

# Policy

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**Title:** Adoption of Associate Professor Title

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**From:** HR/Talent

**Date:** 19 June 2014

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## Introduction

One of the recommendations and objectives of the Academic Reward and Recognition Project was to align the University of Southampton to international academic title nomenclature and standards. A proposal was put forward and accepted by UEG, Senate and Council in June and July 2013 to offer all Level 6 academic staff on a balanced pathway the title Associate Professor.

## Policy

### 1. Scope

The title of Associate Professor applies to academic staff on a balanced pathway at Level 6. The principle is that the University does not expect anyone to hold the title of Associate Professor unless they have a mixed portfolio involving at least 20% research and at least 20% education.

### 2 Adoption

All existing academic staff at level 6 on a balanced pathway will be offered the title of Associate Professor, including all level 6 senior lecturers and readers. Other level 6 ERE staff will be offered the title of Associate Professor if they are able to demonstrate that they have a balanced portfolio and are eligible to move onto the balanced pathway; otherwise they will retain their existing titles. Staff will be given the option to adopt the new title or retain their existing title. Further guidance can be found on the [HR Website](#).

The above changes in job title will not lead to any changes in individual roles and responsibilities.

### 3. Timescale

The title Associate Professor will be awarded to all eligible, newly appointed or promoted academics, from 1st October 2014. The plan for existing academic staff at Level 6, to adopt the title of Associate Professor from 1 October is as follows:

- Those who were promoted to Senior Lecturer as at 1 March 2014 will automatically adopt the title from 1 October 2014.
- Those who were appointed as Senior Lecturer from 1 January 2014 will automatically adopt the title from 1 October 2014.
- All other eligible members of academic staff will adopt the title of Associate Professor on 1 October 2014.
- The title of reader has not been awarded since 1 January 2014.
- The title of senior lecturer will not be awarded from 30 September 2014.

#### 4. Designation

Those awarded the title Associate Professor should use the designation 'Dr', if they have a doctorate, or their personal title (e.g. Mr, Mrs, etc.). Associate Professors are not permitted to use the designation Professor.

#### 5. Statute and Ordinances

This change requires some amendments to the University's Statute and Ordinance which has been presented to Senate and Council (see Appendix 1).

#### **Maintaining this policy**

The University will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines. All policies within the University of Southampton are subject to equality impact assessment prior to implementation or modification.

This policy will be reviewed at least annually in partnership with the appropriate recognised trade unions.

| DATE         | REV No | CONTENT    | PREPARED BY   | APPROVED BY |
|--------------|--------|------------|---------------|-------------|
| October 2014 | 1      | New policy | S Hollowbread | UCU JNC     |

## Appendix 1

### Amendments to the University's Statutes and Ordinances as a result of the introduction of the new academic title, Associate Professor

#### 1. Introduction

The proposals outlined in the paper to Senate on *Changes in Academic Titles including the introduction of the Associate Professor Title*, if approved, will require appropriate amendment to Statutes and Ordinances to reflect the addition of the academic title of Associate Professor in October 2013.

This paper outlines the specific sections of the University's Statutes and Ordinances which will require changes to reflect the addition of the new academic title, Associate Professor.

#### 2. Statutes and Ordinances requiring amendment as a result of the introduction of the new academic title, Associate Professor

##### 2.1 Section III: The Statutes of the University - Statute 4: The Powers of the Council

The addition of "Honorary Associate Professor" to Section 6: *"To confer after report from the Senate the title of Emeritus Professor, Emeritus Fellow or Honorary Professor, Reader, Lecturer or Associate Professor".\**

##### 2.2 Section III: The Ordinances of the University - Part 2: Organisation and Government

The addition of "Associate Professor" to section 2.12.6 Elections to membership of the Senate as follows:

*"1. For the purposes of the elections provided for in this Ordinance, and subject to paragraph 2 below:*

*Academic Staff" means all Professors and those who hold posts of professorial equivalence, Associate Professors, Readers, Senior Lecturers, Lecturers and Teaching Fellows in the Schools or academic units, and in the case of the Faculty of Medicine any person with such title who holds contracts of employment with both the University and the appropriate National Health Service Authority which contracts taken together are specified by the University as constituting full-time employment."*

##### 2.3 Section III: The Ordinances of the University - Part 7: Admission, Examinations and Awards

The addition of "Associate Professor" to Section 7.3.5 Examinations and Examiners as follows:

*"Professors and those who hold posts of professorial equivalence, Associate Professors, Readers, Senior Lecturers, Lecturers and other teachers of the University or of the affiliated institution concerned who have contributed to*

*\*this title change will be introduced at a later stage allowing for completion of the change to Statute modules and programmes of study will be deemed internal examiners for that module or programme and shall normally be expected to attend the relevant Board of Examiners."*

#### 3. Recommendations:

If Senate approves the recommendation to introduce the title of Associate Professor, then Senate is asked to approve also the following corresponding changes required to Statutes and Ordinances:

3.1 Senate is recommended to *approve* the amendments to the Ordinances outlined at 2.2 and 2.3 above.

3.2 Senate is recommended to *approve* the amendment to Statutes outlined at 2.1 and forward to Privy Council for its approval.