

PROFESSORIAL APPOINTMENT

Introduction

Professorial appointment is the prerogative role of the Professorial Board (PB), comprising of scholarly professors of various disciplines and across the continents. The PB is a mix of the contemporary and the old that ensures there is a cultural transition and dilution of medieval research experiences and the jet age technologies.

1.1 Conferment of academic titles is made by the University's Professorial Board on individuals who are considered to have achieved outstanding records in academic disciplines. The titles reflect leadership, exceptional contributions (to the University, the discipline and the profession) and substantial reputation at both national and international levels, in research and scholarship and/or teaching and learning as well as in academic management.

1.2 Here is set out the procedures and criteria for the conferment of academic titles upon suitably qualified individuals in recognition of academic achievements at Western VileUniversity. The academic titles are in the categories of Visiting Professor, Emeritus Professor, Professor, Associate Professor and Assistant Professor.

1.3 Appointment to Professorial position at the University is made by: (a) Appointment to a new position at the University; or (b) Conferment of the title of Professor to qualified and existing staff through an annual application process. The procedure for appointing Emeritus and Visiting Professors are outlined in Sections 10 and 11 below.

2. Policy Statement on Equal Opportunities

2.1 Equality and diversity

The University is committed to open and diverse recruitment and promotion, with equality and diversity at the heart of all relevant processes and decisions. The University strives to achieve a diverse workforce, ensure talents are not hindered from entering the University and/or progressing within it, and to

support people from all backgrounds and cultures to realize their full potentials. Professorial Board panel members and other contributors to this process are fully aware of equality legislation and understand how to prevent all forms of latent and potent discrimination that may threaten such processes. Short-listing and selection, whether at recruitment or promotion stage, are always carried out in conscious disregard of age, disability, gender, sexual orientation, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief. Recruitment and promotion processes and systems are also regularly reviewed to ensure that unlikely hidden biases are brazenly expelled.

3. Membership of Professorial Board

3.1 Membership of the Professorial Board is determined by the Governing Board, with appointments drawn strictly from among the academics, one of which acts as Academic Assessor from outside the University. The President is a member while the Registrar, being an ex-officio member, serves as Secretary.

3.2 Membership is reviewed annually to ensure a spread of expertise and renewable for a maximum period of three years.

3.3 Consideration is consciously and deliberately given to the gender balance of the Board.

3.4 Quorum for the Board is five members, which must include the Academic Assessor from outside the University. In the absence of the President, the Vice President presides.

4. External Academic Referees

4.1 The names and contact details of three external referees of professorial standing, suited to comment on the applicant's qualities with regard to the appropriate criteria will be required for a professorial appointment.

4.2 The referees shall be independent of the applicant and should normally be of professorial standing in a discipline related to the applicant's field of work. The referees shall be independent to the extent of having not supervised, worked closely or collaborated with the applicant on research, scholarship or consultancy projects in the last five years. They shall also not be partners or family members.

4.3 Of the three referees put forward by an applicant for a professorial post, the Professorial Board will seek references from among any two of its choice. The Board shall also seek additional references from two independent referees of its choice within the applicant's field of work.

5. External Academic Assessor

5.1. Senior academic members of the University, in conjunction with the PB Research and Innovation, shall nominate individuals external to the University to act as External Academic Assessor who shall be chosen from among the nominees proposed and approved by the Professorial Board.

5.2 The External Academic Assessor shall be of professorial standing and independent of the applicants.

5.3 The role of the External Academic Assessor on the Professorial Board is to advise the Board on the suitability of the candidate(s) under consideration through attendance at meetings of the Board and to provide the external scrutiny required for the conferment of academic titles.

6. Human Resource Team

The Human Resource Team is responsible for the administration and coordination of recruitment and the annual application process for the conferment of titles. Human Resource advisers shall provide advice and guidance on the recruitment and/or the annual application process to academic heads and individuals, where required.

7. Criteria for professorial appointment

7.1 The title of Professor conferred by Western VileUniversity demonstrates that the appointees have made outstanding, significant and lasting contributions in their academic disciplines nationally and internationally and to the University's strategy and advancement, through leadership and high-level contributions to teaching, research, external income generation, knowledge transfer and public engagement. All applicants shall, therefore, demonstrate these characteristics in their applications to be successful.

7.2 Appointment of a Professor is guided by reference to outstanding, significant and lasting contributions nationally and internationally in the relevant discipline, as well as contributions to the University's strategy and advancement, through leadership and high-level engagement across the pathways as set out in7.2.1 to 7.2.4 below. Applicants shall exhibit demonstrable successes in at least three of the four pathways and excel in at least one. It, therefore, is not expected that applicants will fully match up against all criteria.

