



PROFESSORIAL AND READERSHIP APPOINTMENTS AT BAHCESEHIR UNIVERSITY UK

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People and Organisational Development

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1 Introduction

- 1.1 Conferment of academic titles are made by the University's Academic board and Board of Advisors comprising senior academics and industrialists on individuals who are considered to have achieved an outstanding record in an academic discipline. The titles reflect leadership, exceptional contribution (to the University, the discipline and the profession) and substantial reputation at both national and international level, in research and scholarship and/or teaching and learning as well as in academic management.
- 1.2 This document sets out the procedures and criteria for the conferment of academic titles upon suitably qualified individuals in recognition of academic achievements at Bahcesehir University (UK) referred to as BAU UK. The academic titles are:
- Professor
 - Teaching Professor
 - Reader/Associate Professor
 - Assistance Professor
 - Emeritus Professor
 - Visiting Professor
 - Industry sponsored
 - Honorary Professor
- 1.3 Appointments to Professorial and Readership/Associate Professor positions at the University are made via the following routes:
- Appointment to a new post in the University;
 - Conferment of the title of Professor or Reader/Associate Professor to existing staff through an annual application process.
- The procedure for appointment to a new position or conferment through the annual application process is detailed in Section 9.
- 1.4 The procedure for appointing Emeritus Professors/Reader/Associate Professors and Visiting Professors are outlined in Sections 10 and 11 below.

2 Policy Statement on Equal Opportunities

2.1 Equality and diversity

The University is committed to open and diverse recruitment and promotion with equality and diversity at the heart of all relevant processes and decisions. The university will strive to achieve a diverse workforce, to ensure talent is not blocked from entering the university and/or progressing within it, and to support people from all backgrounds and cultures to realise their full potential.

Professorial and Readership/Associate Professor Board panel members and other contributors to this process need to be fully aware of equality legislation and understand how discrimination can occur both directly and indirectly in such processes.

Shortlisting and selection whether at recruitment or promotion, will always be carried out without regard to age, disability, sex, sexual orientation, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, or religion or belief.

Recruitment and promotion processes and systems will be regularly reviewed to ensure hidden bias is removed.

3 Membership of Professorial and Readership/Associate Professor Board

- 3.1 The membership of the Professorial and Readership/Associate Professor Board of the Academic Board is determined by the Vice-Chancellor. It comprises:
- a. The Vice-Chancellor as Chair.
 - b. Pro Vice-Chancellor and Dean of Faculty of Engineering and Business as Deputy Chair
 - c. Deputy Vice-Chancellors
 - d. At least one staff representative member nominated by the relevant PVC/Dean of the faculty and approved by the Vice-Chancellor.
 - e. Where subject coverage requires, The Faculty may exceptionally have two representatives.
 - f. An independent member of professorial standing in their field, external to the university to act as academic assessor. The individual would have a wide experience of professorial appointments.
A nominated senior manager of People and Organisational Development
- 3.2 Membership will be reviewed each year to ensure a spread of expertise and is renewable for a maximum period of three years with the exception of 3.1(a), 3.1(b) and 3.1 (c) above.
- 3.3 Consideration will be given to the gender balance of the Board.
- 3.4 The quorum for the Board will be four members one of which has to external to the university and professorial standing or a Professor. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor will Chair the Board.

4 External Academic Referees

- 4.1. The names and contact details of two external referees of professorial standing, suited to comment on the applicant's qualities with regard to the appropriate criteria will be required for a professorial appointment. Two will be required for a Readership/Associate Professor appointment. No references are required if the person has worked for the University or one of its associated research organisations for at least 2 years.
- 4.2. The referees should normally be of professorial standing in a discipline related to the applicant's field of work. The referees must be independent of the applicant, in the sense that they have not supervised, worked in recent years with the applicant on research, scholarship or consultancy projects in the last five years. They must also not be partners or family members.
- 4.3. Of the three referees nominated by an applicant for a professorial post, the Professorial and Readership/Associate Professor Board will seek references from any two of its choice. The Board will also seek additional references from one independent referees of its choice within the applicant's field of work.
- 4.4. For a Readership/Associate Professor appointment, the Professorial and Readership/Associate Professor Board will seek references from one of the two referees

nominated. The Board will also seek an additional reference from one independent referee of its choice within the applicant's field of work.

- 4.5. The role of external academic advisor is to advise the Professorial and Readership/Associate Professor Board on the suitability of the applicant under consideration for the title of Professor or the conferment of the title Reader/Associate Professor on the basis of the criteria through the provision of a written reference.

5. External Academic Advisor

- 5.1. Senior academic members of the University in conjunction with the PVC and Dean will nominate individuals external to the University to act as an external advisor. The external assessor will be chosen from the nominees and approved by the Professorial and Readership/Associate Professor Board.
- 5.2. The advisor/assessor should normally be of professorial standing and independent of the applicants.
- 5.3. The role of the external academic assessor on the Professorial and Readership/Associate Professor Board is to advise the Board on the suitability of the candidate(s) under consideration through attendance at a meeting of the Board and to provide the external scrutiny required for the conferment of academic titles.

6. The role of the staff representative

There will be a staff representative who is responsible for the administration and co-ordination of the recruitment and the annual application process for the conferment of titles. The staff representative will provide advice and guidance on the recruitment and/or the annual application process to academic heads and individuals where required.

7. Criteria for professorial appointment

- 7.1. The title of Professor conferred by BAU UK demonstrates the appointee has made outstanding, significant and lasting contributions in their academic discipline nationally and internationally and to the university's strategy and advancement, through leadership and high-level contributions to teaching, research, external income generation, knowledge transfer and public engagement. All applicants must therefore demonstrate this capacity in their applications in order to be successful.
- 7.2. Applicants should demonstrate that they contribute in at least three of the four pathways as set out in 7.2.1 to 7.2.4 below and excel in at least one. It is not expected that applicants will be able to match themselves against every criteria.

