
PROFESSORIAL APPOINTMENTS

1. Introduction

This policy sets out the arrangements by which professorial and related senior academic appointments are made, including salaried Associate Professors, Professors, Emeritus Professors, Visiting Professors and Visiting Senior Fellows. The arrangements described herein are subject to revision as agreed by Senate from time to time. Arrangements for Honorary appointments are subject to separate arrangements. The title of Professor will be personal to the holder and should reflect the subject areas of expertise, the title of the name of the sponsoring body in the case of an externally funded post.

2. Criteria for Associate Professor and Professor Appointments

Associate Professors at the University of Suffolk are staff who demonstrate personal distinction and academic leadership in at least two of the following (see Appendix 1):

Learning and Teaching.
Research and the advancement of knowledge in their subject, and/or
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Applications will be previewed by the relevant Dean/Director and the Deputy Vice-Chancellor. The purpose of this preview is to support the applicants progressing to interview and to give feedback to potential applicants on the extent to which they meet the criteria and therefore any additional work that is required to either strengthen the application with immediate effect or to further work to ensure they meet the criteria in the future.

Applications cannot progress to interview unless supported by the relevant Dean/Director and Deputy Vice-Chancellor.

As with external professorial appointments at the University of Suffolk, internal candidates wishing to apply for professorship will be interviewed. The interview panel will be chaired by the Vice-Chancellor or Deputy Vice-

Exceptional Arrangements

In exceptional circumstances, with the express agreement of the Vice-Chancellor or Deputy Vice-Chancellor, a Dean of School/Director of Research Institute may put forward an individual case outside the timetable outlined above.

In these circumstances, an exceptional meeting of the

The right is reserved to withdraw the Emeritus Professor title on reasonable grounds, for example in the event of conduct likely to bring University Suffolk into disrepute.

Conferment of the Emeritus title carries no entitlement to University of Suffolk facilities or support other than

Visiting Senior Fellows are appointed where it is important to formalise the association of University of Suffolk with individuals who do not quite meet the Visiting Professor criteria but have a significant research or other profile in relevant areas at regional/national level.

The Dean of School/Research Institute Director will have the ability to designate the title of Visiting Fellow at a local level to strengthen links where appropriate with other academic institutions, government, enterprise, and the professions and is required to report any new or renewed Visiting Fellowships to the Academic Appointments and Promotions Committee.

Appendix 1

Associate Professor Research Engagement/Teaching and Learning/Knowledge Exchange and Business Engagement

LEARNING AND TEACHING		
Levels	Core expectations	Examples may include
	Deliver high quality	

Associate Professor

RESEARCH

Levels	Core expectations	Examples may include
	<p>In additional to core expectations above:</p> <p>Evidence of personal research distinction arising from an important contribution to the advancement of your discipline and a strong trajectory in the development of your international reputation to make a substantial contribution to enhancing the research profile of the university as an independent researcher producing excellent research publications and outputs in terms of their originality, significance and rigour</p>	<p>Sustained track record of excellent research publications in internationally recognised academic media and other research outputs (e.g. exhibitions, compositions, direction/production of performances etc.) including the last three year</p> <p>Evidence of achievements that are recognised by the wider academic community to be of national and/or international standing (e.g. as indicated by authoritative external peer reviews)</p> <p>Evidence of substantial contribution to the research environment of the univer-</p>

Associate Professor

	<p>Demonstrating research leadership and strategic level involvement with the growth of research activity at School/institution level to develop research engagement, public engagement, KE and professional practice and support the implementation of research strategy</p>	<p>Plan and implement research project activity including the forecasting and management of research resources, monitoring and reporting on research budgets and deliverables co-ordinating the work of others to ensure that research projects are delivered effectively, on time and to a high standard</p>
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Appendix 2

Professor Research/Engagement/Teaching and Learning/Knowledge Exchange and Business Engagement

LEARNING AND TEACHING		
Levels	Core expectations	Examples may include
Professor Band A	Deliver high quality learning and teaching across a range of activities and environments Produce innovative learning materials and activities	Sustained positive feedback from students on module / course feedback (Student Voice Forum, NSS) and evidence of proactive response to issues raised. High student success on taught modules.
	Leadership & Management Significant and recognised influence internally, nationally and / or internat48001 d535.88lgm(I)5V	Receive recognition for knowledge and practice as Senior / Principal Fellow of HEA. Provide mentoring to less senior staff

RESEARCH		
Levels	Core expectations	Examples may include

In additional to the core expectations listed above:

Professor Band A

Sustained evidence of national/international impact to an academic discipline through the established record of authorship or creation of research outputs (publications, patents, software, artistic works and others) that lead to new knowledge or practices and are recognised by peers as being of high quality

Evidence of an established (inter)national reputation in a research field e.g. commissioned publications, conference organisation, invitations to participate in major conferences, editorships of proceedings, refereeing for learned societies, peer review journals and/or research councils. Depending on discipline, advising national and international policy bodies.

