

ACADEMIC TITLES and PROMOTIONS **READERSHIPS and PROFESSORSHIPS**

GUIDANCE NOTES FOR APPLICANTS **with Guidance for Heads of Schools in Appendix 1** **and Criteria for the Promotion of Academic Faculty in Appendix 2**

These Guidance Notes have been drawn up to assist applicants in presenting their cases for the award of the title of Reader¹ or for Professorial promotion and to ensure consistency in and clarity of the type of evidence produced for the consideration of the Academic Promotions, Advancements and Titles Committee (APATC).

Applicants should provide the following evidence in support of their application:

1. **Covering Statement** (maximum 500 words):
 - 1.1 In making their case for promotion, the applicant should directly address the Criteria and provide evidence of achievement. In particular, the applicant should describe the significance of their contribution to their subject or interdisciplinarity and how their research contribution and broader academic contribution has been at an exceptional level and of national and international standing.
 - 1.2 For Professorial cases, evidence should also be provided of the applicant's leadership in their School or in the wider University.
 - 1.3 The applicant should provide a clear summary of what has been achieved since the later of: (i) their date of appointment to the University; and (ii) their last promotion.
2. **Curriculum Vitae:**
 - 2.1 The applicant's CV should include the following information:
 - 2.1.1 Personal Details: Name, School/Department, Current Post, Date of Appointment to current post.
 - 2.1.2 Education/Qualifications: Details of degrees, diplomas and other qualifications, including where and when attained.
 - 2.1.3 Career History: List all professional appointments held during the applicant's career, with dates and in chronological order.
 - 2.1.4 Prizes, Awards or other Honours: List prizes, awards or other honours received as well as elections to prestigious external bodies, giving names of the awarding/electing bodies and dates of such awards/elections.

¹ Where the applicant is already a Senior Lecturer.

- 2.1.5 Department, School or University Contribution: List such activities as committee memberships, for example, and include evidence of outcomes and the benefit to the University.
 - 2.1.6 Memberships and Networks: List memberships of and contributions to national and international academic and professional organisations and networks, and include evidence of outcomes and the benefit to the University.
 - 2.1.7 Business, Enterprise and the Community: List links with and contributions to business, industry, governmental organisations and the community, and include evidence of outcomes and the benefit to the University.
 - 2.1.8 Academic Supervision: Detail the number of research students supervised including those completed and current students, denoting clearly the fractional share of supervision, whether the students completed on time, whether principal supervisor or second supervisor for each student supervised, and the source of funding.
 - 2.1.9 Grants: Detail any grants to include the name of the awarding body, the names of grant-holders, the value of the award (stating the value at Sussex if different), and its start and end dates. Clearly denote if Principal Investigator or, if not, the contribution to the grant either in percentage time spent or work undertaken.
 - 2.1.10 Publications: Publications should be listed, with publication dates, as follows:
 - (i) Books: Authored, edited and chapters (state clearly if co-authored, with the estimated percentage contribution).
 - (ii) Refereed Articles: Articles in refereed journals and refereed conference papers (state clearly if co-authored, with the estimated percentage contribution).
 - (iii) Other Publications: Other published work including conference proceedings and commissioned reports.
- For all publications from the later of (i) date of appointment to the University and (ii) date of last promotion, state whether Lead, Major or Minor contributor, and, in Professorial cases, provide a 50 word summary for each such publication of the importance of the work and the applicant's contribution.
 - For all publications, first and last page numbers must be given, or total page numbers for a book.
 - Only published work is to be listed on the CV. Unpublished work, whether in preparation or in press, will not be considered; if an application includes and is seen to rely on such work, its consideration will be deferred until the next APATC after the material has been published.

2.1.11 Teaching: the applicant should provide evidence of their contribution to teaching and the student learning experience. Examples are presented below:

- (i) Impact of curriculum design reflected in one or more of the following:
 - Increased student satisfaction.
 - Increased student recruitment including overseas students.
 - Increased retention/progression rates.
 - Improved entry profiles.
 - Improved performance in Destination of Leavers from HE statistics.
- (ii) Volume of teaching undertaken (hours or work units).
- (iii) Average number of students.
- (iv) Average number of contact hours per week.
- (v) A summary of student evaluations for the past three years.
- (vi) Any substantive text books written by the applicant.
- (vii) Experience as an external examiner.
- (viii) Nominations for teaching prizes.
- (ix) Engagement with relevant subject centres.
- (x) For Professorial cases, pedagogic developments to the discipline/School/Unit.

3. **Narrative on Achievement and Impact in Research, Teaching and Service**
(maximum 1000 words)
- 3.1 This is a concise narrative in which the applicant should review and reflect upon their own research work, teaching and service, stating:
 - 3.1.1 What they consider to be their best research outputs (cross-referencing to CV) and how these outputs have advanced the discipline.
 - 3.1.2 The way in which they have influenced their discipline (or contributed to inter-disciplinarity) and become recognised as a leader in their discipline both at national and international levels.
 - 3.1.3 The applicant's rounded teaching contribution to the School.
 - 3.1.4 The way in which the applicant has made a proactive administrative contribution to the School and to the wider University.
- 3.2 The discourse may also briefly refer to work that is as yet unpublished although this should be clearly stated as such.
- 4 **Academic Promotions Checklist:**
- 4.1 Applicants should complete the Academic Promotions Checklist before submitting their application to ensure all evidence is being provided. Incomplete applications will not be considered for promotion.

