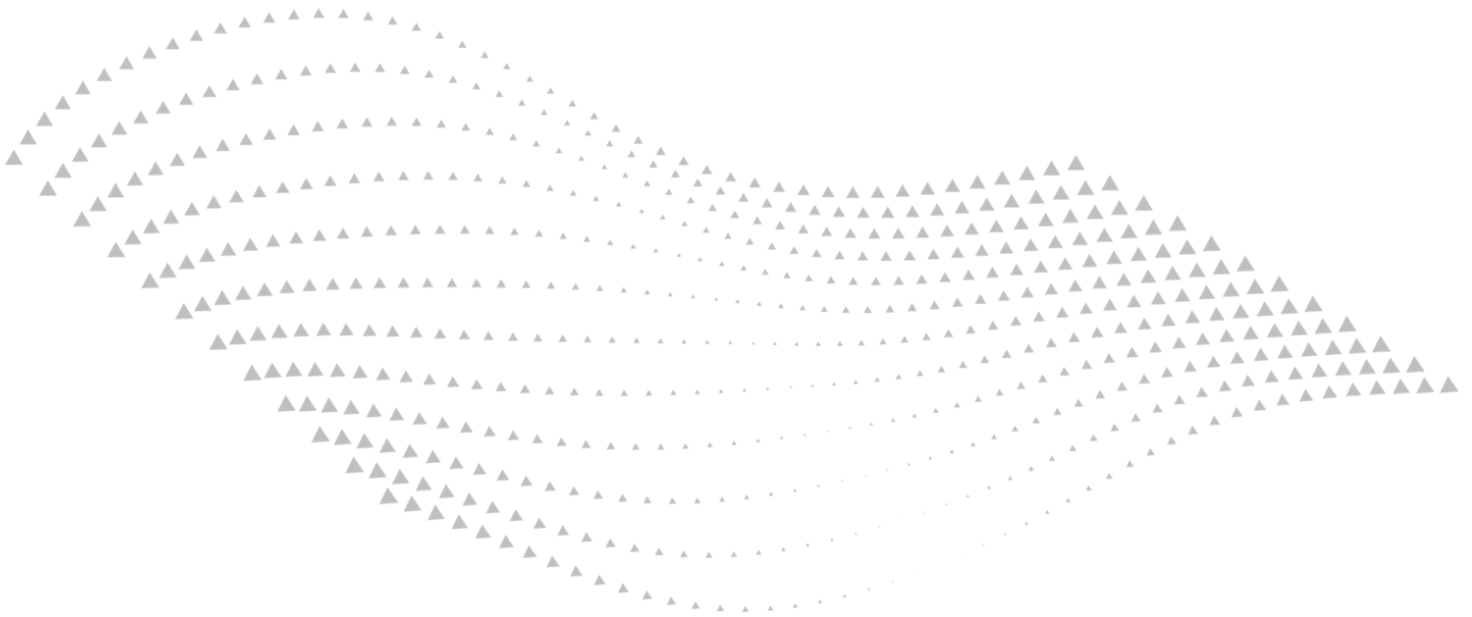


BIMM  
UNIVERSITY

A university  
for the creative  
industries

# Professorial Appointments Framework



Last approved: December 2022

Approved by: Academic Board

Next review due: December 2026

## **Aims & Principles**

BIMM University's procedures for the conferment of the academic titles 'Professor' and 'Associate Professor' are designed to provide a means of recognising the outstanding contribution made to the University's mission by its leading academic staff, and the intellectual leadership they provide in research and knowledge exchange, learning and teaching, professional practice and academic leadership.

This framework is explicitly aligned with sector expectations and practice in terms of the promotion of academic and academic management staff and in particular with the UK Professional Standards Framework (UKPSF), which expects academic staff to '*Engage in continuing professional development in the subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices*'.

This framework recognises that the University is a practice-based vocationally focussed institution and therefore this framework is designed to recognise and reward staff who are working at the forefront of their discipline or area of practice and this may be evidenced in a number of ways.

Responsibility for the Professorial Appointments Process resides with the Academic Board, which delegates authority to its subcommittee, the Professorial Appointments Committee, which will submit its minutes to the Academic Board.

