external examination boards at UG and PGT levels
* CPD consistent with descriptor level 3 of the UKPSF and/or obtain HEA Senior Fellowship status
* Taking a leading role in new teaching initiatives within or outside the department

Level 3

As above for level 2 and:

* Evidence of established international reputation in the field of teaching and learning, evidenced by, for example, teaching contributions for professional bodies, contribution to national/international curriculum debate in the subject area, membership of education or training committees of professional institutions, authorship of text books or other resources/curriculum innovations which have been widely adopted and commended.
* Evidence of production of publications in the field of teaching and learning, such as text books.
* Significant competitive award/grant-capture for teaching and learning
* Evidence of leadership in the development of substantial new teaching business or markets
* Evidence of international reputation for example, successful conference organisation, regular invitations to participate in major teaching and learning conferences
* Demonstrable role in supporting the quality assurance and enhancement of teaching beyond the university e.g. panel member for external review and regulatory bodies
* Establishing and developing sustainable teaching-related networks which bring benefit to the School or University
* A track record of excellent academic leadership in pedagogy
* Continuing professional development consistent with descriptor level 4 of the UK Professional Standards framework and/or obtain HEA Principal Fellowship status

## Management & Leadership Criteria

*Within any particular level, all bulleted points must be achieved, unless otherwise stated.*

Level 1

* Discharging departmental responsibilities effectively e.g. effective participation in departmental working groups
* Pro- active involvement and engagement in formal department activities e.g. open days, staff meeting, relevant committees
* Effective engagement with external networks of contacts around the interests of the department and University, particularly where beneficial and sustainable partnerships are formed or sustained as a result

Level 2

As above for level 1 and:

* Participation in external engagement activity that promotes the department and University and has a positive reputational impact e.g. engagement with local schools, businesses, cultural organizations, community networks etc.
* Active membership of school committees
* Successful leadership of key departmental initiatives or a sustained leadership role
* Evidence of substantial involvement and engagement in business, public, cultural or community engagement that serves to meet the University’s strategic aims
* Effective and active involvement and engagement in University level committees or projects
* Successful initiatives or innovations in administrative processes, or taking on significant department responsibilities which are carried out successfully
* Evidence of active engagement with our international partners
* Acting as school champion for initiatives such as National Student Survey, Athena Swan, staff and student wellbeing etc.
* Academic leadership mentoring, and support for early career staff, both within the department and in the wider University community
* Regular, sustained and successful mentoring of academic colleagues at Huddersfield

Level 3

As above for level 2 and:

* Successful leadership of major activities such as REF at subject level
* Active and effective contribution to University leadership and management, policy formation and strategic development
* Successful and sustained leadership of significant activities linked with our KPIs.
* Effective management of colleagues and facilitation of their academic and personal development and performance
* Successful strategic leadership and promotion of significant change at School level

## Enterprise Criteria

*Within any particular level, all bulleted points must be achieved, unless otherwise stated.*

Level 1 - Not applicable for conferment rounds.

Level 2

* Evidence of a sustained record in the transfer of intellectual property into the wider economy evidenced through patents and startups
* A track record of successful IP protection (licences, patents, etc.)
* Generation of significant income from the commercialisation of research
* Evidence of significant contribution to the translation of research findings into end-user solutions (clinical / industrial / commercial / practice)
* Establishment and ongoing operation of significant industrial / commercial collaborations
* Evidence of input to the formulation of policies or of practice in organisations outside the University
* Contributions to research or policy development in the field of knowledge transfer
* Involvement in regional, national and international enterprise bodies
* Innovation in linking research and knowledge transfer through consultancies, Continuing professional development, enterprise activities
* Professional standing in the field as evidenced by the recognition of industry / practice at national and international level, including awards or as invited speaker at an international conference
* Having an established network of contacts and engagement with relevant business sectors
* Demonstrable contribution to public engagement activities related to research

Level 3

As above for level 2 and:

* Evidence of an outstanding record in the transfer of intellectual property into the wider economy
* Sustained generation of significant amounts of income from the commercialisation of research
* Evidence of outstanding contribution to the translation of research findings into end-user solutions (clinical / industrial / commercial / practice)
* Significant and sustained end-user collaborations
* Evidence of significant influence on the formulation of policies or of practice in organisations outside the University
* A significant contribution to research or policy development in the field of knowledge transfer
* Demonstrable leadership in academic enterprise and new academic enterprise processes designed, initiated and managed
* International contribution to developing the link between the discipline and its stakeholders through e.g. membership of international committees, publications etc
* Significant roles in regional, national and international enterprise bodies
* Excellent reputation for industry/practice based research
* Significant contribution to public engagement, e.g. leading a public engagement activity, shaping the University’s public engagement strategy and/or supporting colleagues to develop their own approach to better public engagement within their research

## Research Outputs Assessment Criteria

Research outputs are assessed according to the following definitions:

* **Four star**: Quality that is world-leading in originality, significance and rigour.
* **Three star**: Quality that is internationally excellent in originality, significance and rigour but which falls short of the highest standards of excellence.
* **Two star**: Quality that is recognised internationally in originality, significance and rigour.
* **One star**: Quality that is recognised nationally in originality, significance and rigour.
* **Unclassified**: Quality that falls below the standard of nationally recognised work. Or work which does not meet the published definition of research for the purposes of this assessment.

