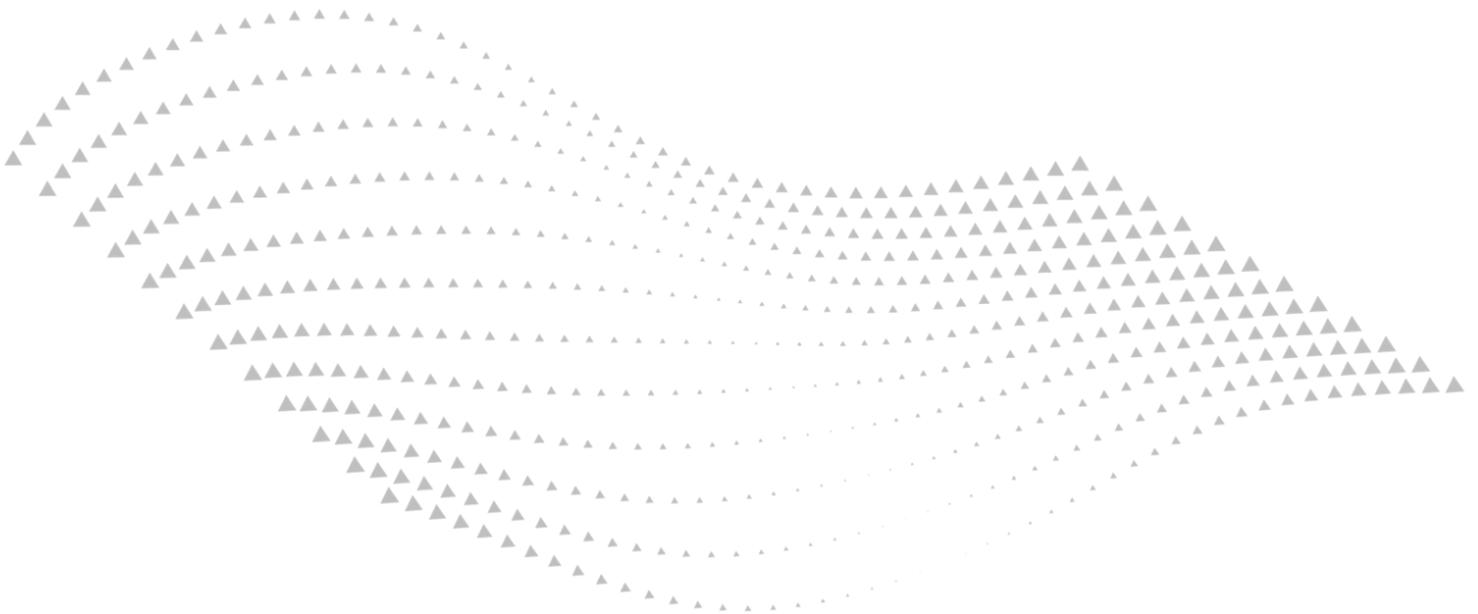




# Professorial Appointments Framework



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Next review due: March 2024

## **Aims and Principles**

BIMM Institutes' 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 Institutes' 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 Institute 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 and Pathways**

The Professorial Appointments Committee has the authority to confer the titles Professor and Associate Professor on staff currently employed by the Institute. 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 and 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 Institute.

## **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 Institute, and who is deemed to have served the Institute 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 Institute.

**Visiting Professor** upon a distinguished person who satisfies the professorial criteria and who undertakes a regular commitment to the Institute'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 Institute. 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 Institute.

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

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

#### **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 Institute.

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 Institute;
- 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 Institute.

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 Institute;
- 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 Institute.

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 Institute.

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 Institute.

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 Institute.

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 Institute;
- 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 Institute.

### **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 Institute.

Criteria for Professor are:

- sustained outstanding contribution to the Institute 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 Institute.

Criteria for Associate Professor are:

- sustained contribution to the Institute 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 Institute.

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 Institute, 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 Institute.

### **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 Institute 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 Institute;
- 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 Institute.

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 Institute;
- 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 Institute.

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 Institute.

### **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 Institute and contributions to the wider national and/or international education sector;
- it should reflect leadership in at least *one* of the Institute'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 Institute.

Criteria for Professor are:

- sustained outstanding contribution to the development of the Institute through academic leadership in at least two of the following the Institute 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 Institute.

Criteria for Associate Professor are:

- sustained contribution to the development of the Institute through academic leadership in at least two of the following the Institute 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 Institute.

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

- outputs from leadership of one or more of the Institute'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 Institute.

### **Application & Consideration Process**

Applications for the title Professor and Associate Professor will be invited annually in March by the Secretary to Academic Board, with a closing date at the beginning of May. Applications will be assessed by the Professorial Appointments Committee, a subcommittee of Academic Board, at a meeting normally held in June.

Applicants are required to follow the guidance for applicants that will be published in March each year and provide a CV which should be accompanied by a covering letter from the applicant setting out how they meet the criteria and making explicit the pathway for which they wish to be considered together with a portfolio of evidence that supports their application against the specified criteria.

Applicants are asked to provide the names and contact details of two external referees who should be fully independent of the Institute, clear authorities in the field of work concerned and normally hold professorial title. The secretary to the committee will approach the referees in advance of the committee meeting so that the references can be considered by the committee alongside the application.

The committee will normally reach a decision on the basis of the application documentation and the references that are received.

Successful applicants will be notified of the outcome by the secretary to the committee within two weeks of the committee meeting and may adopt the title Professor 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.

## **Appendix 1: Professorial Appointments Committee**

### **Duties and responsibilities**

To consider and determine the outcome of applications for Professor and Associate Professor.

### **Authority**

The committee is a sub-committee of the Academic Board with delegated authority to act on behalf of the Board in determining the outcomes of applications for the titles Professor (including Visiting Professor and Emeritus Professor) and Associate Professor. The decisions of the committee will be reported to the Academic Board through its minutes.

### **Composition**

The composition of the Professorial Committee shall be:

- BIMM Limited Non-Executive Academic Director with Professorial title (Chair), *ex officio*
- Chair of Academic Board (Deputy Chair), *ex officio*
- Dean of Learning, Teaching & Research, *ex officio*
- An Executive Principal (or equivalent), nominated by the Executive Management Group and appointed by Academic Board
- Two external academic members with Professorial title, appointed by Academic Board
- A member of the Learning, Teaching & Enhancement Committee, appointed by Academic Board
- A member of the Research & Enterprise Committee, appointed by Academic Board
- A Student Representative, appointed by Academic Board

In attendance

- Head of People or nominee
- Secretary

The committee will appoint two external members to provide guidance and advice on the appropriate standards with regard to external practice.

The appointed staff members of the committee will serve for a period of up to three years and are eligible for reappointment for one further term.

The Student Representative will serve for a period of one year and is eligible for reappointment for one further term.

The committee may co-opt up to two additional members for a maximum period of three years.

The quorum for the committee is four, to include the Chair or the Deputy Chair and one external member.

### **Frequency of meetings**

The committee will normally meet annually in June. Decisions on the awarding of professorial title during the year to new appointments to the Institute can be made by a quorate group of the committee whose decisions should be reported to the full committee at the next full meeting.