Evidence of substantial reach and significance of impacts on the economy, society, culture, public policy or services, health, the environment or quality of life that were underpinned by excellent research

KNOWLEDGE EXCHANGE & BUSINESS ENGAGEMENT

Level	Core expectations	Examples may include
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Have wide knowledge of future and current funding opportunities in your academic

Professor Band A

	<p>Significant and recognised stakeholder influence internally, nationally and / or internationally which is building</p>	<p>Holding positions on national and international strategic advisory bodies (e.g. UN, WHO, ILO)</p> <p>Evidence of an established (inter)national reputation in a field; participating in major conferences, editorships of proceedings, providing expertise to professional bodies and/or funding councils. Depending on discipline, advising national and international policy bodies. Engagement with professional discipline organisations, international partners, employer boards; holding positions on national and/or international strategic advisory bodies or holding a fellowship</p> <p>Holding a post of Chief Advisor for a government body or other large stakeholder</p> <p>Holding the position of Academic in Residence or Visiting Academic for a large organisation renowned in its field</p> <p>Receiving invitations and presenting / participating on panel discussions at national and international business conferences in field of specialism.</p> <p>Identifying KE training needs of peers within school / RI and working with BDKE team to source providers to deliver</p>
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Appendix 3 - Professorial Banding & Pay

The main reasons for Professorial Banding are:

To ensure that a full academic career path is available at the University of Suffolk in order to support the recruitment and retention of the highest quality academic staff

To provide a transparent process for recognition of increasing academic standing a

<p>It is expected that a new professor will typically be in Band A between two and five years before meeting the criteria for Band A. Progression from Band A to Band B is viewed as a reasonable career aspiration, subject to evidence of achievement.</p>	
<p>Band B</p> <p>Band B is for more experienced professors of considerable academic standing. A professor within this band will have an established international reputation for academic excellence</p> <p>In addition to demonstrating continued production of outstanding research; significant achievement in knowledge exchange or impact; or significant academic leadership which adds substantially to the achievement which enabled promotion to Band A, Professors progressing to Band B are expected to demonstrate how they have broadened as a member of the academic community.</p> <p>For those who carry significant academic management and leadership roles, a contribution at Band B might be evidenced by activities associated with the responsibility to shape the future of the relevant School/institute including the management, development and enhancement of teaching and assessment, significant contributions to the management of a School/Institute and the proven ability to lead, develop and motivate colleagues and co-workers working as part of a team to achieve Institutional goals. It is therefore anticipated that a Professorial Dean of School or Research Institute Director, once fully established in the role, would be able to demonstrate a contribution at this level regardless of their success in continuing to develop their research or enterprise profile.</p>	<p>a sustained track record of high-quality research outputs of at least 3*</p> <p>leading an impact case study of at least 3*</p> <p>establishing and leading significant research teams including those related to educational/pedological practice</p> <p>winning substantial external funding (appropriate to the norms for the subject)</p> <p>a significant record of attracting high quality PhD students on a continuing basis and successfully supervising them to completion</p> <p>invitations from grant awarding bodies to act as project assessor</p> <p>membership of international academic/professional policy making bodies and prestigious editorships</p> <p>leadership of institutional initiatives which deliver significant improvements to student satisfaction and outcomes</p> <p>leading national policy and sector wide changes in learning and teaching philosophy and pedagogic practice</p> <p>leadership of professional discipline organisations, international partners, employer boards</p> <p>appointment as external assessor for professorial positions,</p> <p>advising national bodies, membership of international advisory bodies.</p>
<p>Band C</p> <p>Band C is for Professors of world leading academic distinction. The step difference in contribution between Bands B and C will be significantly greater than the step difference between Bands A and B. In research terms, a Professor at this level would be widely acknowledged as having a world leading international reputation for having shaped, and continuing to shape, their field of study.</p>	<p>chairing of major national/international research or educational committees</p> <p>invitations to deliver distinguished named lectures or lecture series, fellowship of scholarly societies</p> <p>receipt of prestigious awards</p> <p>advising national or international advisory panels, government or research funding bodies, professional bodies, or equivalent</p> <p>establishing and managing research institutes of international importance</p> <p>- shaping professional practice at an international level</p>

There is no right of appeal for applicants who have been unsuccessful in their application for a salary increase within their current band.

under the criteria for the allocated band, the Vice Chancellor will seek evidence from the line manager of the steps being taken to assist the individual to improve their contribution.

An application for promotion to a higher band may normally only be submitted 2 years or more after the previous application. However, the salary levels of all Professors in band C will be reviewed every year as part of the Annual Professorial Review.

There may be cases where a salary needs to be considered outside the annual process. Typically this will be due to an immediate retention risk. In such out-of-cycle cases, the evaluation principles will be the same as for the annual process.

Where a member of staff has a disability that can be demonstrated to impact on the quantity of their input and/or output, a reduction in quantity would normally be accepted.

Statistical information regarding promotions will be available, in a suitably anonymized format, to the Equality & Diversity & Inclusion Committee and other groups tasked with analyzing aggregated data for the purposes ensuring a fair and robust process.

Professorial Pay

Band	Salary Range (SCP and £)	SPOT salary
Associate Professor	Band 7, SCP 39 to Band 8, SCP 46	N/A
Band A Professor Nationally excellent	Band 8, SCP 47 to 50	N/A unless roles is enhanced
Band B Professor Internationally Excellent	Band 9, SCP 51-56	N/A unless role is enhanced
Band C Professor World leading	SPOT salary / competitive	Yes Benchmarking undertaken to determine salary level.
Professor & Institute Director / Dean (Enhanced)	As above	A spot salary may be offered to recognise both the level of professorial reach plus any additional / enhancement to role occurring through virtue of being an Institute Director or Dean
Director) or not, individuals will have		
Enhancement to pay in recognition of additional responsibility may result in a SPOT salary but the payment of a SPOT salary does not automatically determine that an individual should be classified as Band C (world-leading).		

