

Gazette Supplement



UNIVERSITY OF
OXFORD

Professorial Distinction Awards 2016

Call for Applications and Procedures

1 Summary

This circular invites applications for professorial distinction awards in 2016. Those eligible to apply for an award include:

- All non-clinical Statutory Professors and Readers
- All substantive¹ non-clinical Associate Professors with title of full Professor
- Keepers with title of full Professor
- Titular and Supernumerary titular college employees with title of full professor.

The closing date is **30 September 2016**. It is planned that applicants will be notified of the outcome of their application in Hilary term 2017 with awards taking effect from and backdated to 1 October 2016.

2 Eligibility

Council, recognising the importance of investing in the University's academic staff, has approved arrangements whereby approximately 700 eligible academics may apply for distinction awards.

Those eligible to apply include: all non-clinical statutory professors and readers; all whose substantive post is in one of the non-clinical Associate Professor grades who have been awarded title of full professor; keepers with title of full professor; and titular and supernumerary titular college employees with title of full professor. Individuals may contact the relevant divisional office to determine if they are eligible. Applicants must be employed on 1 October 2016.

Please note that Associate Professors holding the title of reader are not eligible to apply in this exercise, nor are staff employed on research grades.

Those academics who were awarded distinction awards in previous exercises will continue to hold these at the current level unless they apply for consideration in the 2016 exercise and are made an award at a higher level.

3 Assessment of applications for professorial distinction awards

Applications will be considered by a Professorial Distinction Awards Committee in each academic division. Recommendations will be made by the Divisional Professorial Distinction Awards Committees to the afforded Senior Appointments Panel of the University's Personnel Committee which consists of the Vice-Chancellor (chair); the Pro-Vice-Chancellors for Personnel and Equality, and for Education; and the Registrar; and for this purpose, the Pro-Vice-Chancellor (Research and Innovation).

The afforded Senior Appointments Panel will review the divisional recommendations. It may seek further information or comment from the Chairs of Divisional Distinction Awards Committees who may also be invited to attend meetings of the afforded Senior Appointments Panel for this purpose. The Afforded Senior Appointments Panel will ratify the recommendations when it is satisfied that proper procedure has been followed and that standards have been applied consistently with due attention to equality of opportunity.

There is no appeal against decisions, nor can feedback be provided.

4 Award levels

There are five main levels of award, payable in addition to basic salary and any previous awards and payments, with higher awards (6 to 12) also available in exceptional circumstances. When considering awards, committees will take into account current remuneration levels of applicants and the

remuneration of peer groups within the University. There is a University-wide cap on the total value of awards to be made and the number of eligible applicants is much larger than in previous exercises. It is therefore expected that awards for individuals will normally be limited to one level. Professorial Distinction awards are in addition to any salary uplifts made when full title is awarded.

Distinction awards are in principle pensionable, subject to the rules of USS; and, save in exceptional circumstances, are permanent. The current levels of award (as at 1 August 2015) are as follows (pro-rata for part-time appointments):

Level	£	Level	£
1	£3,428	7	£42,204
2	£9,382	8	£49,241
3	£14,066	9	£56,273
4	£20,283	10	£63,471
5	£28,139	11	£70,844
6	£35,105	12	£78,220

5 Criteria for distinction awards for non-clinical professors and readers

The criteria below have been approved by the Personnel Committee.

The criteria should be understood in the overall context of the high level of academic distinction of the academics employed by the University. An award is only made if clear evidence is available from a range of sources which emphatically indicates that the individual's distinction and general contribution have met or exceeded the terms of the criteria relating to the relevant level of award. The amount of money available for awards may limit the number and/or level of awards that may be made.

While academic distinction in terms of research record is the primary criterion,

¹ Associate Professors on the old ULTF, CUF and ULNTF grades

more general contributions to academic work may be recognised, and particularly leadership in, or in the development of, a field of study beyond and/or within the University. Achievements in these latter areas may, depending on their significance, lead to an award at a higher level than the individual's narrow research profile alone would merit.