Further information can be found at this [link](https://2021.ref.ac.uk/index.html).

**Annex Two**

**Guidance to Applicants**

1. A covering letter of up to a maximum of 4 sides of A4, stating clearly which criteria the application is based and evidence supporting achievement against the criteria
2. The proposed title to be conferred in the event of the application being successful
3. A failure to provide the required information will mean the application is returned to the applicant by the Dean for amendment. This may delay consideration of the application until the next round of appointments.
4. A curriculum vitae including usual biographical, education and career details in a standard sequence. Work which is cited for promotion must be in the public domain and only items which meet this criteria should be included in your CV. You may report items `accepted for publication’ or `press’ separately in your covering letter.

|  |  |
| --- | --- |
| Name |  |
| Current Post | Title of post, School, Department, Date of Appointment |
| Career History | A complete account of all previous employment in chronological order (most recent first) including employer, post title and dates of appointment. |
| Qualifications | Date, awarding institution or body, title of qualification and subject, class/distinctions or similar record of standard achieved (most recent qualification first). The titles of theses forming part of a qualification should be given in this section. |
| Professorial Society/Institution | List membership of professional bodies, learned societies, advisory bodies; consultancies, peer review activities (grants, journals, books, etc), editorships etc, with start, and where relevant, end dates |
| Teaching and Learning | Summary information on teaching undertaken and evidence of teaching quality, Evidence of wider involvement in learning and teaching, including leadership and/or professional recognition. Evidence of dissemination of good practice, relating to conference presentations, text books written etc… Involvement in teaching outside the University, external appointment including external examining, external review panels at other institutions or for professional/national organisations |
| Research | For all research outcomes enough information should be given to enable the committee to determine precisely what is being listed, whether it is a product of sole or multiple authorship and where it may be found. Authors must be shown in the order in which they are credited in the work. Publications and research funding should be listed and classified in accordance with the guidance below. Information should be provided on the following (as relevant):  a) Authored books  b) Edited books  c) Chapters in books, including other short works such as contribution to collections of essays  d) Articles in refereed journals  e) Papers published in refereed conference proceedings  f) Practice based research – in the case of non-text based material, date at which output was made publicly available. This includes the publication and/or performance of creative writing and musical compositions. In the case of public exhibitions, the gallery where the exhibition was held, the number of pieces exhibited and the opening and closing dates of the exhibition  g) Other published work excluding short book reviews and letters to newspapers  h) List successful applications for research support in chronological order with the most recent first  i) List (most recent first) contribution to research supervision stating whether the student is currently registered, has been awarded a degree  j) List any contribution to external examining of research degrees  k) Any other activity and distinctions, including consultancies, prizes, visiting appointments, prestigious invitations to lecture  Applicants should include relevant citation ratings. |
| Enterprise and Knowledge Transfer | Evidence of enterprise and knowledge transfer activity giving details of partnerships with bodies external to the University e.g. spin-off companies, development of placement activities and conference organisation. Where appropriate, include a list of public output such as patents, licences, policy documents etc along with dates. |

**Listing Publications**

1. Each section should be arranged in chronological order using the following form of citation:

1. **Books** – Author(s), title, editions (if other than first), number of pages, place of publication, publisher, year of publication
2. **Parts of Books** – Author(s), title of contribution, name(s) of editor(s), title of book, edition(s) (if other than first), page numbers beginning and ending contributions, place of publication, publisher, year of publication
3. **Full papers in refereed journals** – Author(s), title of paper/contribution, title of journal in full, volume number, series number of letter, page numbers beginning and ending paper/contribution, year of publication
4. **Other significant contributions to journals** - as in (iii)
5. **Other creative and critical production** – May include research activity in the form of creative artefacts, involvement in or arrangement of performances, festivals, exhibitions or community projects. Title of event/creative production, nature and extent of involvement, supporting critical evidences (reviews etc..)
6. **Research reviews and reports** – Author(s), title and number of volume where published (where appropriate), number of pages, place of publication and publisher (where appropriate), year of publication

2. In the left hand margin the following system MUST be used to indicate your contribution to jointly authored publications.

* + Principal author should be indicated with an asterisk (\*)
  + Equal status should be indicated with =
  + Jointly authorised with a research student should be marked + (in addition to any mark of principal authorship)
  + Secondary or minor role should be marked <

3. Only work that has been published at the date the application has been submitted will be taken into consideration. Work at press cannot be considered since it is not in the public domain. Publications, awards and other achievements that post-date the submission date cannot subsequently be taken into account.

