

## **ORDINANCE 16**

### **PROFESSORS, READERS AND TEACHERS**

- 1** This Ordinance is made pursuant to Statutes 55 and 56.
- 1.2** In this Ordinance 'College' means those Colleges listed in Appendix 1 to the Statutes and the Courtauld Institute of Art, the School of Slavonic and East European Studies and the School of Advanced Study. In the case of the Courtauld Institute of Art, the School of Slavonic and East European Studies and the School of Advanced Study, reference to employees of the College shall be read as employees of the University.
- 1.3** Nothing in this Ordinance shall prevent two or more Colleges acting jointly in respect of Professors, Readers or Teachers if, in their opinion, it is expedient to do so.
- 2** **Professors and Readers**
- 2.1** A College may establish University of London Chairs and Readerships tenable at that College and may disestablish, rename or otherwise modify Chairs and Readerships, subject to the terms of any relevant Trust Deeds.
- 3** In accordance with the procedures set out in this Ordinance:
  - A College may appoint a person as a Professor or Reader of the University who is or will become on a specified date an employee of the College.
  - A College may confer the title of Professor or Reader of the University on an employee of the College who is a member of its academic staff.
  - A College may confer the title of Professor of the University on a Consultant or Community Physician in the National Health Service who is not employed by the College and who meets the additional criteria set out in Section A of the annex to this Ordinance.
  - A College may confer the title of Professor or Reader of the University on an employee of a Research Council or similar organisation who meets the additional criteria set out in Section B of the annex to this Ordinance. Exceptionally, at the discretion of the Vice-Chancellor and following receipt of a reasoned application from a College, 'Research Council or similar organisation' may be deemed to include an appropriate other organisation not strictly embraced within that description.
- 4** Professors and Readers of the University, designated under paragraph 5(1) and (2) above, shall normally be full-time employees, except where in the opinion of the College the personal or other circumstances of the Professor or Reader are such as to justify less than full-time employment.
- 5** **Criteria for Professors and Readers**

The following criteria shall apply to all appointments and conferral of title:

## **5.1 Professors**

In appointing a person as a Professor or conferring the title of Professor regard shall be had to the person's national/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 and administration.

## **5.2 Readers**

In appointing a person as a Reader or conferring the title of Reader regard shall be had to 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.

## **6 Procedures for appointing and promoting Professors and Readers**

**6.1** A College shall establish procedures for appointing and promoting persons as University of London Professors and Readers which shall include the following minimum requirements:

- In respect of appointments of Professor/Reader following competitive application and interview
- Appointments shall be made by a College committee constituted to include the following :
- the Head of College or his/her designated representative as Chairman;
- academic members from the College knowledgeable in the discipline concerned;
- at least one member (e.g. College Dean) with experience of similar appointments in other fields;
- at least two persons external to the College expert in the discipline concerned of whom one shall, wherever the College deems it practicable and appropriate, be from another College, Institute or Associate Institution of the University. Such persons shall be of appropriate seniority and familiar with the criteria for professorships and readerships of research-based universities in the UK.

**6.2** Candidates to name at least two referees whose opinions shall be taken up and be available to the College Committee

- In respect of internal promotions to Professor and Reader Provision for:
- a positive annual review of staff eligible for consideration for promotion to professor/reader;
- members of staff to request consideration of their cases for promotion;
- candidates to name at least two referees whose opinions shall be taken up;
- opinions on the case for promotion to be sought prior to the award of the title of Professor or Reader of the University from at least three other persons expert in the discipline concerned who are external to the College, of whom one shall, wherever the College deems it practicable and appropriate, be from another College, Institute or Associate Institution of the University. Such persons shall be selected by the College authorities after appropriate consultation with persons other than the candidate and shall be of appropriate seniority and familiar with the criteria for professorships and readerships of research-based universities in the UK;
- a decision to confer the title of Professor or Reader of the University to be taken by a College committee, comprising such members as the College shall deem appropriate, which shall have taken fully into account the opinions of the referees and the opinions of the experts external to the College submitted in connection with the case.

**6.3** In respect of appointment of Professors/Readers not involving competitive application and interview or internal promotion

**6.4** The provisions set out in respect of appointments following competitive application and interview at (1) above or those set out at (c), (d) and (e) of the internal promotions procedure at (2) above.

**6.5** A College shall maintain records of its appointments and promotion procedures and of the external opinions taken.

## **7 Professorial titles for Heads of Colleges**

**7.1** A College may prescribe a procedure under which the College may confer the title of Professor of the University on the Head of the College. The procedure shall require that the Head of College:

- has previously held a professorial title at a university;
- satisfies the criteria, for Professors laid down in this Ordinance; and
- plans to continue his/her academic work and has the necessary facilities for research.

## **8 Emeritus Titles**

**8.1** A College may confer the title of Emeritus Professor or Emeritus Reader of the University upon a retiring Professor or Reader of the University respectively.

**8.2** A College may establish a procedure for the withdrawal of an Emeritus title for any reason which appears to it sufficient.