7.2.1 Contributions by research and scholarship of international caliber to the advancement of knowledge in a subject or profession over a sustained period.

(a) Exceptional and internationally recognized achievement in research and scholarship and/or innovative application. Evidence may include an outstanding and sustained national and international research profile: innovative, distinctive, significant and substantial outputs of international quality as appropriate to the discipline; publication of highly-regarded books and papers; plus substantial role in shaping WVU submission in external research assessments.

(b) Evidences of significant research collaborations with research funding bodies and proofs of external and substantial research grant support and income generation, including commissions and/or consultancy.

(c) Joint or sole authorship of research publications, (e.g. revered journals books, articles) presentation of research findings at major national and international conferences, design portfolios, creative artifacts, etc.

(d) Successful supervision of research students.

(e) Contributions to the development of distinctive knowledge or outstanding practice or public policy in applied contexts such as business, commerce/consultancy, industrial engagement, creative work, public services and the arts, professional practice to include practice-based, performance or policy making to the furtherance of the subject.

(f) Evidence of contributions at University, national and/or international level to the subject, and/or professional bodies/external esteem. This will include recognition as an expert in a field/profession both at national and international levels; referring of articles for academic journals (peer-reviewed where appropriate); refereeing of grant applications for major funding bodies; membership of national and international panels and editorial boards and invitations to address national and international meetings and conferences.

7.2.2 Contributions made to new insights and the advancement of knowledge through learning and teaching activities of national and international caliber.

(a) Significant contributions to the pedagogy of the subject and/or professional practice. Evidence may include involvement in learning and teaching at national and international levels; external examining; presentations on pedagogy at conferences and contributions to pedagogy debate at national or international levels; collaboration on inter- disciplinary/ professional education and contribution to books and articles.

(b) Evidence of teaching innovation and/or course development for which the applicant has been a lead player; development of new teaching materials or methodologies influencing the pedagogy of the subject; a sustained reputation for teaching excellence, learning and teaching and assessment practice which may have been adopted internationally but also University wide to enhance the student experience.

(c) Evidence of scholarship related to learning and teaching, including evidence of obtaining external funding for learning and teaching developments, joint or sole authorship of books and publications.

(d) National and international recognition, to include invitations to presentations, roles in professional bodies, relevant committee memberships and external leadership role in the development of an academic area.

7.2.3 Income generation and knowledge transfer/exchange and impact.

To include evidence of significant engagement in: enterprise, commercial, knowledge transfer and knowledge exchange activities; activities generating economic and social impacts for the public good; and practice based research, such as:

(a) Evidence (as appropriate to the discipline) of major contributions to knowledge transfer or exchange of practice; this might be via widening participation, schools outreach or public understanding of the discipline, occasional public forums, or meetings with community, business, health or governmental/policy groups.

(b) Evidence (as appropriate to the discipline) of an involvement in knowledge transfer or exchange which has a significant and demonstrable social and/or economic impact and benefit to the University and other stakeholders. This might include practice based or applied and collaborative research, consultancy, development and delivery of Distance Learning programs for external clients, the creation of spin-out companies and nationally significant collaborations with public bodies.

(c) Senior visiting positions.

(d) Success in obtaining high quality peer-reviewed research funding (e.g. from the US Research Councils, European Commission, National Institute for Health Research, the British Academy, Royal Society, leading Trusts and Charities) and/or significant funding for knowledge transfer/exchange activities.

(e) Development of collaborative partnerships with outside bodies.

(f) Regularly presenting papers at conferences, fulfilling invitations to present seminars and plenary conference addresses.

(g) An appropriate number of high quality post graduate research students attracted on a continuing basis, and successfully supervising them to completion of their research degree studies.

(h) Significant success in obtaining research grants, individually or as a co-investigator.

(i) Pro-active in seeking and developing applications for external research funds, commissions and/or consultancy/contract research with evidences of success.

(j) Income generation through successful overseas recruitment activity.

7.2.4 Academic leadership: Evidence of significant achievement in academic leadership in one or more of: learning and teaching; research and scholarship; or knowledge transfer and commercial activity, such as:

(a) Significant achievement in the area of academic leadership which contributes to and clearly supports the objectives of the University. Evidence could include recognized excellence in learning, teaching and assessment which enhances the student experience; embedding research, scholarship, knowledge transfer/exchange, commercialization activity; and/or the furtherance of social and economic engagement.

