

Policy on conferment of the title of Honorary Professor in IADT

Document Reference and Version No.	Version 1.2, January 2022
Purpose	To outline IADT's policy for the conferment of the title of Honorary Professor
Commencement Date	January 2022
Date of Next Review	January 2025
Who needs to know about this document	President, Executive Management, Human Resources, Heads of Faculty, Heads of Department, Programme Chairs/Co-ordinators, all Academic staff.
Revision History	Version 1 2019 Version 1.2 2022
Policy Author	The President / Registrar
Policy Owner	The Registrar

Contents

Introduction.....	3
Policy Aim.....	3
Application and Conferment of Honorary Professorships.....	3
Eligibility to apply.....	3
Application Process.....	3
Selection criteria	4
<i>Contribution to Research</i>	4
<i>Contribution to Teaching and Learning</i>	5
<i>Contributions to Institute life and the community</i>	6
Terms and conditions.....	6

Introduction

Policy Aim

The aim of this policy is to create a reference document that gives clear and concise information for all regarding the application process and conferment of the title of Honorary Professor.

This policy is administered in the context of the Equality Opportunities Policy and will be scheduled for review every three years.

Application and Conferment of Honorary Professorships

Eligibility to apply

To be eligible for the conferment of the title of Honorary Professor, the candidate must meet one of the following criteria:

Either

Academic staff who have achieved a doctorate and have completed a minimum of four years' continuous service in IADT

Or

Senior lecturers, including level SL1, SL2 & SL3 who have achieved a Masters and who have completed a minimum of six years continuous service in IADT

Application Process

The Institute will issue a notice annually inviting all eligible academic staff to consider applying for the conferment of the title of Honorary Professor. The Registrar will issue the call with relevant details and application dates and deadlines. Candidates will be requested to submit their application to the President.

A Professorial Conferment Board will be established to consider any applications received for awarding the designation of Honorary Professor.

Membership of the Board will include:

- Chair of panel (an external academic nominated by the President)
- Registrar (who will also provide administrative support)
- Two members of the Institute Governing Body
- Two External academics appointed on the basis of discipline relevance

The process will be facilitated, and any decisions recorded, by the Head of Human Resources.

Consideration will be given towards achieving gender balance in the conferment of these posts.

Application to the Board is made by completing and submitting;

- A detailed curriculum vitae
- Five examples of research, which may be publications, exhibition catalogues, performance reviews or similar, depending on discipline
- Two referees (Two senior academics, OR one senior academic and one practitioner if more appropriate to the discipline area).

Selection criteria

Applicants' performance and standing will be assessed in three areas central to the Institute's mission:

- Contribution to Research
- Contribution to Teaching and Learning
- Contribution to the Institute and the community

Applicants will be required to demonstrate major contributions in two areas and a significant contribution in the third area.

Performance and standing in the three areas will be judged on evidence-based on the following:

Contribution to Research

A major contribution would be considered one of unusual depth and significance, or clear evidence of consistent and continued high quality output with evidence of national and/or international recognition and standing.

A significant contribution would be demonstrated by original authorship of works describing advances in knowledge in the applicant's discipline or field, or the application of new knowledge in original ways to problems of acknowledged importance, or new expressions of knowledge or creative insight; and would require evidence that the applicant is recognised nationally and preferably internationally.

Indicative activities and achievements:

- Authorship in highly regarded publications
- Publication of commissioned reports subject to peer review
- Publication of conference papers in peer-reviewed conference proceedings
- Creative works of intellectual repute, as appropriate, in the relevant discipline
- Award of prizes, honours or evidenced external recognition for internationally regarded research
- Direction or execution of performances, productions, exhibitions, or designs appropriate to the discipline or medium concerned.
- Patents or inventions, preferably either refereed or supported by other evidence of peer recognition

Supporting materials

- Evidence of successfully conducting, promoting or leading research and development
- Record of successful research supervision
- Record of establishing collaborative links and/or productive research contacts with industry and/or the professions.
- Record of establishing links which support institutional goals in relation to internationalisation
- Publication and editorial contributions to scholarly journals and other professional publications
 - In the case of multi-authored publications, there must have been a clear and substantial personal contribution to the work.
- Performance in professional practice, acknowledged by appropriate peer recognition
- Achievement in consultancy work in terms of its contribution to the advancement of knowledge and/or its applications, and of professional practice
- Appointment to external bodies, or invitations by other institutions to act in an expert capacity
- Contributions of a scholarly kind to the affairs of a professional organisation or learned society
- Record of attracting external research grants, research and development contracts etc.
- Invitations to address scholarly or professional meetings, conferences etc.
- Evidence of peer recognition and impact should be provided where applicable (e.g. prizes, external reviews, citations & journal impact factors).

Contribution to Teaching and Learning

A major contribution is demonstrated by superior standing in the area of teaching and educational development, with evidence of recognition and standing at national and/or international level.

Indicative activities and achievements:

- Acknowledged excellence as a teacher within IADT and more broadly within the discipline or field
- Ability to inspire & engage students
- A leading role in the development and introduction of new programmes
- Development of new or exemplary teaching materials or facilities, or approaches to teaching or assessment, and flexible approaches to student learning including the use of new technologies
- High level contributions to educational developments in professional bodies or learned societies
- Encouragement of critical thinking, and innovative approaches by students
- Refereed publications of national or international standing in Teaching and Learning
- High level contribution to innovation in the facilitation of an effective learning environment for a diverse student population
- High level contribution to the development of an international focus in teaching and educational development.

Supporting materials

- Evidence from consistent and regular course evaluations and feedback results
- Position of responsibility in relation to programmes (such as co-ordinator/**chair**)
- Record of successful innovations in curriculum design, delivery, media and/or content across a range of levels (undergraduate and/or postgraduate)
- Development of new, market-leading, programmes of study

Contributions to Institute life and the community

A major contribution would be demonstrated by a sustained contribution to the management and corporate life of the institution and to the role of the institution at an international, national and community level.

Indicative activities and achievements:

- Substantial contribution to the Institute's decision-making processes
- Contribution to entrepreneurial work in the Institute's interest
- Consultancy work which contributes to the development of public policy or other major community issues
- Where appropriate, initiation or active maintenance of major links between IADT and external groups of employers or graduates
- Sustained and high level contributions to professional organisations, learned societies, government and industry policy advisory bodies, or major community groups in areas relevant to the applicant's academic expertise
- Establishment of effective international links which promote the development of the college
- Holding position of responsibility within the candidate's Faculty
- Active contribution to IADT committees and administration
- Participation in IADT's planning, fundraising and outreach work
- Representation on internal and external bodies
- Record of promotion of equality and diversity within the Institute
- Activities that substantially enhance the development or application of public or professional policy or practice at institutional, regional, national or international level
- Developing and maintaining innovative and/or creative relationships with external bodies and/or industry at regional, national and international level

Supporting materials

- Evidence of significant engagement with and positive influence on areas of practice arising from scholarly activity
- Evidence of substantial contributions to policy formulation

Terms and conditions

The award of the title of Honorary Professor does not itself alter or affect the holder's salary or other terms and conditions of employment.

All IADT Honorary Professors are expected to inaugurate their post by delivering a public lecture within 1 year of conferment.

Ratification by Governing Body

- All recommended applicants for the title of Honorary Professor will be presented to Governing Body for ratification.
- In exceptional circumstances, the Governing Body reserve the right to withdraw the title at 3 months' notice.