7.2.1. Research and scholarship

Contributions by research and scholarship of international calibre to the advancement of knowledge in a subject or profession over a sustained period

- Exceptional and internationally recognised achievement in research and scholarship and /or innovative application. Evidence may include an outstanding and sustained national and international research profile: innovative, distinctive, significant and substantial outputs of international quality as appropriate to the discipline; publication of highly-regarded books and papers; plus, substantial role in shaping BAU UK submission in external research assessments (e.g. REF at 3-star and 4-star).
- Evidence of significant research collaborations with research funding bodies and evidence of external and substantial research grant support and income generation including commissions and/or consultancy.
- Joint or sole authorship of research publications, (e.g. refereed journals books, articles) presentation of research findings at major national and international conferences, design portfolios, creative artefacts.
- Successful supervision of research students.
- Contributions to the development of distinctive knowledge or outstanding practice or public policy in applied contexts such as business, commerce/consultancy, industrial engagement, creative work, public services and the arts, professional practice to include practice-based, performance or policy making to the furtherance of the subject.
- Evidence of contributions at university, national and/or international level to the subject, and /or professional bodies /external esteem. This will include recognition as an expert in a field /profession both at national and international level; refereeing of articles for academic journals (peer-reviewed where appropriate); refereeing of grant applications for major funding bodies; membership of national and international panels and editorial boards and invitations to address national and international meetings and conferences.

7.2.2. Teaching and learning

Significant contributions made to new insights and the advancement of knowledge through learning and teaching leadership of national and international calibre

- (a) Excellent track record of teaching and learning practice and leadership, having a direct impact on the student experience and outcomes, and on colleagues and/or mentees. Evidence may include the enhancement of the PhD student experience through, for example, doctoral training partnerships, and the development of innovative taught programmes.
- (b) Significant contribution to the pedagogy of the subject and/or professional practice. Evidence may include involvement in learning and teaching at national and international level; external examining; the development of collaborative partnerships with outside bodies; presentations on pedagogy at conferences and contributions to pedagogy debate at national or international level; collaboration on inter- disciplinary / professional education and contribution to books and articles.
- (c) Evidence of teaching innovation and/or course development for which the applicant has been a lead player; development of new teaching materials or methodologies influencing the pedagogy of the subject; a sustained reputation for teaching excellence, learning and teaching and assessment practice which may have been adopted internationally but also university

- wide to enhance the student experience.
- (d) Evidence of scholarship related to learning and teaching, which may include obtaining external funding for learning and teaching developments, joint or sole authorship of books and publications or the development of an internationally recognised strand of pedagogy.
 - (e) National and international recognition, to include invitations to presentations, roles in professional bodies, relevant committee memberships, senior visiting positions and external leadership roles in the development of an academic area.

7.2.3. Income generation and knowledge transfer / exchange and impact

Significant engagement in: enterprise, commercial, knowledge transfer and knowledge exchange activities; activities generating economic and social impacts for the public good; and practice-based research

- (a) Evidence (as appropriate to the discipline) of major contribution to knowledge transfer or exchange of practice; this might be via widening participation, schools' outreach or public understanding of the discipline, occasional public forums, or meetings with community, business, health or governmental/policy groups.
- (b) Evidence (as appropriate to the discipline) of an involvement in knowledge transfer or exchange which has a significant and demonstrable social and/or economic impact and benefit to the university and other stakeholders. This might include practice based or applied and collaborative research, consultancy, development and delivery of CPD programmes for external clients, licensing of IP, the creation of spin-out companies and nationally significant collaboration with public bodies.
- (c) Senior visiting positions.
- (d) Success in obtaining high quality peer-reviewed research funding (e.g. from the UK Research Councils, European Commission, National Institute for Health Research, the British Academy, Royal Society, leading Trusts and Charities) and/or significant funding for knowledge transfer/exchange activities.
- (e) Development of collaborative partnerships with outside bodies.
- (f) Regularly presenting papers at conferences, fulfilling invitations to present seminars and plenary conference addresses.
- (g) An appropriate number of high quality post graduate research students attracted on a continuing basis, and successfully supervising them to completion of their research degree studies.
- (h) Significant success in obtaining research grants, individually or as a co-investigator.
- (i) Pro-active in seeking and developing applications for external research funds, commissions and/or consultancy/contract research with evidence of success.
- (j) Income generation through successful overseas recruitment activity.

7.2.4. Academic leadership

Significant achievement in academic leadership in one or more of:

learning and teaching; research and scholarship; or knowledge transfer and commercial activity

- (a) Significant achievement in the area of academic leadership which contributes to and clearly supports the objectives of the university. Evidence could include recognised excellence in learning, teaching and assessment which enhances the student experience; embedding research, scholarship, knowledge transfer/exchange, commercialisation activity; and/or the furtherance of social and economic engagement.
- (b) Success in leading the development of innovative provision in learning and teaching, research and scholarship, and/or knowledge transfer/exchange and commercial activity.
- (c) Significant contribution to policy formation, planning, academic leadership and/or management of staff and student processes at faculty and university level.
- (d) Leadership and co-ordination of university projects with national and international importance.
- (e) Leadership in professional practice.

8. Criteria for Readership/Assistant Professor/Associate Professor appointment

- 8.1. The title Reader/Assistant Professor/Associate Professor is a personal distinction and is conferred on grounds of academic distinction and achievement, recognised externally in research, teaching or other appropriate forms of scholarly and/or professional activity such as consultancy, creative work, professional practice or performance. The appointment to a Readership/Associate Professor reflects the on-going commitment of the individual to scholarly activity and the high level of distinction in the applicant's discipline. Therefore, all applicants must demonstrate this capacity in their applications in order to be successful.
- 8.2. The conferment of the title Reader/Associate Professor is guided by reference to distinctive achievement and contribution in 8.2.1 and/or 8.2.2 below plus 8.3. The lists are not intended to be exhaustive and may vary depending on the individual's discipline.

8.2.1. Contribution by research and scholarly activities of national and international calibre to the advancement of knowledge in a subject, profession and/or practice

- (a) Evidence may include successful leadership of projects and collaborative research activities; publications; consultancy work; commercial exploitation of ideas, processes, patents or other forms of intellectual property and successful research degree supervision.
- (b) An established and growing national and international reputation for high quality research; achievement of research funding and a successful record of research leadership (e.g. through leadership of a team of active researchers which may include research student) or research management (e.g. through management of research with a school/department).
- (c) Extensive contribution to course development, teaching excellence at university and academic leadership activities.