(b) Success in leading the development of innovative provision in learning and teaching, research and scholarship, and/or knowledge transfer/exchange and commercial activity.

(c) Significant contributions to policy formations, planning, academic leadership and/or management of staff and student processes at Faculty and University levels.

(d) Leadership and co-ordination of University projects of national and international importance.

(e) Leadership in professional practice.

8. Contributions:

By research and scholarly activities of national and international caliber to the advancement of knowledge in a subject, profession and/or practice:

(a) Evidences may include successful leadership of projects and collaborative research activities; publications; consultancy work; commercial exploitation of ideas, processes, patents or other forms of intellectual property and successful research degree supervision.

(b) An established and growing national and international reputation for high quality research; achievement of research funding and a successful record of research leadership (e.g. through leadership of a team of active researchers which may include research student) or research management (e.g. through management of research with a school/department).

(c) Extensive contribution to course development, teaching excellence at University and academic leadership activities.

8.1. Contributions made through learning and teaching activities and/or pedagogic research of national and international calibre.

(a) Distinctive contributions to pedagogy of the subject and/or professional practice. Evidence shall include involvement in learning and teaching at national and international levels; external examining; presentations on pedagogy at conferences and contributions to pedagogy debate at national or international level; collaboration on inter-disciplinary/professional education and contribution to books and articles.

(b) Evidence of teaching innovation and/or course development for which the applicant has been a lead player; development of new teaching materials or methodologies influencing the pedagogy of the subject, a sustained reputation for teaching excellence, learning, teaching and assessment practices which may have been adopted internationally but also University wide to enhance the student experience.

(c) Evidence of scholarship related to learning and teaching, including evidence of obtaining external funding for learning and teaching developments, joint or sole authorship of books and publications.

(d) National and international recognition, to include invitations to presentations, roles in professional bodies, national or international awards such as National Teaching Fellow, relevant committee memberships and external leadership role in the development of an academic area.

8.2 Established national and international standing in a subject, profession and/or practice as indicated by peer review or similar indicators of esteem. Evidence of recognition may include invitations to present conference papers at high quality conferences; involvement and standing with professional bodies; innovative knowledge transfer achieving significant impact on businesses; external examiner of research degrees; membership of relevant national and international committees and awards of prizes.

9. Procedure for Professorial Appointments

9.1 Appointment of Professors to new posts

9.1.1 New positions are advertised internally and externally and recruited for in accordance with the University's Recruitment and Selection Policy.

9.1.2 The job description, person specification and the selection process for the posts takes into account the relevant criteria for the award of the title in sections 7 and 8 above and the Professorial role profile in the case of professorships.

9.1.3 In addition to the University's application form, applicants shall submit curriculum vitae with not less than five publications.

9.1.4 A shortlist of candidates is compiled and external references sought for each of the applicants. A minimum of two (from the three referees provided) satisfactory references from external referees of professorial standing, suited to comment on the candidate's qualities with regard to the appropriate criteria will be required for a professorial appointment. In addition to these references, another reference will be sought from the applicant's current line manager or institution if the applicant has been successfully appointed.

9.1.5 Where a candidate is already a professor at another University, the Director Research and Innovation (DRI) will be asked by HR to confirm

whether two references from external referees of professorial standing as stated in 9.1.4 is still required. Where the application demonstrates strong evidence of the criteria and reputation, the DRI may determine that the references are not required for the conferment of professorial title at WVU. However, the standard number of references shall still be required to assess their suitability for the post.

9.1.6 An appointment will be made following a formal interview by an appropriately constituted appointment panel approved by the President, on the basis of a full and proper application and the written evidence of external referees.

9.1.7 The appointments panel for a professorial post shall include the President as Chair (or may delegate Chair to the Vice President), the DRI and an appropriate independent professor from another University.

9.1.8 All appointments to professorial posts and for the conferment of the title of Professor or Reader are made by the President, acting on the recommendations of the appointments panel. The independent professor must approve the appointment of the candidate as a professor against the appropriate criteria, which shall be made known to him/her in advance of the interview date.

Stage 2: The Professorial Board shall consider applications where the full sets of reports have been received from referees and external assessors. At this stage, the Board may decide as follows:

For application for professorship:

(a) Award the title of Professor of X. The professorial title shall reflect the academic distinction and the international standing of the individual in his/her discipline.

(b) Make no award and feedback will be offered by the DRI. In this case, and where a lower award is made, applicants wishing to re-apply the following year will be required to highlight what has changed since their last applications.

