

**ROYAL HOLLOWAY  
University of London**

**ACADEMIC STAFF REVIEW GROUP**

**PROCEDURES FOR PROMOTIONS AND CONFERMENTS OF TITLE**

CONFERMENT OF TITLE

1. Under Ordinance 16 of the University of London the Academic Staff Review Group considers the conferment of title using the following criteria:

Royal Holloway will also consider achievements in third stream and enterprise activity where relevant.

- (i) for the conferment of title of Professor -

the person's national and international standing in the relevant subject or profession as established by outstanding contributions to its advancement through publications, creative work or other appropriate forms of scholarship, and through teaching, including innovation in the learning process, and administration.

- (ii) for the conferment of title of Reader -

the person's standing and promise in the relevant subject or profession as established by important contributions to its advancement through publications, creative work or other appropriate forms of scholarship, and through teaching. Other contributions to the work of the College, the University, learned societies and other relevant bodies may also be taken into account.

2. In cases of conferment of the title of Professor it is expected that there will be significant and sustained developments in either or both teaching and research since the conferment of title of Reader. It is not, however, essential that the candidate is a Reader before being considered for the title of Professor.
3. The title of Reader is not attached to any grade; it is a mark of personal distinction. It is a matter for decision by the Academic Staff Review Group whether the conferment of title carries with it immediate transfer to the Senior Lecturer range, if appropriate. If, however, the title is conferred on a person who remains within the Lecturer salary range, progression to the Senior Lecturer range is automatic when the top point of the Lecturer B Grade is reached.
4. The Group reviews promotion proposals on the evidence from departments, the candidate's *curriculum vitae* (including the teaching

profile [see [Appendices 1 and 2](#)] and publication list) and external referees reports about successful performance in the following areas:

- (i) teaching, including curriculum development, examining and initiation of teaching methods;
- (ii) scholarship and published research;
- (iii) departmental, College and University administrative responsibilities and positive contribution to learned societies and other relevant external bodies;
- (iv) other contributions, for example to continuing education, to policy making at a national or international level and to the developing of industrial and commercial links and contracts.

Detailed criteria are in the guidance which follows (see [Appendix 3](#)).

5. The proposals are prepared by the Head of Department after appropriate consultation (consultation should not take place with persons who will be nominated as an Expert), having regard to the University's criteria. It is expected that a member of staff with outstanding performance in research as well as satisfactory performance in all other areas would be considered for the title of Reader rather than promotion to Senior Lecturer. **The grounds for the proposal should be clearly stated on the form for the Academic Staff Review Group. A publication list and teaching profile should be included with an up to date *curriculum vitae*.**
6. Individual members of staff may put themselves forward for consideration for conferment of title, although before doing so they should discuss the matter with their Head of Department and the Dean of Faculty. The Group will invite the Head of Department to comment. The member of staff should submit a statement of self-assessment in each of the four categories of teaching, research, administration (either departmental or College/University of London level) and third stream and enterprise activity.
7. If the Group considers there is a *prima facie* case, advice will be sought from academic referees who it is expected will be as objective as possible. The Group may be wary of suggested names where there has been a close link with the candidate, such as PhD supervision, although it is recognised that in some circumstances these referees will be wholly appropriate.
8. If it is determined that the case should proceed, persons other than the candidate will be consulted for the names of three other Experts who might give an opinion on the case. Normally this will be two persons external to the University and an Expert from within the University who is not a member of staff at Royal Holloway. The Experts will be familiar

with the criteria for professorships and readerships in comparable university departments in the U.K.

9. The proposals will be monitored by the Committee but the detailed procedures will be conducted by the Principal, through the Personnel Office.

#### PUBLICATION OF OUTCOME

10. Promotions are effective from the 1<sup>st</sup> of the month following approval by the Academic Staff Review Group.
11. The Review Group aims to give as much guidance as possible to individuals, usually through the Head of Department, about the reasons why a submission for promotion is unsuccessful and the Deans of Faculty are able to offer any advice about improving performance which the Group feels competent to give.
12. An individual who is dissatisfied with the outcome of the Review shall be able to appeal to the Chair of the Council, but only on the grounds of a defect in procedure.

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