**RECOGNITION OF DISTINCTION 2024**

**CONFERMENT OF THE TITLE OF FULL PROFESSOR**

**INFORMATION FOR APPLICANTS**

Contents

[1. Introduction 2](#_Toc151935211)

[1.1 Overview 2](#_Toc151935212)

[1.2 Eligibility 2](#_Toc151935213)

[2. The Recognition of Distinction Process Overview 3](#_Toc151935214)

[2.1 Before the Closing Date 3](#_Toc151935215)

[2.2 Outcomes 3](#_Toc151935216)

[3. Criteria for Conferment of the Title of Full Professor 3](#_Toc151935217)

[4. Preparing to Apply 5](#_Toc151935218)

[4.1 Format of Application 5](#_Toc151935219)

[4.2 Disclosure of Personal Circumstances 7](#_Toc151935220)

[4.3 References and Evaluations 7](#_Toc151935221)

[5. How to Apply 9](#_Toc151935222)

# Introduction

## Overview

Applications are invited for the 2024 Recognition of Distinction exercise to confer the title of full professor at the University of Oxford. The opening date for applications is **Monday 27th November 2023** and the closing date will be **12pm** **on Thursday 18th January 2024**

It is recommended that those considering applying should take advice on their potential case from their head of department, their faculty board chair, or equivalent; though it should be noted that encouragement to apply cannot guarantee a successful outcome.

Applications are especially welcome from under-represented groups in order to address the under-representation of women and minority ethnic staff among the University’s senior academics.

## Eligibility

All those employed by the University in academic or senior research roles are eligible to apply, as are other University employees who are making a significant and sustained academic contribution to the University.

Applications from individuals whose work is interdisciplinary and spans more than one division, or who hold contracts in more than one division, will be considered by the division which the applicant considers to be most relevant.

Applicants from Continuing Education and GLAM should seek a reference from their head of department as well as the head of department most appropriate to their academic contribution. Their applications will be considered by the academic division appropriate to their academic contribution.

Individuals not employed by the University, but who are employed on a long-term basis by an Oxford College or Permanent Private Hall, or by a Recognised Independent Centre, or by the NHS, and who, in the view of the divisional committee, are making a significant and sustained academic contribution to the University’s work, are eligible to be considered for title.

Any applicant not employed by the University should apply in the normal way to the division most appropriate to their academic contribution. The divisional committee will first decide whether the nature and extent of the applicant’s contribution to the University, and the opportunities for that to continue, are sufficient for eligibility; the committee will notify its decision regarding eligibility direct to the applicant. If the divisional committee judges that a non-employee is not eligible for consideration no further assessment of the case will be undertaken.

# The Recognition of Distinction Process Overview

## 2.1 Before the Closing Date

Discuss candidacy with head of department/faculty board chair or other senior colleagues as appropriate, and attend a briefing session where these are offered.

Prepare application and any [disclosure of personal circumstances](#_4.1_Disclosure_of) and/or [statement of changes](#_4._Applications) since a previous application.

Arrange for referees (head of department/faculty board chair, head of house if relevant, and one research referee) to send references to the division by the closing date. (Applicants are strongly encouraged to contact their referees at an early stage, at least 3 weeks before the closing date, in order to ensure that they are able to meet the deadline. Early contact will help them considerably.)

Submit application by the closing date following the [application instructions](#_How_to_Apply).

## 2.2 Outcomes

Candidates will receive notification of outcome during the Long Vacation.

Conferment of the title of professor will have no implications for the duties of the individual concerned

Titles for successful applicants will take effect immediately the decision is notified.

Successful applicants whose substantive post is in one of the University Associate Professor grades, Grades 9 and 10, or who are Keepers in GLAM*,* will receive an increase to their salary of £3,078 per annum (August 2023 rates) from 1 October 2024 (unless they already receive recruitment or retention payments, or have discretionary increments at this level or above).

All successful applicants become eligible for consideration in professorial merit pay exercises.

Unsuccessful applicants may apply to a future exercise, there is no right of appeal against decisions.

# Criteria for Conferment of the Title of Full Professor

There are three criteria for the conferment of the title of full professor: research, teaching, and good citizenship. **All three criteria must be met.** In this exercisethere are no circumstances in which narrowly undershooting any one of these criteria can be compensated by exceptional achievements in respect of the other criteria.