10. Appointment of Emeritus Professors

10.1 The appointment of Emeritus Professors is made by the Professorial Board on the basis of proposals presented to it by a DRI/Dean of Faculty.

10.2 The title of Emeritus Professor may be conferred by the Board upon a retiring professor of Western VileUniversity who is considered to have served the University meritoriously, gallantly and with distinction.

10.3 Nomination process

10.3.1 Proposals shall be made by the DRI/Dean in the year prior to the individual's retirement or when notice of retirement is given. Each proposal shall be accompanied by a full justification for the appointment with supporting evidence, including a full curriculum vitae. This shall be forwarded to professorialnominee@wvuedu.org for consideration by the Professorial Board.

10.3.2 Proposals shall take into account the following:

(a) Emeritus status recognizes exceptional distinction and significant standing of individuals in their disciplines or professions and outstanding contributions to the University.

(b) The title can only be awarded by the President on recommendation of the Professorial Board.

(c) Proposals shall identify the likely future contributions of the individual to the work of the University and how such efforts may be supported by the host Faculty.

(d) The Professorial Board, when considering applications, shall assess the individual's past career in the context of existing professorial criteria and in particular, will take into account the international quality of the work, as well as the future likely contribution and impact.

(e) Tenure of the emeritus status shall be for a fixed period of five years but may, in exceptional cases, be unlimited and will be determined in each instance

by the Professorial Board. The Board may choose to extend periods of tenure at its discretion.

(f) Emeritus status shall be awarded with great care and only in cases where the Board considers that the attributes of the individual are strong enough and warrants particular recognition.

(g) The award of emeritus status shall be subject to the same considerations as other professorial positions as the award may be rescinded if the individual is deemed to have acted in a manner either unfitting to someone of professorial standing or has brought the University into disrepute.

(h) The Professorial Board considers that emeritus professors should have rights of access to the University, including its library facilities. Endorsement by the relevant DRI/Dean of Faculty shall take account of access to facilities to support the work of the proposed Professor Emeritus. These shall be provided only within the limits of the University's resources at particular points in time.

(i) It is expected that emeritus professors shall work with the host Faculty within the jurisdiction of the DRI/Dean.

(j) Emeritus professors shall not be eligible to receive payments.

11. Appointment of Visiting Professors

11.1 Proposals to appoint visiting professors shall be presented in writing to the Professorial Board by the sponsoring DRI/Dean of Faculty, accompanied by a justification and supporting documentation to include curriculum vitae and a statement from the DRI/Dean indicating the nature of work which the individual would be undertaking.

11.2 The Board recognizes that this might take a variety of forms, given the wide range of interests in the University and the importance of both pure and applied research. The latter obliges the University to associate with leaders in fields of application who have achieved recognizable eminence in ways that are distinctive to them and their field.

11.3 The Board recognizes that there are instances where opportunities are given to the University to form an association with an individual of unquestionable high standing. When such instances are identified, those concerned shall seek approval from the President in advance of submitting an application to the Professorial Board.

11.4 Candidates for appointment as Visiting Professor shall have significant standing in their subject or profession.

11.5 The DRI shall assess all applications on behalf of the Professorial Board to ensure that awards of the title are appropriate.

11.6 Full time members of staff are not eligible to apply for appointment as Visiting Professor. Subsequent appointment of the individual to a full time position at the University shall not result in the automatic appointment as a professor as this is subject to the application process in Section 8 above.

11.7 Normal conditions of tenure shall apply, with the appointment reviewed every three years.

11.8 The title of Visiting Professor shall always be used with the accompaniment of a phrase denoting the relevant department, division or school (e.g. "Visiting Professor in the Department of Marketing") in all printed materials, including business cards, headed paper, etc. A visiting professor shall not use the title of Professor outside the University solely by virtue of the WVU appointment, but the term "Professor" may be used within the University and on University business as a mode of address.

11.9 Visiting professors do not receive payment although expenses (e.g. travel, hotel accommodation, etc.) agreed with the Faculty shall be reimbursed. In an exceptional circumstance, where the Faculty requires a visiting professor to undertake a reasonable amount of work, the proposal shall be discussed in the first instance with the HR Adviser for the area to determine the appropriate engagement route, taking into account the nature of work being required. The level of pay in such circumstances shall be determined with reference to normal job evaluation processes.