## **Professorial Titles & Pathways**

The Professorial Appointments Committee (PAC) has the authority to confer the titles Professor and Associate Professor on staff currently employed by the University. Applications for Professor and Associate Professor title should be made against the criteria for one of the five pathways. The pathways to professorial title all recognise achievement of the highest distinction and are based on recent achievements and on an expectation of a continuing significant contribution in the area for which the title is conferred:

- a) Research Pathway
- b) Learning & Teaching Pathway
- c) Enterprise & Knowledge Transfer Pathway
- d) Creative Arts Practitioner Pathway
- e) Academic Leadership Pathway

The Committee will also define the title to be awarded in recognition of the applicant's discipline and area of expertise, for example:

- Professor of Music, Professor of Popular Music, Professor of Songwriting.
- Professor of Performing Arts, Professor of Acting, Professor of Choreography.
- Professor of Film, Professor of Screenwriting, Professor of Directing.
- Professor of Learning & Teaching, Professor of Academic Leadership, Professor of Enterprise.

## **Eligibility & Term**

The title of Professor and Associate Professor will normally be conferred on employed members of academic or management staff, but other members of staff may be considered for a professorial title provided that they satisfy the criteria. The title of Professor and Associate Professor may be conferred on a permanent or fixed-term basis, and the title may normally only be used while the holder is employed by BIMM University.

## **Other Professorial Titles**

The Professorial Appointment Committee may also confer the following titles:

**Emeritus Professor** upon a member of staff who is retiring, who has held a professorial title while in the employment of the University, and who is deemed to have served the University with particular distinction. Nominations for the title of Emeritus Professor should be made by a senior member of staff who is responsible for the oversight of the nominee's employment within the University.

**Visiting Professor** upon a distinguished person who satisfies the professorial criteria and who undertakes a regular commitment to the University's activities. The title will be awarded for a maximum of three years and can be renewed. The appointment lapses with the termination of the connection with the University. Nominations for the title of Visiting Professor should be made by a senior member of staff who is responsible for the oversight of the nominee's engagement with the University.

## **Professorial Appointments: Professor and Associate Professor Pathways**

The University's Professorial Appointments Framework has five pathways that reflect the core activities and practice of the University.

### **a) Research Pathway**

In conferring the title of Professor or Associate Professor, the committee will have regard to the following principles relating to the award:

- it should recognise research achievement of high distinction
- it should reflect national and/or international recognition
- it should be based on past achievement and the expectation of continuing appropriate contribution at that level, including the capacity, and acceptance of the responsibility, for leadership of research within the University.

Criteria for Professor are:

- outstanding sustained achievement in original research, either pure or applied, recognised at high national and/or international level;
- outstanding sustained contribution to the research profile of their discipline;
- record of demonstrable impact in terms of reach and significance beyond the University;
- commitment to the future development of their research and the capacity, and acceptance of the responsibility, for contributing to the leadership of research development within their discipline and more widely within the University.

Criteria for Associate Professor are:

- sustained achievement in original research, either pure or applied, recognised at national level;
- sustained contribution to the research profile of their discipline;
- record of demonstrable impact in terms of reach and significance beyond the University;
- commitment to the future development of their research and the capacity, and acceptance of the responsibility, for contributing to the leadership of research development within their discipline and more widely within the University.

In determining whether the criteria are met, the committee will look for evidence appropriate to the discipline. This includes evidence such as:

- original contribution to the field of work and validation of this contribution by nominated referees;
- sustained record of high-quality peer-reviewed publications and conference papers, where appropriate validated by number of citations or by other indices;

- national/international standing of the applicant's work validated by, for example:
  - membership of research councils and bodies;
  - invitations to give keynote papers;
  - editorial roles;
  - organisation of international conferences;
  - acceptance of work by international-rated journals which undertake rigorous peer review;
  - external examination of PhD candidates;
  - membership of international networks and collaborations.
- contribution to their academic community, public policy, industry, the professions, commerce, the public sector or voluntary organisations;
- ways in which research has linked to and informed teaching;
- research team development and leadership within the college/department.