The criteria are set out below:

*Research*

|  |
| --- |
| An ongoing research record characterised by a significant influence on the field of study, of a high order of excellence and international standing, and the quality of which in terms of research distinction is at least equal to that expected of those appointed to full professorships at other leading international research universities.  |

‘Research’ is to be understood as original investigation undertaken to gain knowledge and understanding, including work of direct relevance to the needs of commerce and industry, as well as to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, and artefacts, including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, and processes, including design and construction. The content of a paper is more important than publication metrics or the identity of the journal in which it is published. However, the research output must be complete and its content available for the Committee to review if it wishes.

This requirement goes significantly beyond the level of research achievement necessary for reappointment to the retiring age in an Associate Professorship at Oxford. The University will be looking for evidence of an appropriate combination of some or all of the following activities and outputs, considered in the context of excellence in the discipline:

* research outputs or scholarship recognised in terms of originality, innovation, significance and rigour;
* academic leadership in shaping the future of the discipline (which may include the establishment of successful research groups and/or significant engagement with major collaborations);
* an effective contribution to the research culture of the department/faculty at Oxford, e.g. through the supervision and mentoring of the next generation of researchers;
* a proven record of successful DPhil supervision;
* a record of securing external research funding, from relevant sources, where appropriate;
* influence of the research activity beyond academia, including engagement with technology transfer and/or technical developments and/or knowledge exchange including patents, where appropriate;
* recognition of the excellence of research, for example through election to learned societies and research bodies/invitations to deliver prestigious lectures/appointment to editorial boards of leading journals.

Not all of these seven points have to be met (and this is not an exhaustive list of possible research achievements). However, strong performance across several aspects is expected for the conferment of the title of full professor, and the title is not likely to be conferred on applicants with achievements in just a few of the above areas, nor in the absence of research outputs or scholarship recognised in terms of originality, significance and rigour.

*Teaching*

|  |
| --- |
| An ongoing record of effective teaching for the University and for colleges concomitant with the duties of the University post and the college fellowship (where one is held). |

‘Teaching’ covers either undergraduate or graduate teaching and supervision, or both.

*Good citizenship*

|  |
| --- |
| An ongoing record of involvement in University and/or college administration concomitant with the duties of the University post and the college fellowship (where one is held), and demonstrable competence in such administration.  |

“Good citizenship” may include activities such as the holding of University and/or college offices, service on University and/or college committees, and leadership of equality, diversity and inclusion initiatives, amongst others. Account may also be taken of editorship of journals, service on committees working in a national context, and other forms of public engagement, as well as activities connected to enterprise, links with industry and business etc.

# 4. Preparing to Apply

Applications for the exercise should be submitted via the on-line system by **12pm on Thursday 18th January 2024.** Please follow the submission [instructions](#_How_to_Apply) provided.

## 4.1 Format of Application

Applications must consist of one document comprising ***no more than*** **12 sides of A4** in total (with a font size no smaller than the equivalent of Arial 10), including the details of your 6 most significant publications and/or research outputs. Any additional information, such as a covering letter (should you wish to include one), must be included within the 12-side page limit.

The document should include a *curriculum vitae* arranged in order under the headings listed below (where applicable), with brief notes to explain the context and significance of your work. It would be helpful for each page to have a running header with your surname and department/faculty.

***Please note that your application may be at a disadvantage if you do not follow the guidance below and present the information clearly. Your attention is particularly drawn to the requirement to asterisk your six most significant publications and/or research outputs in point (2). You are strongly recommended to ask another person to check your application for clarity before submitting it.***

|  |  |
| --- | --- |
| (1) | Any relevant information such as might normally appear in a curriculum vitae, including employment history and current post. Please include your whole career (summarising as appropriate), not just recent achievements.  |
| (2) | Advanced study and research, including publications, grants, etc. Please indicate the dates and values of grants, and show which external invitations to speak represent major markers of international recognition. Please mark with an asterisk your six most significant research publications and/or significant research outputs (for example, datasets and software), and indicate why you have selected it. This need only be one sentence and should focus on the influence of the output in the field of study. You should also clearly indicate on which papers you are the corresponding author and on which grants you are the PI. Your case will be judged on work which is complete and available for inspection. Forthcoming work and the stage it has reached (e.g. commissioned, in press) should be included to show what you are currently working on, but should not be included amongst your six most significant outputs. |
| (3) | University lectures and classes given, including any participation in curriculum development, syllabus design etc. - over the last three years or such period as may be required to demonstrate fulfilment of the criteria. |
| (4) | Graduate supervision and other graduate teaching undertaken - over the last three years or such period as may be required to demonstrate fulfilment of the criteria. |
| (5) | University examining - over the last three years or such period as may be required to demonstrate fulfilment of the criteria. |
| (6) | University administration, academic leadership, leadership of EDI initiatives, contribution to the subject outside the University, editorship of journals, service on committees working in a national context, other forms of public engagement, any enterprise activities or links to industry or business in appropriate cases - over the last three years or such period as may be required to demonstrate fulfilment of the criteria.  |
| (7) | Undergraduate teaching for college(s) - over the last three years or such period as may be required to demonstrate fulfilment of the criteria. |
| (8) | College administration - over the last three years or such period as may be required to demonstrate fulfilment of the criteria. |
| (9) | Future plans for research. |
| (10) | The preferred precise title which you think would be appropriate, e.g. Professor of English Literature, Professor of Engineering Science. The title should be as concise as possible. Final decisions on the precise titles to be conferred on successful applicants will be made by the University. You are free to specify that if your application is successful you would not wish to use the title of professor. |