12. Outcome of applications

12.1 Successful applicants

All appointments to professorship, from within and outside the University shall be confirmed in writing by the President, with copies to the relevant DRI/Dean and the Communications Team. All individuals who are awarded the title of Professor shall have a designated area associated with the title in the form of “Professor of X”. Where the nature of the contribution is broader and does not relate to a specific discipline, the generic title of Professor.

12.2 Unsuccessful applicants

Unsuccessful applicants shall be notified of outcomes of their applications in writing immediately upon the Professorial Board deciding that the applicants have not established a prima facie case and shall be offered feedback on their application.

13. Revocation of the titles of Professor

13.1 The revocation of the title of Professor is a potential outcome of a disciplinary and/or capability process (in addition to the sanctions explicitly identified in the respective procedures) where it is identified that the person holding the title has brought the University into disrepute, or where they are no longer able to demonstrate the required level of achievement.

13.2 Revocation of a title shall take place if, following the appropriate University policy and process and in the opinion of the President, as recommended by the Professorial Board:

- (a) The person holding the title has brought the University into disrepute; or
- (b) A person currently employed by the University who was originally awarded the professorial title primarily as a result of an outstanding level of achievement on the relevant criteria is no longer able to demonstrate that level of achievement and, as a result, no longer meets the criteria for the professorial title.

14. Review

The conferment process and associated guidelines shall be reviewed as required. If anything in the guidance notes is unclear or further information is required, applicants should contact the Human Resources Adviser for their work area. The Professorial Board shall provide an annual update to the Academic Board following completion of the cycle.

APPENDIX 1: GUIDANCE NOTES FOR APPLICANTS

Applicants are advised to read these guidance notes before completing an application.

1. Format of applications

1.1 Applications should be submitted in the format indicated below and must consist of the following:

a. Application form (Sections 1-2):

Applicants should complete the electronic application form identifying the criteria on which their application is based and indicate on the form the specific designation by which they wish to be known if successful, that is “Professor of X” if applicable. ([click to download application form](#)). If you are not able to access this form, you should contact the HR/PB adviser for your Faculty.

b. Written Statement (Section 3 of application form) Maximum of 4 sides of A4 headed by the applicant’s name. Minimum font size Arial point 11:

The written statement should clearly set out the criteria under which the application is being made, the grounds on which the conferment is being sought and the evidence in support of the application.

c. Curriculum Vitae minimum font size Arial font 11:

An up to date curriculum vitae should be prepared in accordance with the format for curriculum vitae submission in section 4 below.

1.2 Note the maximum page restrictions as applications made exceeding these guidelines will not be considered by the Professorial Board.

1.3 Allowances will be made on font size if this poses a problem for anyone on disability grounds and should be mutually agreed with the relevant HR Adviser prior to application submission.

1.4 Ensure that all pages of the application are numbered.

1.5 Applicants are advised to keep a copy of their application and any supporting documentation for their own records.

2. Referees

2.1 The names and contact details of three external referees of professorial standing, suited to comment on the applicant's qualities with regard to the appropriate criteria will be required for a professorial appointment. The referees should be of professorial standing in a discipline related to the applicant's field of work.

2.2 Applicants are advised to check before nominating referees that they are willing to be approached by the University and to gain their consent to providing a reference within the timescales required by the University.

2.3 To ensure impartiality, the referees must be independent of the applicant and should normally be of professorial standing in a discipline related to the applicant's field of work. The referees must be independent in the sense that they have not supervised, worked closely or collaborated with the applicant on research, scholarship or consultancy projects in the last five years. They must also not be partners or family members.

3. Pre-application discussion and advice

Individuals considering making an application are advised to seek advice or have a pre-application discussion with their line manager and DRI/Dean before submitting their application.

4. Format for Curriculum Vitae submission

Current curriculum vitae, typed in Arial font 11, should be provided in the following format providing a brief summary of the applicant's contributions or achievements. CVs should cover no more than six sides of A4 but this does not include lists of publications or research grants which should be separate. It is recognized that not every item may be relevant in each case, but applicants should include all evidence that they wish to use to support their application.

4.1 Personal information (a) Name (b) Present appointment and a summary of current duties. (c) Previous appointments (outline the details of previous appointments i.e. title, employer, dates, with the most recent first) (d) Academic qualifications (list with the most recent qualification first, all degrees, certificates, diplomas and professional qualifications, with dates and awarding body). The title of thesis forming part of a qualification should be included. (e) Awards, honours and distinctions (include dates and awarding bodies).