4. Within the CV, the following information must be provided:

1. For each research output:
   1. Output type (journal, book, artefact, performance, refereed conf., unrefereed conf., other (specify)
   2. Title
   3. Journal or conference name
   4. Date
   5. Volume and pages
   6. Authors
   7. Approx % contribution
   8. ISSN or ISBN
   9. DOI
   10. Open Access Compliance - Gold or Green and acceptance date
   11. Journal Impact Factor (current)
   12. Number of citations and source
2. For both successful and unsuccessful external research grant and contract bids:
   1. Funder
   2. Title
   3. Funder Reference
   4. Date range
   5. Total Award Value
   6. Value to UoH
   7. Status (PI or Co-I)
   8. In collaboration with
   9. Collaborator Status (PI or Co-I)
   10. Collaborator's institution
   11. Successful or unsuccessful application
3. For completed PGR supervisions:
   1. Name of student
   2. Degree
   3. Registration period (start and end dates)
   4. Funding source
   5. Project title
   6. Status (main supervisor or supervisory team member only)
   7. Viva outcome
   8. Award date
   9. Completed within Prescribed Period of Attendance (eg 3+1 for FT PhD)?
4. For current PGR supervisions:
   1. Name of student
   2. Degree
   3. Registration period (start date and expected end date)
   4. Funding source
   5. Project title
   6. Status (main supervisor or supervisory team member only)
   7. Current progression status
   8. Expected completion date
   9. Approx. % through the programme at present
5. For unsuccessful PGR supervisions:
   1. Name of student
   2. Degree
   3. Registration period (start date and expected end date)
   4. Funding source
   5. Project title
   6. Status (main supervisor or supervisory team member only)
   7. Nature and reason for non-success
   8. Outcome
   9. Approx. % through the programme at termination
6. A failure to include relevant information as requested above (including the use of the left hand marking system) will mean the application is returned to the applicant by the Dean for amendment. This may delay consideration of the application until the next round of appointments.

**Annex Three**

**External Assessors (Candidate Recommendations)**

Please provide the names and contact details of external assessors who are qualified and able to provide a peer assessment of your suitability. Provide 3 assessors for Professor title, one of which must be international and 2 assessors for Reader and Fellow one of which must be international. You are advised to seek advice from members of the Professoriate and your Dean regarding the suitability of your recommendations.

*You must check that your referees are willing to provide a written reference before completing this form. If references are not received by 31 August, your application will be deferred to the following year.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **University/Organisation** | **Email & Telephone** | **Reason for Choosing Assessor** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Annex Four**

**Five Year Plan**

**(To be completed by Applicant)**

**Name of Applicant**

**Title Applied for**

Vision Statement (2 lines max)

Measurable Objectives (5 lines max)

Specific Milestones (4 lines max)

Main Deliverables (5 lines max, outputs, partnerships, income...)

Other Benefits to the School (4 lines max, leadership, capacity building…)

**Signed**

**Date**

**Annex 5**

**Internal Promotions Appointment:**

**Recommendation to Academic Promotions Committee**

(To be completed by Dean/Director)

**Name of Applicant**

**School/Service:**

**Title Applied for: *Please use the Matrix scoring criteria to complete below***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please Tic**k |  | **Teaching** | **Research** | **Management & Leadership** | **Enterprise** |
|  | **Professor** |  |  |  |  |
|  | **Reader** |  |  |  |  |
|  | **Principal Research Fellow** |  |  |  |  |
|  | **Principal Enterprise Fellow** |  |  |  |  |
|  | **University Teaching Fellow** |  |  |  |  |

I confirm that this application is **Supported** **o**

**Unsupported** **o**

Please give reasons if unsupported:

I confirm that the submitted plan is realistic and achievable **o**

I confirm that submitted plan requires adjustments to secure outcomes **o**

Details of adjustments:

|  |  |  |
| --- | --- | --- |
| I confirm that the application complies with the requirements for CV as outlined in the guidance document | | **o** |
| I confirm that the choice of assessors has been made independently from the applicant and I have consulted relevant members of the professoriate in submitting the list | | **o** |
| I confirm that all assessors (including those recommended by the candidate) have been contacted and are able and willing to submit an assessment in the time frame | | **o** |
| **OR** |  | |
| It has not been possible to contact the following assessors prior to submitting the application:  Please provide details relevant to contact with external assessors: | | **o** |
| **………………………..** | **………………………..** | |
| Signed by Dean/Director | Date | |

**Dean’s Recommendation**

*(Please comment on the applicant’s suitability measured against the relevant criteria)*

**External Assessors**

**(To be provided by Dean/Director)**

*Please provide the names and contact details of external assessors who are qualified and able to provide a peer assessment of the applicant’s suitability. Provide 3 assessors for Professor title, one of which must be international (maximum of three out of the six from overseas), and 2 assessors for Reader and Fellow one of which must be international (maximum of two out of the four from overseas).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **University/Organisation** | **Email & Telephone** | **Reason for Choosing Assessor** |
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|  |  |  |  |  |
|  |  |  |  |  |

***Attachments: Applicant’s CV, plan and supporting statement (in accordance with required format)***

**Signed:** **Date:**

*(Dean/PVC)*

**APPLICANT’S RESEARCH DETAILS**

**Name of Applicant:**

**School/Service:**

Please provide the URL(website page address) for your:

public facing Google Scholar profile:

*(can be found on your Pure Profile page)*

Pure Profile:

Please provide your ORCID ID:

*(can be found on your Pure Profile page)*