Applicants who have been away from their normal role for the past three years (e.g. on research leave) are asked to provide details of their teaching and good citizenship prior to that date, as well as details of any relevant activities undertaken during the period away. Teaching and good citizenship undertaken at other institutions prior to appointment at Oxford may be taken into account for recently-appointed staff.

Applicants who have applied for title in a previous round in the past 3 years should also submit a short summary (no more than half a page) outlining significant changes since their previous application against the criteria. Any such summary should be provided as a separate document, not included as part of the 12-page application.

Each applicant’s case will be judged as it stands on the closing date, and applications may not be updated with new information after that date. Potential applicants anticipating significant events, such as an important publication and/or other significant research output, between the closing date and the final consideration of applications by the Senior Appointments Panel may wish to consider waiting until the next exercise, when any new evidence can be considered.

## 4.2 Disclosure of Personal Circumstances

Applicants are encouraged to disclose circumstances that may, over a period of time, have had a substantial effect on their research, teaching, or citizenship activities. This is intended to cover not only circumstances protected under employment and equality legislation such as maternity leave, but also unusually high loads of teaching and/or administration and/or clinical duties. Any circumstances that have arisen as a result of the pandemic will also be given due consideration. Any personal disclosure should be provided as a separate document, not included as part of the 12-page application. Disclosures will be seen by the divisional committee and the Senior Appointments Panel but not by independent assessors and will be treated as strictly confidential.

## 4.3 References and Evaluations

The references listed below should be requested by applicants and be submitted by the referees to the relevant Divisional Recognition of Distinction Committee by **12 noon on
18 January 2024** (please see [how to apply](#_How_to_Apply) for divisional e-mail addresses).

1. From **the head of department or the faculty board** **chair** (who may delegate the writing of the reference). If the applicant is a head of department or faculty board chair, the head of division should provide the reference. In respect of those who are working in Continuing Education or GLAM, there should also be a reference from the head of the department/faculty board chair with which their academic work is most closely associated. Heads of Department/Faculty Board Chairs are asked confirm that applicants uphold appropriate standards of professional behaviour, including that they comply with key University people policies, for example but not limited to EDI, harassment & bullying, and academic integrity.
2. From **one research referee** of their own choice, who may be either internal to Oxford or external. It would be most helpful to divisional Recognition of Distinction committees if the research reference explained how the applicant’s work fits within the field of research, as this will assist them in evaluating the work and in interpreting the other research evaluations. Research referees may also address the teaching and/or the good citizenship criteria if they wish to do so.

1. From **the head of house** (who may delegate the writing of the reference) in all cases where applicants have a college attachment which carries the expectation that they will undertake some teaching and/or good citizenship (e.g. acting as college advisor to a group of graduate students). However, if an applicant has a college association which amounts to no more than, say, occasional SCR dining rights, there is no need for the head of house to provide a reference.

The principal function of the references from the head of department or faculty board chair and the head of house is to give an assessment of the individual’s contributions against the criteria for teaching and good citizenship. These referees may also address the research criterion if they wish. Where an applicant does not have a college attachment the assessment of the teaching and “good citizenship” criteria will rely on the reference from the head of department or faculty board chair.

Applicants are strongly encouraged to contact their referees at an early stage, at least 3 weeks before the closing date, in order to ensure that they are able to meet the deadline. Heads of department/faculty board chairs and heads of house may have multiple references to write and early contact will help them considerably.

Applicants should ask their referees to mark their references “Confidential”. It is the responsibility of applicants to ensure that their references are submitted by the deadline and to check with their referees (***not*** with the divisional office) that references have been sent.