## **b) Learning & Teaching Pathway**

In conferring the title of Professor or Associate Professor, the committee will have regard to the following principles relating to the award:

- it should recognise achievement of high distinction in learning and teaching;
- it should reflect national and/or international recognition;
- it should be based on past achievement and the expectation of continuing appropriate contribution on that level, including the capacity, and acceptance of the responsibility, for leadership of teaching and learning within the University.

Criteria for Professor are:

- sustained outstanding contribution to the advancement of knowledge and understanding in the field of learning and teaching at the highest level;
- sustained outstanding achievement in contributing to student learning;
- commitment to the future development of learning and teaching and the capacity and acceptance of responsibility for contributing to the leadership of learning and teaching development within their discipline and more widely within the University.

Criteria for Associate Professor are:

- sustained contribution to the advancement of knowledge and understanding in the field of learning and teaching at the highest level;
- sustained outstanding achievement in contributing to student learning;
- commitment to the future development of learning and teaching and the capacity and acceptance of responsibility for contributing to the leadership of learning and teaching development within their discipline and more widely within the University.

In determining whether the criteria are met, the panel will look for evidence such as:

- a sustained practice and reputation as a teacher and scholar;
- a sustained contribution to the learning, teaching and assessment process, for example:
  - innovation in teaching, learning and assessment approaches;
  - curriculum design;
  - external assessments and evaluations of this contribution.
- impact of approaches to and innovations in learning and teaching at national and/or international level;
- pedagogic research and how this has been received and utilised;
- external experience of the evaluation of learning, teaching and assessment e.g., QAA/TEF reviewer, consistent involvement in external examining;
- leadership of a major academic function within the University;
- recognised external leadership roles in learning and teaching e.g., through membership of national bodies;

- contribution to policy development;
- commitment to the future development of teaching and learning;
- capacity and acceptance of responsibility for contributing to the leadership of teaching and learning development within the University.

### **c) Enterprise & Knowledge Transfer Pathway**

In conferring the title of Professor or Associate Professor, the committee will have regard to the following principles relating to the award:

- it should recognise enterprise and knowledge transfer achievements of the highest distinction;
- it should reflect national and/or international recognition;
- it should be based on past achievement and the expectation of continuing appropriate contribution at that level, including the capacity, and acceptance of the responsibility, for leadership of enterprise and knowledge transfer within the University.

Criteria for Professor are:

- sustained outstanding contribution to the University through the leadership and delivery of enterprise and knowledge transfer activities;
- sustained outstanding achievement in developing and sustaining links with external stakeholders, e.g., industry, commerce;
- commitment to the future development of enterprise and knowledge transfer and a capacity and acceptance of responsibility for contributing to the leadership of these activities within their discipline and more widely within the University.

Criteria for Associate Professor are:

- sustained contribution to the University through the leadership and delivery of enterprise and knowledge transfer activities;
- sustained achievement in developing and sustaining links with external stakeholders e.g., industry, commerce;
- commitment to the future development of enterprise and knowledge transfer and a capacity and acceptance of responsibility for contributing to the leadership of these activities within their discipline and more widely within the University.

In determining whether the criteria are met, the panel will look for evidence such as:

- an established and sustained practice of and reputation for knowledge transfer and enterprise research and activity;
- innovation in linking research (and scholarly activities) and knowledge transfer through, for example consultancies, CPD, enterprise activities;
- sustained success in developing knowledge transfer and enterprise networks and partnerships with internal and external stakeholders;
- sustained industrial/commercial collaboration(s); validation of collaboration;
- a leadership role within the University, e.g., leading a team in developing and delivering successful enterprise activities within a college;
- external recognition, e.g., through membership of enterprise bodies, advisory/consulting roles for national/international agencies or bodies;
- commitment to the future development of enterprise and knowledge transfer activities;
- capacity and acceptance of responsibility for contributing to the leadership of enterprise and knowledge transfer within the University.