8.2.2. Contributions made through learning and teaching activities and/or

pedagogic research of national and international calibre

- (a) Distinctive contribution to the pedagogy of the subject and/or professional practice. Evidence includes involvement in learning and teaching at national and international level; external examining; presentations on pedagogy at conferences and contributions to pedagogy debate at national or international level; collaboration on interdisciplinary/professional education and contribution to books and articles.
- (b) Evidence of teaching innovation and/or course development for which the applicant has been a lead player; development of new teaching materials or methodologies influencing the pedagogy of the subject, a sustained reputation for teaching excellence, learning and teaching and assessment practice which may have been adopted internationally but also university wide to enhance the student experience.
- (c) Evidence of scholarship related to learning and teaching, including evidence of obtaining external funding for learning and teaching developments, joint or sole authorship of books and publications.
- (d) National and international recognition, to include invitations to presentations, roles in professional bodies, national or international awards such as National Teaching Fellow, relevant committee memberships and external leadership role in the development of an academic area.

8.2.3. Established national and international standing in a subject, profession and /or practice as indicated by peer review or similar indicators of esteem.

8.3. Specific set of requirements for Assistance Professor position normally are as follows:

- a) PhD in relevant subject or equivalent
- b) good technical papers
- c) Experience of externally funded projects
- d) Evidence of work or association with a professional body recognised internationally.

Evidence of recognition may include invitations to present conference papers at high quality conferences; involvement and standing with professional bodies; innovative knowledge transfer achieving significant impact on businesses; external examiner of research degrees; membership of relevant national and international committees and awards of prizes.

9. Procedure for professorial and Readership/Associate Professor appointments

9.1. Appointment of Professors and Reader/Associate Professors to new posts

- 9.1.1. New positions must be advertised internally and externally and recruited to in accordance with the university's rules and regulations.
- 9.1.2. The job description, person specification and the selection process for the posts should take into account the relevant criteria for the award of the title in sections 7 and 8 above and the Professorial role profile in the case of professorships.
- 9.1.3. Applicants must submit a CV in addition to the university's application form.
- 9.1.4. A shortlist of candidates will be compiled, and external references will be sought for each candidate. A minimum of three (from the five referees provided) satisfactory references from external referees of professorial standing, suited to comment on the candidate's qualities with regard to the appropriate criteria will be required for a professorial appointment. A minimum of two satisfactory references (from the three referees provided) will also be required for a Readership/Associate Professor appointment. In addition to these references, for both roles, another reference will be sought from the applicant's current line manager or institution when the applicant has been successfully appointed.
- 9.1.5. Where a candidate is already a professor at a university, the PVC Research will be asked by HR to confirm whether three references from external referees of professorial standing as stated in 9.1.4 is still required. If their application demonstrates strong evidence of the criteria and reputation, the PVC Research may determine that the references are not required for the conferment of professorial title at BAU UK However, the standard number of references will still be required to assess their suitability for the post.
- 9.1.6. An appointment will be made following a formal interview by an appropriately constituted appointment panel approved by the Vice-Chancellor, on the basis of a full and proper application and the written evidence of external referees.
- 9.1.7. The appointment panel for a professorial post will include the Vice-Chancellor as Chair (or may delegate Chair to the Deputy Vice-Chancellor or PVC Research), the PVC Research and an appropriate independent professor from another university.
- 9.1.8. The PVC Research will Chair the appointment panel for a Readership/Associate Professor post. A member of the Professorial and Readership/Associate Professor Board may be nominated to Chair the appointment panel in the absence of the PVC.
- 9.1.9. All appointments to professorial or Readership/Associate Professor posts and for the conferment of the title of Professor or Reader/Associate Professor are made by the Vice-Chancellor acting on the recommendation of the appointments panel. The independent professor must approve the appointment of the candidate as a professor or Reader/Associate Professor against the appropriate criteria, which will be made known to him/her in advance of the interview date.
- 9.2. Conferment of the title of Professor or Reader/Associate Professor to existing staff through annual application process
- 9.2.1. The conferment of the title Professor or Reader/Associate Professor to existing staff is by self-application to the Professorial and Readership/Associate Professor Board for the conferment of the title.
- 9.2.2. Applications will be sought in January of each year to allow academic colleagues to apply to be considered for the conferment of the title Professor or Reader/Associate Professor. The start of the annual process and time scales will be announced to PVC/Deans and the application process and guidelines for applicants will be published on the intranet.
- 9.2.3. Applicants should complete the [Application for Professorial or Readership/Associate Professor Appointment](#) (see Appendix 2) on the basis of excellence in line with the appropriate criteria. The application must be accompanied by a CV in the format

specified in section 6 of Appendix 1. PVC/Deans will be asked to comment on all applications before they are formally submitted to the Professorial and Readership/Associate Professor Board (see Appendix 3 for Guidelines for PVC and Dean).

- 9.2.4. Applicants are asked to indicate on their application the specific designation by which they wish to be known if successful, that is Professor of X or Reader/Associate Professor in X, which will require the approval of the Vice-Chancellor upon appointment. For professorial appointments, the generic title of Professor is used where the nature of the contribution is broader and does not relate to a specific discipline.
- 9.2.5. Applicants will be advised of the decision relating to their case at each decision point. Where the Board decides that an application should not proceed to the next stage, the candidate will be given feedback.
- 9.2.6. The conferment of professorial and Readership/Associate Professor titles will result from consideration by the Professorial and Readership/Associate Professor Board of:
 - (a) A recommendation of support by the PVC and Dean of the faculty in which the candidate is based to the Board.
 - (b) The presentation of a full application and supporting justification in relation to the appropriate criteria by the candidate to the Board.
 - (c) The responses of the external academic referees, whom the Board has deemed appropriate to act as referees.
 - (d) References from the additional referees nominated by the Board.

