

Applying for a Professorial Vacancy – A Guide for Applicants

1. Overview

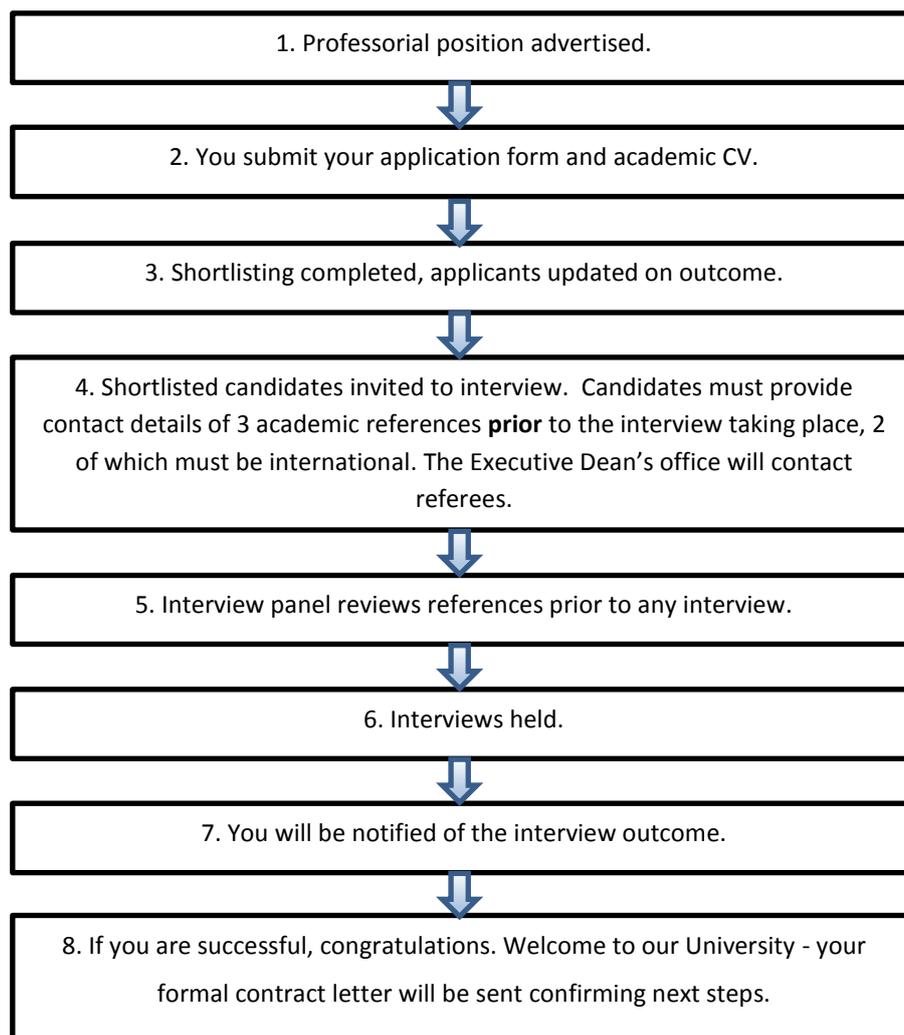
The University of Plymouth strives for the highest quality in everything it does in terms of entry standards, teaching quality, student experience and graduate prospects, as well as research volume and quality. Our process for recruiting Professors reflects this.

To be appointed as a Professor at the University of Plymouth you will be of exceptionally high standing in your field. You will be able to demonstrate substantial and continuing academic leadership, have the ability and desire to motivate and develop others and make a continuing substantial contribution to the life, work and reputation of the University.

In summary, a professorial appointment will be in recognition of exceptional distinction as a researcher, scholar, teacher or practitioner and the esteem within which academic leadership is held, both within the University and elsewhere.

This document gives you an overview of the application process for professorial roles and then provides detailed information for each stage of the process to assist you as you complete your application. In addition, details on our academic career pathways can be found [here](#).

2. The process at a glance



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3. The process in more detail

3.1 Submitting your application

To progress your application please register via our online system on the University's [job pages](#) and submit your application form and academic CV.