### **d) Creative Arts Practice Pathway**

In conferring the title of Professor or Associate Professor, the committee will have regard to the following principles relating to the award:

- it should recognise creative arts practice of high distinction outside teaching and academic management;
- it should reflect national and/or international recognition as a creative arts practitioner;
- it should be based on sustained past achievement and the expectation of continuing appropriate contribution at that level, including the capacity, and acceptance of the responsibility, for the external promotion of the University through professional activities.

Criteria for Professor are:

- outstanding sustained achievement in creative arts practice, for example performance, film making, choreography, production, script writing or songwriting, recognised at high national and/or international level;
- record of demonstrable impact in terms of reach and significance beyond the University;
- commitment to the future development of their creative arts practice and the capacity, and acceptance of the responsibility, for contributing to the leadership of creative practice development within their discipline and more widely within the University.

Criteria for Associate Professor are:

- sustained achievement in creative arts practice, for example performance, film making, choreography, production, script writing or songwriting, recognised at national level;
- record of demonstrable impact in terms of reach and significance beyond the University;
- commitment to the future development of their creative arts practice and the capacity, and acceptance of the responsibility, for contributing to the leadership of creative practice development within their discipline and more widely within the University.

In determining whether the criteria are met, the panel will look for evidence such as:

- established and sustained creative arts practice and reputation;
- sustained contribution to the discipline and validation of this contribution by nominated referees;
- sustained record of high quality original creative outputs, for example performances at recognised venues, commercial recordings and publications, commissions, and broadcasts.
- national/international standing of the applicant's work validated by, for example
  - membership of music industry bodies
  - invitations to give masterclasses/workshops
  - membership of international networks and collaborations
- capacity and acceptance of responsibility for contributing to the leadership of creative arts practice within the University.

### **e) Academic Leadership Pathway**

In conferring the title of Professor or Associate Professor, the committee will have regard to the following principles relating to the award:

- it should recognise academic leadership within the University and contributions to the wider national and/or international education sector;
- it should reflect leadership in at least *one* of the University's core activities: academic strategy, learning and teaching, academic development and curriculum design, creative arts practice, research, and knowledge transfer and enterprise;
- it should be based on past achievement and the expectation of continuing appropriate contribution at that level, including the capacity, and acceptance of the responsibility, for academic leadership within the University.

Criteria for Professor are:

- sustained outstanding contribution to the development of the University through academic leadership in at least two of the following the University core activities: academic strategy,

learning and teaching, curriculum design, research, creative arts practice, and knowledge transfer and enterprise;

- commitment to the future development of these core activities and a capacity to contribute to the leadership of these activities within their discipline and more widely within the University.

Criteria for Associate Professor are:

- sustained contribution to the development of the University through academic leadership in at least two of the following the University core activities: academic strategy, learning and teaching, academic development and curriculum design, research, creative arts practice, and knowledge transfer and enterprise;
- commitment to the future development of these core activities and a capacity to contribute to the leadership of these activities within their discipline and more widely within the University.

In determining whether the criteria are met, the panel will look for evidence such as:

- outputs from leadership of one or more of the University's core activities: academic strategy, teaching and learning, academic development and curriculum design, research, creative arts practice, and knowledge transfer and enterprise;
- leadership skills and outputs in designing and implementing substantial organisational change and/or building new institutional capacity within, for example, academic strategy, teaching and learning, academic development and curriculum design, research, creative arts practice, and knowledge transfer and enterprise;
- external experience as a recognised expert in evaluating learning and teaching, curriculum design, and/or quality assurance processes for example as a QAA/TEF reviewer, an external subject specialist on course validation panels, or consistent involvement in external examining;
- contributing to the learning and assessment process through, for example, leading the development of innovative modules and/or courses, pedagogic innovation and new approaches to assessment;
- research profile of at least national level, for example by peer-reviewed publications and conference papers, invitations to give keynote papers etc, peer review/editorial roles, external examination of PhD students, organisation of internal conferences;
- commitment to the future academic leadership within or across the core activities of the University.

## **Appendix 1: Applicant Guidance**

Applications for the title Professor and Associate Professor will be invited annually, normally in January, by the Chair of the Professorial Appointments Committee (PAC) (or designate), with an application closing date normally in April. Applications will be assessed by the PAC, a subcommittee of Academic Board, at a meeting normally held in July.