9.3. Process for considering internal applications

- 9.3.1. Following receipt of applications in Human Resources by the set deadline, these will be sent to the relevant PVC/Dean. The PVC/Dean in conjunction with the relevant head of school/department is asked to provide a letter of support in regard to each application taking into account the criteria for the title (see Appendix 3 for Guidelines for PVC/Deans). The letter of support addressed to the Board is to be sent electronically to info@bahcesehir.ac.uk by the set deadline.
- 9.3.2. Applications are formally submitted to the Professorial and Readership/Associate Professor Board in line with the process timeline on the completion of 9.3.1. The conferment of professorship and Readership/Associate Professor titles will result from consideration by the Professorial and Readership/Associate Professor Board of:
 - (a) The letter of support from the PVC/Dean to the Board.
 - (b) The full set of the application in relation to the appropriate criteria.
 - (c) The responses of external academic referees of professorial standing, whom the Board has deemed appropriate to act as referees (three references for professorship and two for Readership/Associate Professor).
 - (d) References from the additional referees nominated by the Board (two additional referees for professorship and one additional referee for Readership/Associate Professor).
- 9.3.3. **Stage 1:** The Professorial and Readership/Associate Professor Board will convene to consider the applications before deciding whether to seek references and external assessment. If the Board decides that the applicant has not established a prima facie case, it will determine that the title should not be awarded. The applicant will be notified of this decision in writing and feedback will be offered by the PVC Research. Applicants wishing to re-apply the following year will be required to highlight what has changed since their last application.
- 9.3.4. If the Board decides that a prima facie case has been made, it will seek reports

from the referees and external assessors and the application will progress to stage 2.

9.3.5. **Stage 2:** The Board will then consider applications where the full sets of reports have been received from referees and external assessors. At this stage, the Board may decide as follows:

- For application for professorship
 - i. Award the title of Professor of X. The professorial title will reflect the academic distinction and the international standing of the individual in his/her discipline.
 - ii. Award the title of Reader/Associate Professor in X, recognising some strengths of the application but noting where it falls short of professorial standing.
 - iii. Make no award and feedback will be offered by the Deputy VC Research and External Affairs. In this case, and where a lower award is made, applicants wishing to re-apply the following year will be required to highlight what has changed since their last application. Re-application is encouraged in 2 years since the first application is made.

- For application for Readership/Associate Professor

- i. Award the title of Reader/Associate Professor in X.

Make no award. Applicants wishing to re-apply the following year will be required to highlight what has changed since their last application.

- 9.4. Professorial or Readership/Associate Professor appointments may be exceptionally considered by the Vice-Chancellor outside of the timescale to ensure that individuals are not disadvantaged should their referees fail to meet the deadline set and/or respond to changing external environments.
- 9.5. In instances where the Chair is delegated, the Professorial and Readership/Associate Professor Board will recommend the appointment of a professor or Reader/Associate Professor based on the appropriate criteria to the Vice-Chancellor. The Board's decision must be unanimous.
- 9.6. The title Professor or Reader/Associate Professor will be personal to the individual upon whom it is conferred rather than associated with a particular post.
- 9.7. Applicants on the lecturer/senior lecturer scale and on the principal lecturer scale who are conferred with the Professorial title will transfer to the professorial contract and pay bands.
- 9.8. Applicants on the lecturer/senior lecturer scale awarded the Readership/Associate Professor title will transfer to the bottom of the principal lecturer scale. The salary of applicants who are already on the principal lecturer scale will remain unchanged.
- 9.9. Appointment to a professor or Reader/Associate Professor is a permanent appointment and it will take effect immediately.
- 9.10. The title Professor or Reader/Associate Professor will normally cease to be held when the holder leaves the employment of the university.
- 9.11. It is also possible to receive a Teaching Professorship for an academic who is well known for his/her teaching with good exposure to consultancy, research and development.

10.Appointment of Emeritus Professors and Emeritus Reader/Associate Professors

- 10.1. The appointment of Emeritus Professors and Emeritus Reader/Associate Professors is made by the Professorial and Readership/Associate Professor Board on the basis of proposals presented to the Board by a PVC and Dean of Faculty.
- 10.2. The title of Emeritus Professor or Emeritus Reader/Associate Professor may be conferred by the Board upon a retiring professor of Bahcesehir University (UK Campus) who is considered to have served the university with distinction.
- 10.3. Nomination process
 - 10.3.1. Proposals should be made by the PVC and Dean in the year prior to the individual's retirement or when notice of retirement is given. Each proposal should be accompanied by a full justification for the appointment with supporting evidence, including a full CV. This should be forwarded to info@bahcesehir.ac.uk for consideration by the Professorial and Readership/Associate Professor Board.
 - 10.3.2. Proposals should take into account the following:
 - i. Emeritus status recognises exceptional distinction and significant standing of the individual in their discipline or profession and an outstanding contribution to the university.
 - ii. The title can only be awarded by the Vice-Chancellor on the recommendation of the Professorial and Readership/Associate Professor Board.
 - iii. Proposals should identify the likely future contribution of the individual to the work of the university and how their work might be supported by the host faculty.
 - iv. The Professorial and Readership/Associate Professor Board, when considering applications, will assess the individual's past career in the context of the existing professorial or Reader/Associate Professor criteria as appropriate and, in particular, will take account of the international quality of the work, as well as the future likely contribution and impact.
 - v. The tenure of the emeritus status will normally be for a fixed period of five years but may, in exceptional cases, be unlimited and will be determined in each instance by the Professorial and Readership/Associate Professor Board. The Board may choose to extend periods of tenure at its discretion.
 - vi. Emeritus status will be awarded with great care and only in cases where the Board considers that the attributes of the individual are strong and warrant particular recognition.
 - vii. The award of emeritus status will be subject to the same considerations as other professorial and Readership/Associate Professor positions in that the award may be rescinded if the individual is deemed to have acted in a manner either unfitting to someone of professorial/Readership/Associate Professor standing or has brought the university into disrepute.
 - viii. The Professorial and Readership/Associate Professor Board considers that Emeritus Professors and Emeritus Reader/Associate Professors should have rights of access to the university, including the facilities of the university library. The endorsement by the relevant PVC and Dean of Faculty should take account of access to facilities to support the work of the proposed Professor/Reader/Associate

Professor Emeritus. These can be provided only within the limits of the university's resources at the time.