3.2 The application form – what you need to know

It is important that you complete all the fields of the application form, which include:

- Personal Details
- Employment details including current/last employment details:
 - Start date
 - Salary
 - Overview of duties/responsibilities
 - Notice period
 - Details of any career breaks
- Employment references (please note: these are not the same as academic references and *will only be requested upon verbal acceptance of an offer of employment*)
- Other relevant qualifications *
- Teaching qualifications *
- Membership and professional training *
- Supporting statement (opportunity to align application and demonstrate experience that supports the essential requirements highlighted in the knowledge, education and training, and experience sections of the person specification, for the purposes of shortlisting).

* you do not need to duplicate this information if this is already included in your academic CV.

3.3 Your academic CV

The University of Plymouth's academic CV template is [here](#). If you wish to use your own format, please ensure it includes the following:

- Name
- Most recent academic appointment
- Previous substantive academic posts held
- Qualifications
- Major honours and distinctions
- Most recent two years teaching activities
- Summary of teaching responsibilities in the two academic years prior to the above. For each year provide: module/programme details and contact hours
- Significant personal achievements in education

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- Post-graduate supervision, to include for each degree title: current numbers, completed numbers and total to date
- Details of the three most recent higher degree students supervised to completion, to include student name, degree and title of thesis, start and completion date
- Research activity
- Publications such as books authored, edited; conference contributions; working papers, editorships, journal papers; official reports; reviews
- A summary of significant contributions made to leadership, management, engagement and enterprise. Please provide date and summary of each
- Staff development and training
- Community activities for the last three years
- Interruptions to career due to absence or restrictions on working patterns.

To support equality and diversity in academic careers, where individual circumstances have significantly constrained your ability to produce the quantity of evidence that would normally be expected, an appropriate reduction will be considered. Examples include periods of significant absence or restrictions on working pattern/part-time working for reasons such as (but not restricted to) maternity/paternity/adoption, pregnancy, disability, caring responsibilities, gender reassignment or any other circumstances relating to protected characteristics. When using the University's CV template this should be mentioned in part 16 of this document.

Please attach your academic CV to your completed application form.

3.4 Shortlisting and academic references

Your application form and academic CV will be used in the shortlisting process against the criteria in the job description. We aim to ensure shortlisting is completed within 10 days of the closing date and you will then be notified of the outcome.

If you are shortlisted and invited to interview, you will be required to provide the contact details of 3 academic references¹, 2 of which must be international. All referees should be at the level of academic standing of Professor. Further guidance can be found [here](#).

Following the provision of these contact details, the Executive Dean's office will then contact the referees to obtain their feedback before the interview.

Please note:

- you may wish to inform your academic referees in advance to expect a request from the University;
- all 3 references will need to be received prior to interview and this deadline will be clearly stated in the request from the University;

¹ If you are an internal applicant, please note that recent ex-University of Plymouth staff are generally not considered to be external referees

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- academic references will still be required if you already hold the title of Professor elsewhere.

3.5 The interview

If you are shortlisted, you will be invited to interview by Human Resources. You will be informed of the date and time of the interview and given any other relevant information, for example if a presentation is required. Please contact HR if you have any questions on the process or concerns around availability for interview. For example, in certain circumstances it may be possible to facilitate an interview via Skype, particularly for international candidates.

Our professorial interview panels comprise:

- Deputy Vice-Chancellor – Chair
- Dean of Faculty
- Relevant Head of School
- 1 or 2 external subject specialists
- Senior Academic from another Faculty
- Associate Dean for Research or Associate Dean for Teaching and Learning.

In some cases, there may be representation from the student body on the panel.

The Human Resources Business Partner (HRBP) will attend at the end of the interview panel to assist in capturing views/feedback.

3.6 After the interview

Once the panel has interviewed all the candidates and reached a consensus on their preferred candidate, they will make a recommendation to the Vice-Chancellor who will take the final decision. Normally, this will take no longer than 5 working days after the interviews have concluded.

Once approved the Dean or Head of School will make contact with the successful candidate to confirm the interview outcome and agree terms and details of employment. The successful candidate will then receive a formal offer of employment. The offer will be conditional on employment checks e.g. permission to work in the EU/UK, the receipt of satisfactory employment references and health checks.

Unsuccessful candidates will also be contacted and offered feedback.