### **Process & Documentation**

Those making an application under the framework should submit the following documents to the committee secretary:

- A narrative submission that details how the applicant meets the criteria for the award of the title Associate Professor or Professor under a specific designated pathway.
- A current Curriculum Vitae.
- The names and email addresses for the applicant's two referees, who should be fully independent of the University, clear authorities in the field of work concerned and should not include former PhD supervisors, close collaborators, friends or relatives. It is recommended that all academic references are from existing professors where possible.

It is important that applicants ensure in advance that the nominated referees are willing and available to act in this capacity, as failure to do so may lead to problems with a reference. Applicants are required to share a draft of their application with their referees ahead of submission, as this will provide a chance for feedback and guidance, give referees an opportunity to confirm that they feel able to fully support the application, and enable them to refer back to it when they later provide a reference.

Applicants should advise referees that, when requested to provide a reference, they should refer to the relevant criteria and provide their opinion on the strength of the application.

It is recommended that all applicants give consideration to including international referees as an additional method of outlining their international profile.

Applicants should be aware that one-to-one guidance may be made available should they feel that this would be beneficial. Any queries in this regard should be directed to [AcademicRegistrar@bimm.ac.uk](mailto:AcademicRegistrar@bimm.ac.uk) well in advance of the deadline.

Once the deadline for applications has passed, an initial assessment process will take place, wherein the Academic Director & Provost and the Dean of Learning, Teaching & Research – both ex officio members of the PAC – will consider the readiness of each application for submission to the full committee meeting.

Any applications that, for whatever reason, are deemed unlikely to be approved by the PAC will be returned to applicants with feedback on how to improve their it for the subsequent application cycle.

For applications that are deemed likely to succeed, the committee servicing officer will contact referees to obtain their references, which will be supplied as part of the portfolio for the PAC to consider. Applicants should not submit references as part of their application.

The PAC will normally reach a decision on the basis of the application submitted and the references received, so it is important that the documents provided are clear, complete and include enough detail, evidence and evaluation against the criteria for the committee to make a judgement without requiring any additional information.



Successful applicants will be notified of the outcome by the PAC Chair (or designate) within four weeks of the committee meeting and may adopt the awarded professorial title with immediate effect.

Unsuccessful candidates will receive appropriate feedback about their application and advice regarding the potential for re-submission. Normally, unsuccessful applicants will be advised not to submit a further application for a minimum of two years so they have sufficient time to enhance their profile prior to re-application.

### **Style, Length & Referencing**

The narrative document should be laid out in headed sections and sub-sections with consecutive numbered paragraphs, as this will assist committee members in their discussions. The document should be written in the first person and make direct and explicit claims against the criteria providing evidence and examples against each claim made.

Applicants should bear in mind that the committee includes external members who may not know them, the University or their work, and should be careful to avoid jargon. Relevant references should be included using the Harvard format providing full references or hyperlinks as footnotes. Other forms of evidence may be included – for example audio and video – as long as they are provided in an online format easily accessible to committee members.

There are no set rules on length for the narrative, as that will depend on individual length of service and experience and the title applied for. However, we would expect the document to be between five and eight thousand words in total.

### **Portfolio Mapping**

Applicants may find it helpful to map the criteria for the pathway being applied for against the evidence being cited. The example template table below is provided for this purpose, though it is not a requirement. This mapping can also be used to inform an initial decision on which pathway is most suited for an application before committing to writing the much more exhaustive and detailed narrative claim.

### **Submission**

The deadline for submissions will be published annually when applications are invited by the PAC Chair (or designate) and completed applications should be emailed to [AcademicRegistrar@bimm.ac.uk](mailto:AcademicRegistrar@bimm.ac.uk) by the published deadline. Late applications will not be considered.

**Appendix 2: Portfolio Mapping Table Template**

Professor – (insert name of pathway)		
Criteria:	How met:	References:
	<ul style="list-style-type: none"> <li>•</li> </ul> <p>(insert additional rows for each criteria)</p>	