

ER06

Date of this version: August 2022 Page 1 of 5

**Application for Progression to Professor (E&R)**

**Updated Aug 22 ER06**

This form should be completed once the [Progression process to Professor E&R](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Progression_process_to_Professor_(E%26R).pdf) has been read.

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| Name of Associate Professor |  |
| Department |  |
| Faculty |  |
| Date of Appointment | *DD/MM/YYYY* |
| Effective Date of Last Promotion | *DD/MM/YYYY* |
| Name of Academic Manager |  |
| Confirmation of completion of [mandatory](http://www.exeter.ac.uk/staff/development/mandatory/) [training](http://www.exeter.ac.uk/staff/development/mandatory/) |  |
| Date of last Performance Development Review | *DD/MM/YYYY* |
| HEA Status |  |
| You must attach your CV – please confirm it has been updated prior to your submission (see  [guidelines for the format of CVs](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Guidelines_CVs_Associate_Professor_Personal_Chair_submissions.pdf)) | YES / NO |

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| **APPLICATION FOR PROGRESSION TO PROFESSOR (E&R) SUPPORTING STATEMENT BY MEMBER OF STAFF**  **Full targets are available in** [**Appendix A**](#_bookmark0) | |
| **Education Targets:** | insert agreed targets (refer to [Appendix A](#_bookmark0)) |
| Summary of evidence to support achievement of objectives | |
| **Research, Impact and Knowledge Exchange Targets:** | insert agreed targets (refer to [Appendix A](#_bookmark0)) |
| Summary of evidence to support achievement of objects | |

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| **Academic Citizenship Targets** | insert agreed targets (refer to [Appendix A](#_bookmark0)) |
| Summary of evidence to support achievement of objectives | |
| **Key Achievements:** |  |
| Please summarise key achievements since your last promotion. | |
| **Additional Information:** |  |
| This section can be used to provide additional information relating to your achievements since your last promotion. This can include:   1. Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave. 2. Confirmation of other contributions you have made not defined elsewhere on this form. 3. How your plans and achievements changed as a consequence of Covid-19. | |

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| **SIGNATURE:**  **Member of Staff** |  | **Date** |  |

Attach your CV (see [guidelines for the format of CV](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Guidelines_CVs_Associate_Professor_Personal_Chair_submissions.pdf)) and forward to the PVC with this form.

**APPLICATION FOR PROGRESSION TO PROFESSOR (E&R)**

**STATEMENT BY DEPUTY PVC**

The statement must confirm whether or not the application has the full support of the Faculty. The Deputy PVC should complete this section providing their assessment of the competence and performance of the Associate Professor with regard to the agreed targets for progression to Professor.

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| **EDUCATION** | |
| *Write a summary of how the member of staff has met their Education targets.* | |
| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE** | |
| *Write a summary of how their research activities have met their Research, Impact and Knowledge Exchange targets.* | |
| **ACADEMIC LEADERSHIP** | |
| *Write a summary of how the member of staff has met their Academic Leadership targets* | |
| **PVC RECOMMENDATION** | |
| 1. **Achieved agreed targets/ Not achieved agreed targets (delete as appropriate).** 2. **Promotion recommendation: supported/not supported (delete as appropriate).**   **If not supported then include details of the recommendation being made by Deputy PVC:** | |
| Deputy PVC signature | Date |
| **I confirm that I have seen this report and had the opportunity to comment on it:** | |
| Member of staff | Date |

Promotions will be announced as soon as the recommendation has been confirmed by the Central Promotion Panel, with promotion taking place with effect from the published date.