In addition to the references arranged by applicants as outlined above, divisional Recognition of Distinction committees will seek at least two additional independent evaluations for each applicant which focus on the extent to which applicants meet the research criterion.

By submitting an application in the exercise, applicants give permission for their application to be forwarded to divisional committees and to the Senior Appointments Panel (who will see any disclosures of personal circumstances), and to external assessors (who will not see any disclosures of personal circumstances). Applicants are advised not to include personal data such as home address or details of personal circumstances in their 12-page application document if they would not wish external assessors to have that information.

Where it has not proved possible for a division to obtain at least two additional independent evaluations within the timescale of the exercise, consideration of the application will be suspended by the divisional committee. A minimum of 4 external assessors will be approached to give evaluations. There is no right of appeal against decisions.

# How to Apply

The online system will be open for applications between **Monday 27th November 2023** **and 12pm on Thursday 18th January 2024.**

Please remember that you must arrange for references to be sent to the relevant division by e-mail by **12pm on Thursday 18th January 2024** (unless a later date has been specified by your division).

The addresses are:

* Humanities: distinction@humanities.ox.ac.uk
* Mathematical Physical and Life Sciences: ROD-MPLS@mpls.ox.ac.uk
* Medical Sciences: distinctions@medsci.ox.ac.uk
* Social Sciences: distinction@socsci.ox.ac.uk

Please note that the online system is normally intended for people applying for jobs and there is therefore some information on the screens which is not relevant to applications for the conferment of title. Please ignore the information that only applies to job applications.

In order to submit your application you will need the following:

* Your divisional Vacancy ID number
* a memorable password;
* your [application](#_4._Applications) (***no more than 12 sides of A4*** **with a font size no smaller than the equivalent of Arial 10**) in its final form; you will not be able to make any changes to it once you have submitted it;
* where applicable, your separate disclosure of personal circumstances;
* where applicable, your separate statement of changes since your previous application in not more than half a page.

Please include your surname, initials and the type of document in the filename of your application documents e.g. Bloggs JJ Application, Bloggs JJ Disclosure.

1. Go to [the](https://hr.admin.ox.ac.uk/professorial-merit-pay-2020) [Recognition of Distinction application page](https://hr.web.ox.ac.uk/recognition-of-distinction-2024). Make a note of the vacancy ID for your Division.

2. Log on to your employee self-service account (Full instructions here: [Employee self-service guide](https://staff.admin.ox.ac.uk/how-to-guide-employee-self-service/log-into-hr-self-service)). Go to the Vacancies tab from your Home screen and search for the relevant Divisional vacancy ID which you have noted at step one. Please ensure that you apply to the correct Division. To view the vacancy details, go to the three dots and click ‘Apply for Position’. This takes you to your internal Recruitment account. Follow all the application steps to complete and submit your application

3. Complete the brief personal details form which will appear on your screen once you have registered. You will be asked for your title and address to be used for correspondence. Please use your Departmental address. You can find your employee number on your employee self-service profile or on your payslip. Click on “Save and Continue”.

4. A screen headed “Application Checklist” will now appear. You will be asked to complete a brief equal opportunities monitoring form and answer some additional questions. The data collected from both sections will be used for anonymous statistical reporting once the exercise is completed and is not seen by divisional committees or by the SAP. When you are ready to upload your application, click on “Attach Documents”. Then click on “Browse” to find:

1. your completed application form;
2. your disclosure of personal circumstances (if relevant)
3. your separate statement of changes since your previous application (if relevant)

 No other documents will be considered.

Please save each file as a PDF prior to upload and include your surname, initials and the type of document in the filename e.g. Bloggs JJ Application, Bloggs JJ Disclosure.

Click on “Upload”. No other documents should be uploaded.

5. Now click “Return to Checklist”, and you will see the "Application Checklist" page again.

From this page:

* you can review your application if you wish by clicking on “Preview Form”;
* you can also save your application on the system *without submitting it* so that you can return to it later should you wish to modify it before submission
* when you are ready, you can submit your application by clicking on the "Submit" button.
**You must use "Submit" to submit your application no later than 12pm on the closing date.**

6. You may now log out of the system. You will receive an email acknowledging receipt of your application. NB This will be a standard system acknowledgement e-mail; please ignore the reference to shortlisting.

7. In the course of completing this application, you have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation. The full details are outlined in the [privacy notice for applicants](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhr.admin.ox.ac.uk%2Ffiles%2Fprivacynoticeforrodapplicantsdocx&wdOrigin=BROWSELINK).