- ix. It is expected that Emeritus Professors/Reader/Associate Professors should work with the host faculty within the jurisdiction of the PVC and Dean.
- x. Emeritus Professors/Reader/Associate Professors do not receive payment.

11. Appointment of Visiting Professors

- 11.1. Proposals to appoint visiting professors will be presented in writing to the Professorial and Readership/Associate Professor Board by the sponsoring PVC and Dean of faculty. The proposal will be accompanied by a justification and supporting documentation to include CV and a statement from the PVC/Dean indicating the nature of the work which the individual would be undertaking.
- 11.2. The Board recognises that this might take a variety of forms, given the wide range of interests in the university and the importance of both pure and applied research. The latter obliges the university to associate with leaders in fields of application who have achieved recognisable eminence in ways that are distinctive to them and their field.
- 11.3. The Board recognises that sometimes there are instances where opportunities are given to the university to form an association with an individual of unquestionable high standing. When such instances are identified, those concerned should seek approval from the Vice-Chancellor in advance of submitting an application to the Board.
- 11.4. Candidates for appointment of Visiting Professor must have significant standing in their subject or profession.
- 11.5. The PVC Research will assess all applications on behalf of the Board to ensure that the award of the title is appropriate.
- 11.6. Full time members of staff are not eligible to apply for appointment as Visiting Professor. Subsequent appointment of the individual to a full-time position at the university would not result in the automatic appointment as a professor as this is subject to the application process in section 8 above.
- 11.7. Normal conditions of tenure shall apply, with the appointment reviewed every three years.
- 11.8. The title of Visiting Professor should always be used with the accompaniment of a phrase denoting the relevant department, division or school (e.g. "Visiting Professor in the Department of Fine Art") in any printed materials, including business cards, headed paper etc. A visiting professor may use the title of Professor outside the university solely by virtue of the BAU UK appointment.
- 11.9. Visiting professors do not receive payment although expenses (e.g. travel, hotel accommodation, etc.) agreed with the faculty will be reimbursed. However, in exceptional circumstances where the faculty requires a visiting professor to undertake a reasonable amount of work, the proposal should be discussed in the first instance with the HR adviser for the area to determine the appropriate engagement route taking into account the nature of work they are being required to do (e.g. a pro rata contract). The level of pay in such circumstances should be determined with reference to normal job evaluation processes.
- 11.10. The university may also award honorary professorship or industry sponsored professorship to someone who is deemed to be qualified to at least visiting professorship level. Honorary Professors are not expected to teach but promote the good name of the University and give occasional lectures to staff and students. The Industry Sponsored professors have similar duties similar to visiting professors and have to satisfy the same

criteria.

12. Appointment of Honorary Fellows, Associate Professors and Professors

- 12.1. Proposals to appoint Honorary Fellows, Associate Professors and Professors will be presented in writing to the Professorial and Readership/Associate Professor Board by the sponsoring either the VC or one of the PVCs/Deans. The proposal will be accompanied by a justification and supporting documentation to include CV and a statement from the VC/PVC/Dean indicating the nature of the work which the individual would be undertaking.
- 12.2. The Board recognises that this might take a variety of forms, given the wide range of interests in the university and the importance of appointing people who while not involved with teaching or research but who can play a major role in the developing the university in line with its vision and mission. The latter obliges the university to associate with industrial, commercial and political leaders who have achieved recognisable eminence in their previous appointments.
- 12.3. The Board recognises that sometimes there are instances where opportunities are given to the university to form an association with an individual of unquestionable high standing. When such instances are identified, those concerned should seek approval from the Vice-Chancellor in advance of submitting an application to the Board.
- 12.4. Candidates for appointment of Professor must have significant standing in their subject or profession. It is also to appoint Honorary Fellows in the first instance and appoint individuals to the position of Associate Professors leading to Professorship as a later date.
- 12.5. The VC or PVC Research will assess all applications on behalf of the Board to ensure that the award of the title is appropriate.
- 12.6. Full time members of staff are not eligible to apply for appointment as a fellow or a associate/Professor. Subsequent appointment of the individual to a full-time position at the university would not result in the automatic appointment as a professor as this is subject to the application process.
- 12.7. Normal conditions of tenure shall not apply, with the appointment reviewed every year.
- 12.8. The title of Fellow, Associate Professor and Professor should only be used during the period of appointment only. An honorary appointee may use the title of Fellow, Associate Professor or Professor outside the university solely by virtue of the BAU UK appointment.
- 12.9. Honorary professors do not receive payment although expenses (e.g. travel, hotel accommodation, etc.) agreed with the university will be reimbursed. However, in exceptional circumstances where the university requires a honorary professor to undertake a reasonable amount of work, the proposal should be discussed in the first instance with the HR adviser for the area to determine the appropriate engagement route taking into account the nature of work they are being required to do (e.g. a pro rata contract). It is also allowable, subject to VC's approval to allocate an annual fee and a budget for travelling expenses and subsistence. The level of grant in such circumstances should be determined with reference to appointment or normal job evaluation processes.
- 12.10. Honorary Fellows, Associate Professors and Professors are expected to give at least two lectures or get involved with two projects per year and promote the good name of the

University The Industry Sponsored Fellow, Associate Professors and Professors have similar duties similar to honorary Fellow, Associate Professors and Professors and have to satisfy the same criteria.

13. Outcome of applications

13.1. Successful applicants

All appointments to professorship or Readership/Associate Professor, from both internal and external applications will be confirmed in writing by the Vice-Chancellor, with copies to the relevant PVC and Dean and the Communications team.

All individuals who are awarded the title of Professor or Reader/Associate Professor may have a designated area associated with the title in the form of 'Professor of X' or 'Reader/Associate Professor in X'. Where the nature of the contribution is broader and does not relate to a specific discipline, the generic title of Professor or Reader/Associate Professor is used.

13.2. Unsuccessful applicants

Unsuccessful applicants will be informed of the outcome of their application in writing at the stage the Professorial and Readership/Associate Professor Board decides that the applicant has not established a prima facie case and will be offered feedback on their application.