Effective scale point is: 54

# APPENDIX A: STANDARD TARGETS

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| **EDUCATION EXPECTATIONS FOR PROGRESSION TO PROFESSOR** |
| To achieve progression to Professor - in addition to continuing to meet the Education requirements for an Exeter Academic at Associate Professor level - you will be expected to demonstrate: |
| * evidence of leading and delivering challenging and innovative learning activities/teaching materials and/or of evaluating their impact on student learning; |
| * experience of introducing innovative changes to new programme development, degree curricula and a significant contribution to the skills/knowledge base in relation to teaching and learning within the institution and/or discipline; |
| * evidence of leadership in teaching such as Fellowship of the HEA at Senior or Principal level, or equivalent evidence such as recognition by a learned society. |

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| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE EXPECTATIONS FOR PROGRESSION TO PROFESSOR** |
| The research and impact expectations of an Associate Professor aspiring to progression to Professor build upon the research and impact requirements for an Exeter Academic at Associate Professor level. To achieve progression to Professor – in addition to continuing to meet the research and impact requirements for progression to Associate Professor - you will be expected to have demonstrated an international research profile appropriate to the University’s Research and Impact Strategy, with a body of internationally recognised scholarship and a clear demonstration to advancement of the subject must be demonstrated for progression to this level. In particular, the  following evidence will be taken into account: |
| * research outputs: you will be expected to demonstrate an outstanding international research profile with substantial seminal contributions to knowledge, as appropriate to the discipline, including a sustained, continued record of high quality research publications which are recognised as internationally excellent or world leading with a consideration of originality, rigour and significance, a useful example of criteria might be the REF guidelines3,4). World leading publications will continue to be the goal; |
| * research awards: to be considered for progression to Professor, you will be expected to demonstrate a sustained and rising trajectory of research grant income well above the expectations of an Associate Professor. The Faculty Executive will determine the income target figure for each discipline taking account of benchmark competitor data. The income target figure for each discipline will be reviewed annually by the Faculty Executive. This will be calibrated for you each year and discussed with you in your annual review so that the standards you must achieve are clear. Only research funding achieved since promotion/appointment to Associate Professor will be taken into account when considering progression to Professor; |
| * research impact and engaged research: lead knowledge exchange or impact-focused activities or engaged research (including consultancy, intellectual property, commercialisation through licenses and spin-outs and regional knowledge exchange projects, or working with non-academic partners such as user communities, members of the public, public, private or voluntary sector organisations, industry) both academically and   more widely, as appropriate to the subject. This might be demonstrated by significant |

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| income generation, jointly authored papers, external investment raised, patents or other rights secured or other indicators relevant to the discipline. These might be activities with significant and specific planned knowledge exchange or impactful outcomes and/or a focus on evidence collection to develop case studies of significance and reach. |
| * evidence of successful collaborations with other research teams/institutions (as appropriate to the discipline); |
| * successful supervision of research students and management of a research team; |
| * contribution to internal peer review procedures and mentoring of early career researchers; |
| * evidence of external contributions to peer review bodies/committees, professional organisations, learned societies, government committees or funders (e.g. Research Councils, Wellcome Trust etc.,) etc. |

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|  | **ACADEMIC LEADERSHIP EXPECTATIONS FOR PROGRESSION TO PROFESSOR** |
| For progression to Professor, you will be expected to be undertaking significant academic leadership as evidenced by at least one of the following: | |
| * evidence of academic leadership and a proven ability to lead, develop and motivate colleagues, working as part of a team to achieve discipline, Faculty or University of Exeter or other university/educational establishment goals – for example, effectively carrying out the role of Director of Education or Director of Research; | |
| * evidence (as appropriate to the discipline) of a significant impact of knowledge transfer/exchange on practice, quality of life or wider social or cultural issues through ongoing engagement with communities; | |
| * well-developed enabling skills and evidence of a significant contribution to the management/administration of a department/Faculty at the University of Exeter or other university/educational establishment; | |
| * where relevant, evidence of successful working with relevant partner organisations, for example, the NHS, the Met Office or other key strategic partners of the University. | |

The examples above are indicative. It is recognised that you may not have the opportunity to undertake all of the examples given. Your academic manager will discuss the appropriate expectations with you.

1. The REF2021 output assessment criteria can be found here https://[www.ref.ac.uk/media/1092/ref-2019\_01-guidance-on-](http://www.ref.ac.uk/media/1092/ref-2019_01-guidance-on-) submissions.pdf p.84. Please note that the University is committed to ensuring the output criteria continue to be relevant.
2. The quality of outputs will be assessed by internal review.