



Mathematical, Physical & Life Sciences Divisional Office  
9 Parks Road, Oxford OX1 3PD

---

## MPLS PROCEDURE FOR AWARD OF THE TITLE OF ASSOCIATE PROFESSOR

### Framework for Conferral of Associate Professor Title

The title of Associate Professor can be conferred upon staff who are making a significant and sustained contribution to achievement of the University's goals, and who are *comparable in distinction to those holding the substantive post of Associate Professor*, but are not automatically entitled to use that title.

A framework (see annexe) is established across all four academic divisions for the conferral of Associate Professor title. Since its initial development, the framework has been very slightly amended to reflect the experiences of the Divisions in past rounds. The most recent gathered field in MPLS was considered in Hilary Term 2017.

Heads of Department are encouraged to consider whether there are individuals in their department who may be eligible for nomination, and to discuss the possibility of nomination with any who would be likely to qualify in the course of PDR or other development discussions.

Nominations are considered periodically, in a gathered field, and the timing of calls for nominations is agreed by the Divisional Board.

Divisional Boards may confer Associate Professor title and may also delegate this approval of conferment of title to another suitable body. MPLS Board has previously approved that a small sub-group of the Board be established ahead of a call for nominations which would review all cases received and make nominations for approval to the Board.

Award of the title of Associate Professor title shall have no impact upon the paygrade, duties, or salary of a successful nominee.

### Criteria

Associate Professor title can be conferred upon staff who are making a significant and sustained contribution to achievement of the University's goals, and who are *comparable in distinction to those holding the substantive post of Associate Professor*.

**Eligible Grades:** Nominees must be employed in a grade 9 or 10 post or, if a clinician, on an honorary consultant grade. The individual's contract may be a fixed-term, open-ended or permanent.

**Research:** The nominee must have an independent programme of research as a key focus of their role. It is anticipated that the nominee's research shall be REF submissible (or should demonstrate an equivalent standard), and in any case the expectation must be of research of a standard (in



terms of both quality and quantity) equivalent to that required for confirmation in post as an Associate Professor.

**Teaching:** Nominees must play a teaching role comparable with that of an Associate Professorship (graduate supervision is to be included in this context). There must normally be some form of contractual duty on the individual to provide teaching, and teaching must be carried out at least to a standard equivalent to that required for appointment to a substantive Associate Professorship.

**Citizenship:** Nominees must make contributions to other departmental duties, academic and otherwise, thus demonstrating the level of citizenship expected of a substantive Associate Professor.

### **Nomination Procedure**

Nominations are to be made by Heads of Department. (In the course of PDR or other development discussions, Heads of Department should discuss the possibility of nomination with those who would be likely to qualify.)

Submissions by the Head of Department are to include:

**CV:** An up-to-date CV, including a full publication list (not just selected publications) and presenting clear detail of teaching duties must be supplied.

**Head of Department statement:** A statement from the Head of Department confirming that the individual's duties are comparable to those of an academic post-holder must be included. This statement must clearly verify that the teaching load undertaken by the nominee (including any undergraduate or graduate teaching and supervision) is comparable to that of an associate professor, and that there is some form of contractual duty on the individual to provide teaching.

**Reference:** A short reference by the Head of Department or another appropriate senior academic from within the Department must be provided, attesting to the quality of the individual's contribution and demonstrating that the criteria have been met.

## ANNEXE

### Framework approved by all Divisions for conferment of AP title

#### Principles for the conferment of the title of Associate Professor by divisional boards

These principles are intended to promote comparability between divisions in the process and criteria for the award of the title of associate professor to those who do not automatically qualify for it but who: are employed by the University (or, in certain circumstances by one of the colleges); making a significant and sustained contribution to the achievement of the University's goals; and are of comparable distinction to those holding the substantive post of associate professor.

Individuals who hold a college-only appointment but who have made and are expected to continue to make a significant contribution to the work of a Department or Faculty, in terms of teaching (including supervision) and administration and who meet the criteria listed below can be nominated for the title of Associate Professor by the Head of Department. It is recognised that there will be few instances in which individuals make the requisite contribution without a University employment contract; the willingness to undertake duties will not justify the award of title.

- Nominations to be made by Heads of Department who, in the course of PDR or other development discussions, should discuss the possibility of nomination with those who would be likely to qualify.
- Decisions to be made by Divisional Boards, or by an appropriately senior and experienced sub-committee of the Board, on the delegated authority of the Board.
- Submissions by the Head of Department will include:
  - an up-to-date CV;
  - a statement from Head of Department confirming that the individual's duties are comparable to an academic post-holder;
  - a short reference by Head of Department or appropriate, senior academic from within the Department, attesting to the quality of the individual's contribution and demonstrating that the criteria listed below have been met.
- Divisions may, if they wish, seek additional references, including independent external references, if they are deemed necessary to establish whether applicants have met the criteria below.
- Applications for college-employed staff should include a reference from the Head of House, addressing the quality of teaching carried out in the college, in comparison to the standards expected of a substantive Associate Professor.



- The criteria for the award of the title of Associate Professor are:
  - Grade 9 or 10 or, if a clinician, on a consultant or honorary consultant grade (whether on a fixed-term, open-ended or permanent contract);
  - The individual has an independent programme of research as a key focus of their role and of a standard (in terms of both quality and quantity) equivalent to that required for confirmation in post as an Associate Professor;
  - Teaching role comparable with that of a substantive Associate Professor, to include supervision;
  - Teaching and administrative duties are carried out at no less a level of excellence than is expected of a substantive Associate Professor; and,
  - Contribution to other departmental duties, academic and otherwise, demonstrating the level of citizenship expected of a substantive Associate Professor.

There will be no appeal, but Heads of Department will be able to re-nominate individuals for consideration

**Framework last updated January 2018**