14. Appeals procedure

- 14.1. A candidate whose application for a title is rejected or who is awarded the title of Reader/Associate Professor having applied for the title of Professor will have the right to make an appeal against the decision.
- 14.2. Appeals will be considered by a member of the Board of Governors. Prior to submitting an appeal, it is expected that the applicant would first have a meeting with the PVC Research to receive guidance and feedback on the application.
- 14.3. The grounds upon which an appeal can be based are:
 - 14.3.1. That there was a material procedural irregularity in the process of considering the application; or
 - 14.3.2. That the decision or recommendation of the Professorial and Readership/Associate Professor Board was unreasonable.
- 14.4. Appeals should be submitted in writing to the Staff Representative, making clear the grounds for appeal and providing appropriate documentary evidence. Appeals must be submitted by 30 April of an given academic year.
- 14.5. The member of the Board of Governors will ask the Chair of the Professorial and Readership/Associate Professor Board to submit in writing the rationale for the decision or recommendation of the Board.
- 14.6. The member of the Board of Governors will determine if the appeal is to be referred back to the Professorial and Readership/Associate Professor Board for further consideration. He/she may at any stage seek additional information from the appellant or the Chair of the Board prior to making a decision.

- 14.7. If the member of the Board of Governors does not refer the appeal to the Professorial and Readership/Associate Professor Board, the decision will stand. This decision will be final.
- 14.8. If the member of the Board of Governors refers the appeal to the Professorial and Readership/Associate Professor Board for further consideration the outcome may be to:
 - 14.8.1. Either determine that the title should be awarded; or
 - 14.8.2. Determine that the title of Reader/Associate Professor should be awarded to a candidate for the title of Professor; or
 - 14.8.3. Confirm the original decision and provide justification to the member of the Board of Governors considering the appeal.
- 14.9. In the case of a referral back under 13.8.1 and 13.8.2, the Professorial and Readership/Associate Professor Board will respond with a further recommendation after which the member of the Board of Governors will confirm the outcome of the appeal. The decision will be final.
- 14.10. In the case of 13.8.3 the member of the Board of Governors will inform the applicant of the decision which will be final.

15. Revocation of the titles of Professor and Reader/Associate Professor

- 15.1. The revocation of the title of Professor or Reader/Associate Professor is a potential outcome of a disciplinary and/or capability process (in addition to the sanctions explicitly identified in the respective procedures) where it is identified that the person holding the title has brought the university into disrepute, or where they are no longer able to demonstrate the required level of achievement.
- 15.2. Revocation of a title will take place if, following the appropriate university policy and process (e.g. IPA) and in the opinion of the Vice-Chancellor, as recommended by the Professorial and Readership/Associate Professor Board:
 - i. The person holding the title has brought the university into disrepute; or
 - ii. A person currently employed by the university who was originally awarded the professorial title primarily as a result of an outstanding level of achievement on the relevant criteria is no longer able to demonstrate that level of achievement and, as a result, no longer meets the criteria for the professorial title, or,
 - iii. A person currently employed by the university who was originally awarded the Readership/Associate Professor title is no longer able to demonstrate that level of achievement and, as a result, no longer meets the criteria for the Readership/Associate Professor title.

It is important to state that in case of revocation it may be possible to consider the person whose title has revoked for other titles if appropriate.

16. Circumstances having an impact on Quality of output for Professorial or Readership/Associate Professor conferment

- 16.1. In order that the Professorial and Readership/Associate Professor Board can take account of all relevant factors, applicants are able to indicate any circumstances that have had an

impact on their ability to provide the volume of output that might be expected of a professor or Reader/Associate Professor.

Applications from part-time staff

- 16.2. Applicants in a part time or pro rata role are still expected to have demonstrated high standards of attainment in the relevant criteria and the quality or level of performance required will not vary. However, quality expectations will be varied appropriately, and where relevant due regard will be given to the nature of the role and level of focus in respect of a part-time post.

Personal circumstances

- 16.3. A range of personal circumstances can be taken into account including the following:
- (a) Absences due to maternity, paternity, adoption, parental or carers leave.
 - (b) Breaks in employment due to non-consecutive fixed term contracts.
 - (c) Disability including temporary incapacity that lasts for more than six months.
 - (d) Absence due to ill –health or injury or other legitimate cause for compassionate leave.

As for part-time applicants, individuals with particular personal circumstances are still expected to have demonstrated the required standard and quality of performance, but the volume expectations may be varied to take account of the circumstances.

The Professorial and Readership/Associate Professor Board will judge whether sufficient evidence has been provided to suggest that the personal circumstances would have had a significant impact on the applicant’s ability to produce the expected volume of outputs.

17. Review

The conferment process and associated guidelines will be reviewed as required. If anything in the guidance notes is unclear or further information is required, applicants should contact the Human Resources adviser for their work area.

The Professorial and Readership/Associate Professor Board will provide an annual update to the Academic Board following completion of the cycle.

18. Exceptions

For staff members who were appointed to senior posts when the University was established provided they worked for one of the associated centres of University for at least 2 years and satisfied the requirements for one of the professorial titles deemed acceptable by the appointing panel the above procedures does not apply.

2 APPENDIX 1: GUIDANCE NOTES FOR APPLICANTS

Applicants are advised to read these guidance notes before completing an application.

1. Format of applications

- 1.1 Applications should be submitted in the format indicated below and must consist of the following:

a. Application form (Sections 1-2)	You should complete the electronic application form identifying the criteria on which your application is based and indicate on the form the specific designation by which you wish to be known if successful, that is Professor of X or Reader/Associate Professor in X if applicable. If you are not able to access this form, you should contact the HR adviser for your faculty.
b. Written Statement (Section 3 of application form) Maximum of 4 sides of A4 headed by the applicant's name. Minimum font size Arial point 11	The written statement should clearly set out the criteria under which the application is being made, the grounds on which the conferment is being sought and the evidence in support of the application. NB. You may include evidence based on previous employment at other institutions or in previous roles at BAHCESEHIR UNIVERSITY (UK CAMPUS) – the sum total of your contributions across your academic career will be taken into account for the conferment of a personal title.
c. Curriculum Vitae Minimum font size Arial font 11	An up to date curriculum vitae should be prepared in accordance with the format for curriculum vitae submission in section 7 below.