Jane Summerville
Director of Human Resources
For and on behalf of APATC

March 2010

APPENDIX 1

READERSHIPS and PROFESSORSHIPS (and Research equivalent) **GUIDANCE NOTES FOR HEADS OF SCHOOLS**

1. Independent Referees

For applications to Reader, Heads of Schools should provide the names and contact details of five² independent referees all of whom should normally be at Professorial level, with one from overseas.

- 1.2 For applications to Professor, Heads of School should provide the names and contact details of five³ independent referees all of whom should be at Professorial level; at least two of the five should normally be from outside of the UK.

- 1.3 In all cases, referees should not be current employees of the University of Sussex nor have worked for the University within the last five years. The Head of School should provide a statement as to why these referees have been chosen.

2. Comments from the Head of School

For all applications to Reader and Professor, the Head of School should provide ***substantial*** written comments, either clearly stating their case for supporting the submission for promotion, or outlining the reasons why they do not support the case.

² For Readers, only three of the referees will be approached in the first instance if references are sought; the fourth and fifth will be “reserve” referees if one or two of the others do not respond in the timescale requested. Heads of Schools should therefore indicate which are the three referees to be approached first of all.

³ For Professors, only four of the referees will be approached in the first instance if references are sought; the fifth will be a “reserve” referee if one of the others does not respond in the timescale requested. Heads of Schools should therefore indicate which are the four referees to be approached first of all.

APPENDIX 2

CRITERIA FOR THE CONFERMENT OF THE TITLE OF READER

The title of Reader may be awarded to members of teaching faculty on any scale, but it is most usually used at Senior Lecturer level. The title is awarded as a mark of personal distinction for an important contribution to the advancement of the subject. Candidates for the title will be expected to have achieved an exceptional level in research with demonstrated competence in teaching.

- **Research:** Candidates will have a record of substantial publications; and a sustained and independent research reputation, acknowledged nationally and internationally (if necessary demonstrating an individual role in collaborative research). Important contributory evidence may come from such areas as the ability to attract research grants, contracts and/or consultancies and successfully to supervise doctoral students and demonstration of societal benefit or impact from research.
- **Teaching and Learning:** The Committee will look for evidence (from the self-evaluation of teaching and learning provided by the candidate and from statements consequent upon internal consultation) of quality in teaching and learning; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject.

CRITERIA FOR PROMOTIONS TO PROFESSORS (TEACHING FACULTY)

Candidates for promotion to a Professorship will be expected to have made a broad, sustained contribution to their field and discipline nationally and internationally, and normally to have achieved exceptional performance in research. Demonstrated leadership in the development of teaching in their subject and field may play a dominant part in a case. Service to their subject, to the University and to higher education in administrative or research capacities may contribute to the case.

RESEARCH:

Candidates for a Professorship will be expected to have distinguished themselves by the volume and quality of completed research and to have demonstrated strong leadership, national and international standing and recognition, together with the ability to inspire colleagues to develop their own research potential; to supervise doctoral students successfully; and to realign work in their field. Proven ability to attract research grants, contracts and/or consultancies and demonstration of societal benefit or impact from research will be important factors in the judgement of the Committee.

TEACHING:

The Committee will look for evidence (from the self-evaluation of teaching provided by the candidate and from statements consequent upon internal consultation) of quality in teaching; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching in the subject. Where teaching criteria are expected to play a dominant role in a particular case for a Professorship, evidence of innovative thinking and practice which has changed the nature of teaching in the candidate's field will be looked for. Candidates may present evidence of publications on and research contributions to the development of the pedagogy of the discipline or field and/or of contributions to national policy making and educational debate.

SERVICE AND ADMINISTRATION:

The Committee will wish to see evidence of serious commitment to the University through significant contributions to the work of the Subject and School and to the needs of the Institution as a whole. Undertaking major administrative tasks within the University and/or fostering the cause of the subject and of the University by accepting tasks such as service on relevant national, regional or local bodies will also be taken into consideration.

CRITERIA FOR PROMOTIONS TO RESEARCH PROFESSORS (RESEARCH FACULTY)

The research profile of a candidate for appointment at or promotion to Research Professor will be commensurate with those seeking appointment to a Chair or promotion to a personal Chair.

- Evidence of outstanding, distinguished contribution to the discipline through publications, creative work and other appropriate forms of scholarship.
- Evidence of academic distinction and international reputation for outstanding research achievements.
- Proven ability to devise and direct large research projects, including leading large multi-disciplinary teams and/or collaborating with groups in other higher education institutions and/or the public and private sector.
- Proven ability to inspire colleagues to develop their own research potential.
- Proven ability to attract significant external research grants, contracts and/or consultancies.
- Substantial evidence of successful relationships with partners outside the university, in support of their research, for example members of the general public, policy makers; NGOs and demonstration of societal benefit or impact from research.
- Evidence of successful supervision of doctoral students.
- Commitment to the broader work of the University and Higher Education generally reflected, for example, through taking on major administrative tasks or serving on committees and working parties.
- Evidence of successful engagement in teaching or supervision.