## **9 Visiting Professors and Visiting Readers**

**9.1** A College may prescribe a scheme in accordance with which it may confer the title of Visiting Professor and Visiting Reader for a defined but renewable period on persons who are judged by the College to be of appropriate distinction and whose connections with the College are appropriate to the Visiting title. A person awarded such title shall not by virtue of the title become a member of the University under Statute 4.

## **10 Teachers of the University**

**10.1** A College shall establish procedures in accordance with which it may designate full-time members of its academic staff as Teachers of the University.

**10.2** A College may establish procedures in accordance with which it may designate persons other than full-time members of their academic staff as Teachers of the University who meet the additional criteria set out in Section C or Section D of the annex to this Ordinance.

## **11 Teachers in Associate Institutions**

**11.1** Teachers in institutions designated as Associate Institutions may be accorded the status of Teacher of the University in accordance with the provisions for the recognition of teachers at Institutions having Recognised Teachers in the Regulations for Recognition as Teachers of the University, interpreted in accordance with the transitional provisions of the Statutes, or under such other procedures as the Academic Committee shall prescribe.

## **12 Procedures**

- 12.1** A College shall provide the Vice-Chancellor with the procedures it has agreed in accordance with this Ordinance. A copy of these procedures shall be available to any other College of the University.
- 12.2** The Vice-Chancellor, in consultation with the Chairmen of the Boards of the British Institute in Paris and the Marine Biological Station Millport, shall determine appropriate procedures in respect of Professors, Readers and Teachers at the British Institute in Paris and the University Marine Biological Station Millport respectively.
- 12.3** In accordance with instructions given by the Vice-Chancellor, the Academic Committee and/or Medical Committee may review the procedures submitted in accordance with paragraph 17 above and report to the Vice-Chancellor.

## **13 Registers**

- 13.1** A College shall provide the Vice-Chancellor with lists of those persons whom it has designated as Professors, Readers and Teachers of the University in accordance with the provisions of this Ordinance and in accordance with instructions given.
- 13.2** A central register of Professors, Readers and Teachers of the University shall be maintained.
- 13.3** In accordance with instructions issued by the Vice-Chancellor a list shall be compiled, and made available to all Colleges for reference, of external experts who have served on the College committees established in accordance with the procedures at paragraph 8 (1) and of external experts whose opinions have been sought under the procedures at paragraph 8 (2) and (3).

## **Annex to Ordinance 16**

### **Section A**

#### **ADDITIONAL CRITERIA FOR PROFESSOR TITLES FOR CONSULTANTS OR COMMUNITY PHYSICIANS WITHIN THE NATIONAL HEALTH SERVICE**

The person concerned must:

- be a Consultant or hold equivalent status in the National Health Service, effectively in full-time practice;
- be undertaking for the College as a regular commitment a substantial amount of teaching for degrees, diplomas and/or certificates of the University;
- be substantially involved in research and have access to adequate facilities and related staff to ensure the maintenance of research interests; and
- have equivalent status and rights and privileges within the College as members of the academic staff employed at the College.

### **Section B**

#### **ADDITIONAL CRITERIA FOR PROFESSOR AND READER TITLES FOR EMPLOYEES OF RESEARCH COUNCILS AND SIMILAR ORGANISATIONS**

The person concerned must:

- effectively be a full-time employee of a Research Council or similar organisation;
- be undertaking for the College as a regular commitment a substantial amount of teaching for degrees, diplomas and/or certificates of the University;

- be substantially involved in research and have access to adequate facilities and related staff to ensure the maintenance of research interests; and
- have equivalent status and rights and privileges within the College as members of the academic staff employed at the College.

### **Section C**

#### **TEACHERS: PART-TIME IN ALL SUBJECTS OTHER THAN CLINICAL MEDICINE AND DENTISTRY**

The person concerned must:

- be undertaking for the College as a regular commitment a substantial amount of teaching for degrees, diplomas and/or certificates of the University in the College;
- have equivalent status and rights and privileges within the College as full-time members of the academic staff; and
- have academic standing that is at least equivalent to that of persons appointed in the College as full-time members of the academic staff in the grade of lecturer.

### **Section D**

#### **TEACHERS: PART-TIME IN CLINICAL SUBJECTS**

- The person concerned must be an National Health Service Consultant or Principal in general practice, or the equivalent, and in all cases shall have significant involvement in teaching and/or research judged by the following means:

#### **Teaching**

- by teaching courses/students for University awards on a regular basis for the equivalent of at least one session per week throughout the calendar year; and
- being subject to a system established by the College to assess teaching quality.

#### **Research**

- by contributing to the development of the subject with the production, as judged by the College, of an acceptable number of peer-reviewed publications and a substantial and continuing contribution to research; and
- in the view of the College, being capable of supervising students for higher degrees.

In addition, Principals in general practice shall fulfil one of the following requirements:

- be paid by a College for at least one session a week;
- be the only Principal designated as a Teacher of the University in a practice which has medical students attached for at least six sessions a week for at least eight weeks a year;
- No other part-time teachers in clinical subjects shall be eligible for designation as Teachers of the University;
- In all cases, designation as a Teacher of the University shall be reviewed by the College every five years to ensure that the holder still meets the criteria specified in paragraph 1.