Points to note

- 1.2 Ensure you adhere to the maximum page restrictions as applications made exceeding these guidelines will not be considered by the Professorial and Readership/Associate Professor Board.
- 1.3 Allowances will be made on font size should this be required on disability grounds. Any adjustment should be mutually agreed with the relevant HR adviser prior to application submission.
- 1.4 Ensure that all the pages of your application are numbered.
- 1.5 You are advised to keep a copy of your application and any supporting documentation for your own records.

2. Referees

- 2.1 The names and contact details of five external referees of professorial standing, suited to comment on your qualities with regard to the appropriate criteria will be required for a professorial appointment and three for a Readership/Associate Professor appointment. The referees should be of professorial standing in a discipline related to your field of work.
- 2.2 You are advised to check before nominating referees that they are willing to be approached by the university and to gain their consent to providing a reference within the timescales required by the university.
- 2.3 To ensure impartiality, the referees must be independent and should normally be of professorial standing in a discipline related to your field of work. The referees must be independent in the sense that they have not supervised, worked closely or collaborated with you on research, scholarship or consultancy projects in the last five years. They must also not be partners or family members.

3. Pre-application discussion and advice

Individuals considering making an application are advised to seek advice or have a pre-application discussion with their line manager and PVC/Dean before submitting their application.

4. Deadline for applications

The completed application form, written statement and curriculum vitae should be returned to info@bahcesehir.ac.uk by the specified deadline date. If it is not possible to submit the application electronically, then in exceptional circumstances these may be submitted in hard copy by the deadline date specified. If this is the case, applicants are advised to agree this in advance with the HR adviser for the faculty.

Late applications will not be considered.

5. Timetable

A timetable for the appointment process is in Appendix 4.

6. Format for Curriculum Vitae submission

A current CV typed in **Arial font 11** should be provided in the following format providing a brief summary of your contribution or achievements. CVs should cover **no more than six sides** of A4, but this does not include lists of publications or research grants which should be separate. It is recognised that not every item may be relevant in each case, but you should include all evidence that you wish to use to support your application.

6.1 Personal information

- (a) Name
- (b) Present appointment and a summary of current duties.
- (c) Previous appointments (outline the details of previous appointments i.e. title, employer, dates, with the most recent first)
- (d) Academic qualifications (list with the most recent qualification first, all degrees, certificates, diplomas and professional qualifications, with dates and awarding body). The title of thesis forming part of a qualification should be included.
- (e) Awards, honours and distinctions (include dates and awarding bodies).

6.2 Research and scholarship

Summarise your contribution and achievements in this area, explaining their importance and significance. These may include:

- (a) Evidence of academic leadership internally or externally, and contribution to faculty research strategy, to include any contribution made to commercial activity resulting in income to the university
- (b) Publications related to research and/or scholarship (See notes on publications below)
- (c) Details of research grants /external income to include funding body, value of income and your role on the grant
- (d) Academic distinction, fellowships or honours, awards, prizes, invitations to address conferences, membership of national or international committees
- (e) Inventions, patents held, consultancies and commercial exploitation of research, international and business collaborations
- (f) Research degree supervision and number of successful theses over the last 3 years, external PhD examining (list the numbers of research students supervised as first and second supervisor, and indicate the year of initial registration and year of submission)
- (g) Membership of editorial board(s), referring of articles for peer-reviewed academic journals.

6.3 Learning and teaching

Summarise your contribution and achievements in this area, explaining their importance and significance. This may include:

- (a) Contribution to faculty and university strategy on Teaching and Learning
- (b) Contribution to the development of policy and practice at institutional, national or international level
- (c) Contribution to the pedagogy of the subject and/or professional practice
- (d) Teaching and learning innovation at both postgraduate and undergraduate levels
- (e) Publications of textbooks, articles, teaching materials that have informed the way in which the subject is taught within the discipline. (See notes on publications below)
- (f) Contributions to the use of technologies in teaching and assessment
- (g) Membership of education or committees of professional institutions
- (h) Involvement in national and international learning and teaching projects and/or networks
- (i) Prizes or awards for learning and teaching contributions.

6.4 Academic management/leadership

- (a) Faculty /School responsibilities
- (b) University committee responsibilities and membership of organisations
- (c) Academic and professional activities outside of the university, including leadership/membership of local or national committees and societies
- (d) Publications, conferences specific to this area of work
- (e) Any other significant personal achievements in the area of academic management or leadership.

6.5 Professional and external standing

Provide a list summarising your achievements (where relevant) against the following:

- (a) Leadership in work or projects that have made significant contribution to the advancement of knowledge and /or its application to the subject area, professional practice, or government policy-making, either in the UK or overseas, including references to specific policy documents and their impact.
- (b) Leading the public understanding on the subject area at a national or international level.
- (c) Leadership roles in academic quality assurance assessments, validation panels at external institutions
- (d) Contribution to work that has made a significant input to the setting of standard (national and international), including references to specific standards documents and their impact.

7. General notes on the completion of CV

- 7.1 All pages must be consecutively numbered with surname and initial as a 'header' on top of each page.
- 7.2 Details in the CV should be kept as concise as possible.
- 7.3 Do not submit copies of any articles, reviews, etc. Any such material included with an application will not be taken into account.

8. Publications

- 8.1 Provide separately a complete list of publications in chronological order, giving title and full publication details. Distinguish between articles, reviews, books or contributions to books, refereed conference proceedings etc. Give the lengths of contributions to books and of articles.
- 8.2 Indicate in the left-hand margin as shown in bold below for:
 - (RPA) all research published since appointment to current post. (RPP) all research published since promotion to current post. (PTL) all publications specifically about teaching and learning.
 - (PPR) all publications subject to peer review. Please note that if publications are not marked as such it will be assumed they are not subject to peer review.
 - (PYP) publications the applicant wishes to bring to the attention of the Professorial and Readership/Associate Professor Board which are

not yet published but have been finally accepted for publication. Please note that evidence may be required.