To qualify for a new or enhanced award, an academic in post at Oxford must have undertaken teaching for the University, concomitant with the duties of the post, and such teaching must have been performed well; they must also have demonstrated a regular willingness to contribute to the academic community by involvement in University administration and have demonstrated competence in such administration.

CRITERIA FOR EACH LEVEL OF AWARD

No award: the University expects all of its professors and readers to be academically distinguished, with an international reputation and a research record which is outstanding in comparison with the majority of academic staff in the United Kingdom. It also expects all of its professors and readers to contribute fully and well to all relevant aspects of the academic work of the University. Meeting these baseline expectations will not of itself justify the making of a distinction award.

Applicants will have already met or exceeded the research criterion for conferral of the title of full professor as set out below.

An ongoing research record which is characterised by a significant influence on the field of study, and is of a high order of excellence and of 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.

Level 1: this level of award recognises academic distinction which goes beyond the normal minimum expectation the University has of its professors and readers, or those whose particular contribution to the academic work of the University has more generally exceeded normal levels.

Level 2: professors and readers at this level will have a distinguished academic record clearly well in excess of that which is a prerequisite for appointment to an Oxford chair. Their international reputation will be very significant. This level may also be used to reward quite exceptional and sustained contributions to the academic work of the

University from those whose individual scholarship is also above the normal minimum expectation.

Level 3: this level of award is intended for professors and readers of considerable academic distinction, even when measured against the overall Oxford context. They will often be the leading international authorities in their particular field, and will have made a very significant and lasting positive mark on the University's work in their area (directly through their own research or through their role in leading and developing their discipline at Oxford).

Level 4: this level of award is designed for individuals of very high academic distinction and very significant international reputation. While they may not quite match the quite exceptional achievements of genuine world-leaders, they will have had a similar international impact and have made a seminal contribution to their broad discipline.

Level 5: this level of award is available only to individuals whose academic distinction is of the highest quality, with a corresponding quite outstanding worldwide reputation which is universally acknowledged across the broadest subject areas. Professors and readers at this level will have made a formative contribution through their research and through their overall role across their general field of study.

Levels 6–12: In exceptional circumstances, a case relating to the overwhelming academic importance of recruiting and retaining key and distinguished professors and readers may lead to an award within levels 6–12.

6 Applications

Applications for the exercise should be submitted via the online system (see section 11 below for instructions) by **5pm on 30 September 2016**.

Applications must consist of a document comprising **no more than 12 sides of A4** in total (with a font size no smaller than the equivalent of Arial 10), including lists of publications etc. Any additional information, such as a covering letter (should you wish to include one), must be included within the 12-side limit. You are not required to state the level of award you wish to hold; the divisional Professorial Distinction Awards Committee will recommend appropriate levels of award to the affected Senior Appointments Panel.

Disclosure of personal circumstances should be made in a separate document; see section 8 below.

The document should include a *curriculum vitae* arranged in order under the headings listed below (where applicable). 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 request to asterisk your six most significant publications in point (2).

(1) Any relevant information such as might normally appear in a *curriculum vitae*, including your subject area, employment history, current post and any distinctions (eg FBA, FRS etc). Please include your whole career (summarising as appropriate), not just recent achievements.

(2) Advanced study and research, including publications, grants, etc. Please mark with an asterisk your six most significant publications, and indicate clearly on which papers you are the corresponding author and on which grants you are the PI. Your case will be judged on work published and available for inspection. Forthcoming work and the stage it has reached (eg commissioned, in press) should be included to show what you are currently working on, but should not be included amongst your six most significant publications.

Future plans for research. Though applicants may wish to refer to work submitted for publication or in press, the committee will be mindful that the value of a piece of work may only become clear once it has been published, and they are therefore likely to attach limited weight to unpublished work.

(3) An explanation of the context and significance of your work.

(4) Any general contributions to academic work, particularly leadership in, or in the development of, a field of study beyond and/or within the University.

(5) Evidence that you undertake teaching for the University concomitant with the duties of your post, and such teaching is performed well; and that you contribute regularly and competently to the academic community by involvement in University administration.