4.2 Research and scholarship: Summarize your contribution and achievements in this area, explaining their importance and significance. These may include:

(a) Evidence of academic leadership internally or externally, and contribution to Faculty research strategy, to include any contribution made to commercial activity resulting in income to the University (b) Publications related to research and/or scholarship.

(c) Details of research grants /external income to include funding body, value of income and your role on the grant.

(d) Academic distinction, fellowships or honours, awards, prizes, invitations to address conferences, membership of national or international committees.

(e) List inventions, patents held, consultancies and commercial exploitation of research, international and business collaborations.

(f) Research degree supervision and number of successful theses over the last 3 years, external PhD examining (list the numbers of research students supervised as first and second supervisor, and indicate the year of initial registration and year of submission)

(g) Membership of editorial board(s), referring of articles for peer-reviewed academic journals.

4.3 Learning and teaching: Summarize your contributions and achievements in this area, explaining their importance and significance. This may include: (a) Contributions to Faculty and University strategy on Teaching and Learning.

(b) Contributions to the development of policy and practice at institutional, national or international level (c) Contribution to the pedagogy of the subject and/or professional practice.

(d) Teaching and learning innovation at both postgraduate and undergraduate levels.

(e) Publications of textbooks, articles, teaching materials that have informed the way in which the subject is taught within the discipline.

(f) Contributions to the use of technologies in teaching and assessment.

(g) Membership of education or committees of professional institutions.

(h) Involvement in national and international learning and teaching projects and/or networks (i) Prizes or awards for learning and teaching contributions.

4.4 Academic management/leadership

(a) Faculty/School responsibilities.

(b) University committee responsibilities and membership of organizations.

(c) Academic and professional activities outside of the University, including leadership/membership of local or national committees and societies.

(d) Publications, conferences specific to this area of work.

(e) Any other significant personal achievements in the area of academic management or leadership.

4.5 Professional and external standing: Provide a list summarizing your achievements (where relevant) against the following:

(a) Leadership in work or projects that have made significant contribution to the advancement of knowledge and/or its application to the subject area, professional practice, or government policy-making, either in the US or overseas, including references to specific policy documents and their impact.

(b) Leading the public understanding on the subject area at a national or international level.

(c) Leadership roles in academic quality assurance assessments, validation panels at external institutions.

(d) Contributions to work that has made a significant input to the setting of standard (national and international), including references to specific standards documents and their impact.

5. General notes on the completion of CV

5.1 All pages must be consecutively numbered with surname and initial as a 'header' on top of each page.

5.2 Details in the CV should be kept as concise as possible.

5.3 Do not submit copies of any articles, reviews, etc. Any such material included with an application will not be taken into account.

6. Publications

6.1 Provide separately a complete list of publications in chronological order, giving title and full publication details. Distinguish between articles, reviews, books or contributions to books, refereed conference proceedings, etc. Give the lengths of contributions to books and of articles.

6.2 Indicate in the left hand margin as shown in bold below for:

(RPA) all Research Published since Appointment to current post.

(RPP) all Research Published since Promotion to current post.

(PTL) all Publications about Teaching and Learning.

(PPR) all Publications subject to Peer Review. Please note that if publications are not marked as such it will be assumed they are not subject to peer review.

(PYP) Publications the applicant wishes to bring to the attention of the Professorial Board which are not Yet Published but have been finally accepted for publication. Please note that evidence may be required.

6.3 When listing jointly authored work (e.g. research articles, teaching publications, conference papers, patents, etc.), indicate if you were the main contributor.

6.4 In addition, in the left hand margin, please indicate with an (*) what you consider to be your significant publications. Also, indicate very briefly the impact factor (for journals) or standing of the publisher (for books) as appropriate.

6.5 Reference can be made to review(s) of your publications if the review appeared in publications of acknowledged scholarly standing. If any review of your work has appeared, please add the date and its location.

6.6 List on the CV, your review(s) of the work of others if these are judged to be of major significance. The Professorial Board will decide on their relevance in considering your application.

6.7 All forms of published output may be listed, including patents, editions, works of art, consultancy papers, etc.

6.8 State the status of your publications. Only current publications in the public domain at the deadline date for applications will be taken into account. Future publication(s) can only be included in this application if it has been accepted for publication and a letter of acceptance is attached to the CV.

7. Personal circumstances: If you have any personal circumstances as outlined in Section 14 of this document, (i.e. Circumstances having an impact on volume of output for professorial or readership conferment) that you wish the Professorial and Readership Board to take account of, please include a brief summary at the end of your written statement in Section 3 of the application form.

[Click to download the application form](#)