- 8.3 When listing jointly authored work (e.g. research articles, teaching publications, conference papers, patents, etc.), indicate if you were the main contributor.
- 8.4 In addition, in the left-hand margin, please indicate with an (*) what you consider to be your significant publications. Also, indicate very briefly the impact factor (for journals) or standing of the publisher (for books) as appropriate.
- 8.5 Reference can be made to review(s) of your publications if the review appeared in publications of acknowledged scholarly standing. If any review of your work has appeared, please add the date and its location.
- 8.6 List on the CV, your review(s) of the work of others if these are judged to be of major significance. The Professorial and Readership/Associate Professor Board will decide on their relevance in considering your application.
- 8.7 All forms of published output may be listed, including patents, editions, works of art, consultancy papers, etc.
- 8.8 State the status of your publications. Only current publications in the public domain at the deadline date for applications will be taken into account. Future publication(s) can only be included in this application if it has been accepted for publication and a letter of acceptance is attached to the CV.

9. Personal circumstances

If you have any personal circumstances as outlined in Section 15 of this document, (i.e. Circumstances having an impact on volume of output for professorial or Readership/Associate Professor conferment) that you wish the Professorial and Readership/Associate Professor Board to take account of, please include a brief summary at the end of your written statement in Section 3 of the application form.

3 APPENDIX 2: APPLICATION FORM FOR PROFESSORIAL OR READERSHIP/ASSOCIATE PROFESSOR APPOINTMENT

Application for Professorial or Readership Appointment 2019

Applications should be converted into **one continuous PDF document** before submission.

4 SECTION 1: PERSONAL DETAILS

Payroll no.	Title	Forenames	Surname

Faculty	
School/Department	

Current job title	Current Salary point	Start date at BAU UK

Please note the difference in criteria for each application as outlined in the guidelines.

Select the type of application you are submitting. Applicants may apply for conferment of Professorship or Readership/Associate Professor but not for both.	Conferment of professorial title <input type="checkbox"/>
	Conferment of Readership/Associate Professor title <input type="checkbox"/>
Which criteria are you applying under?	
Please indicate the specific designation you wish to be known if your application is successful	

5 SECTION 2: EXTERNAL NOMINATED REFEREES

Please provide details of external referees who may be contacted, indicating the nature of your relationship (5 referees for professorship and 3 referees for Readership/Associate Professor). Referees must be professors in their discipline.

<i>Referee 1</i> Title and Name: Subject area of expertise: Address: Email and telephone no: Relationship to referee:	
<i>Referee 2</i> Title and Name: Subject area of expertise: Address: Email and telephone no: Relationship to referee:	
<i>Referee 3</i> Title and Name: Subject area of expertise: Address: Email and telephone no: Relationship to referee:	
<i>Referee 4</i> Title and Name: Subject area of expertise: Address: Email and telephone no: Relationship to referee:	
<i>Referee 5</i> Title and Name: Subject area of expertise: Address: Email and telephone no: Relationship to referee:	

I confirm that I have attached a copy of my curriculum vitae

I confirm that I have discussed this application with my line manager and PVC/Dean and supplied them with a copy.

6 SECTION 3: WRITTEN STATEMENT OF APPLICATION

In this section please provide relevant information and evidence to demonstrate how you meet the criteria against which you are applying, and include a personal statement about your future plans should your application be successful. Your written statement should be no more than 4 sides of A4, minimum font size Arial point 11.

7 SECTION 4: DECLARATION

I declare to the best of my knowledge that the information contained in this application is correct. I understand that providing any misleading or false information in support of my application will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice.

Signed:	Date:
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This completed application, CV and written statement is to be forwarded to HR by email to:
info@bahcesehir.ac.uk.

8 APPENDIX 3: GUIDANCE NOTES FOR PVC/DEANS

1 Pre-application discussion

- 1.1. The conferment of the title Professor or Reader/Associate Professor to existing staff is by self-application to the Professorial and Readership/Associate Professor Board. Individuals wishing to submit an application are advised to have a pre-application discussion with their line manager and the PVC/Dean before submitting their application. The PVC/Dean has a responsibility to advise the member of staff if their application is not at the required standard and is unlikely to be supported. If the application is to be supported, the member of staff should be aware that the Professorial and Readership/Associate Professor Board will still need to determine whether the title should be awarded.

2 Providing letter of support for applications

- 2.1 Applications received will be sent by Human Resources to the relevant PVC/Dean after the closing date. The PVC/Dean is asked to submit a letter of support for each application from their faculty before they are formally submitted to the Professorial and Readership/Associate Professor Board for consideration.
- 2.2 The Professorial and Readership/Associate Professor Board requires a clear statement on each applicant therefore it is recommended that the PVC/Dean consults the Head of School/Department to obtain full information on the applicant. The letter of support should:
 - a) be addressed to the Chair of the Professorial and Readership/Associate Professor Board;
 - b) contain an appraisal of the applicant's contribution to research and/or teaching and learning and their achievements, taking into account the criteria the applicant has matched themselves against;
 - c) confirm whether the applicant has engaged in the teaching and learning activities to a high standard;
 - d) confirm whether the applicant has demonstrated leadership across teaching and learning and/or research activities;
 - e) highlight the achievement of significant MAX/MyAppraisal objectives;
 - f) state whether the applicant's activities contributes to the strategic objectives of the faculty /university as defined in the strategic plan and benefits BAU UK;
 - g) provide the PVC/Dean's assessment of the strength of the application and their support for the application.
 - h) Confirm that the information on the application is accurate.

3 External academic referee

- 3.1 The PVC/Dean is asked to provide the details of an independent external academic referee/ assessor of professorial standing for each applicant to advise the Professorial and Readership/Associate Professor Board on the suitability of the application (two for Professor and one for Reader/Associate Professor).
- 3.2 The PVC/Dean should liaise with the applicant's Head of School /Department and

the faculty's Head of Research or Head of Research Group to determine the external referee/assessor best suited to comment on the applicant's field of work. **It would be helpful** for the PVC/Dean to contact the independent external referee/assessor to inform them that HR will contact them.

3-3 **It is essential that this information is provided promptly** and by the set deadline to ensure there are no delays in obtaining references and the overall process for considering applications.