(6) The names of three assessors, see section 7.

Applicants are asked not to include personal data in their application unless they are content for this to be seen by members of committees, some of whom will be external to the University, and their assessors.

7 External evaluations

Applicants should include in their application document the names of **three assessors** who are **external to Oxford** and who have agreed to write evaluations.

Applicants must send their application as submitted and a copy of 'Information for Assessors' (sent by the relevant divisional office to those who are eligible for the exercise) to their three nominated assessors. Assessors are asked to provide an objective evaluation to indicate which of the award criteria set out in section 5 above, in their view, best describes the applicant's international reputation, with reference to evidence from the applicant's six most significant publications.

Assessors should send their evaluations to the relevant divisional email address **by 17 October 2016**:

Humanities: personnel@humanities.ox.ac.uk

MPLS: prof.distinction@mpls.ox.ac.uk

Medical Sciences: distinctions@medsci.ox.ac.uk

Social Sciences: profdistinction@socsci.ox.ac.uk

It is the responsibility of the applicant to ensure that all three evaluations are received by 17 October 2016, and to check with their assessors (not with the divisional office) that the evaluations have been sent. If three evaluations are not received by the deadline the application will not be considered by the committee.

Divisional Distinction Committees may approach other individuals for comments on applications or groups of applications, and will undertake any other relevant investigations in order to assess the applications fairly and consistently against the criteria.

8 Disclosure of Personal Circumstances

Applicants should feel free to disclose circumstances that may, over a considerable period of time, have had a substantial effect on their record of research. This is intended to cover not only circumstances protected under employment and equality legislation, but also unusually high loads of teaching and/or administration and/or clinical duties. Applicants who were submitted in the REF 2014 with a reduced number of outputs may wish to report that decision (this applies in particular to those who may have kept their particular circumstances confidential, in which case they need not

supply the underlying details). Any such disclosure should be provided as a separate document, not included as part of the 12-side application. Disclosures will be seen by the divisional committee and the Senior Appointments Panel.

Applicants who wish to disclose a statement of personal circumstances to their assessors may do so, but this is not required. Applicants who submit statements of personal circumstances will be asked whether their assessors saw their statement or not, and this information will be shared with the divisional committee and the Senior Appointments Panel.

9 Data Protection

All data supplied by applicants will be used only for the purpose of assessing their application for a new or enhanced award and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

By submitting an application individuals agree that their personal data, including their application, any disclosure of personal circumstances and their evaluations will be made available to external members of Divisional Professorial Distinction Committees as well as members of the University and colleges directly involved in the exercise.

10 Communication of Awards

Individuals will be informed of the outcome of the Professorial Distinction Awards exercise in Hilary term 2017 with awards backdated to 1 October 2016.

11 How to Apply

Completed applications should be submitted electronically through the 'Core' online system, which will be open for applications from 13 June 2016.

1 Go to www.admin.ox.ac.uk/personnel/staffinfo/academic/profdist and click on the link for your division. This takes you to a page in the online system headed 'Job Details' with the sub-heading 'Distinction awards for non clinical professors and readers (division)'. Click on 'apply' at the bottom of the page.

2 Register with the online system by clicking on 'Register Now'.

3 Enter your email address and a memorable password, your forename and surname. Make a note of these logon details for future reference, then click on 'Register'.

4 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). Click on 'Save and Continue'.

5 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 anonymised and used for statistical reporting once the exercise is completed). When you are ready to upload your application, click on 'Attach Documents'. Then click on 'Browse' to find your application (and separate disclosure of personal circumstances if appropriate), and click on 'Upload'.

6 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 (to return to such a pending application, click on the appropriate link from www.admin.ox.ac.uk/personnel/staffinfo/academic/profdist/, log into the online system using your email address and the password you created at registration, click on 'My Applications' from the left-hand menu, and then click on the small square to the right of the red x to return to the 'Application Checklist' screen);
- 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 5pm on 30 September 2016.

7 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 email; please ignore the reference to shortlisting.

