

Appointment of Professors at UCL

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1. There are three main categories of appointment to professorial positions at UCL:
 - (i) appointment to established chairs of the university on the recommendation of an Academic Board Working Group. This is the process described below.
 - (ii) conferment of the title of Professor through the annual senior academic [staff promotions process](#). This process is co-ordinated by the Human Resources Division. The HR Division is also responsible for administering and advising on the appointment of Emeritus, [Honorary](#) and Visiting Professors.
 - (iii) transfer of an existing professor within the University of London (including within UCL) to a specified established Chair. Advice should be sought from the Office of the General Counsel (secretariat@ucl.ac.uk) in such circumstances.
2. The appointment process under (i) is circumscribed by UCL's [Recruitment and Selection Policy](#), and includes a number of additional requirements that do not apply in the case of other academic appointments. These are set out below.
3. Where a professorial appointment is to be made in conjunction with an appointment as a Head of Department or Division, the HR guidance on [Recruitment and Reward of Senior Academic Leadership Roles](#) should also be followed.

Appointment panel

4. The requirements for membership of a professorial appointment panel at UCL are as follows:

Ex officio:

- Provost or designated representative. This is generally the Dean of the relevant Faculty, but may also be a Vice-Provost
- Head of the Department concerned. 'Department' in this context means the [Academic Unit](#) approved by Council.

Appointed:

- At least one professorial member of the Department concerned
- At least one non-professorial member of the Department concerned
- At least two UCL members from outside the Department concerned
- At least two persons external to UCL, expert in the discipline concerned and of appropriate seniority and familiar with the criteria for professorial

appointments in research-based universities in the UK. (External members should not be employees of UCL, but may be members of partner organisations or NHS Trusts).

5. Additional persons may be appointed or co-opted to membership of the panel as appropriate. This may apply, for example, where a Chair is sponsored by an external body, in which case up to two representatives of the sponsoring body may be invited to serve as co-opted members of the panel.
6. The panel membership is usually drawn up through consultation between the Head of Department and the Dean, and should be approved by the Dean. Professorial appointment panels are formally established as working groups of Academic Board, and as such their membership must be approved by the Provost, as Chair of Academic Board. Once the panel membership has been finalised, the details should be submitted to secretariat@ucl.ac.uk for Chair's approval. The finalisation of the panel membership may happen in parallel with, or after, advertising, and it is recognised that availability may dictate changes to the membership at a later stage in the process (but see paragraph 10 below).
7. The requirements of the Recruitment and Selection Policy in respect of gender balance also apply in the case of the appointed membership of professorial panels. Representatives of NHS Trusts or Royal Colleges (see paragraph 9 below) are not counted for this purpose.
8. The role of the external advisers on the panel is to provide an informed and objective view as to whether a particular candidate satisfies the criteria for appointment to a Chair at an internationally excellent research-based university such as UCL. The external advisers are full 'voting' members of the appointment panel.
9. Where the person appointed to a Chair will also hold Honorary Consultant status in the NHS:
 - (i) the membership of the ABWG shall normally include also at least one representative of the NHS Trust concerned;
 - (ii) the relevant Royal College shall be invited to nominate a representative to attend interviews in the capacity of observer.

Operation of the Appointment Panel

10. In respect of shortlisting and interviews the minimum requirements of the Recruitment and Selection Policy (paragraphs 11 and 13-14) apply, but it is generally expected that as many members of the panel as possible will attend interviews and (where relevant) shortlisting meetings, and that members unable to attend will have an opportunity to submit comments to the Chair in writing. It should be recognised however that it may be impractical for external members to attend shortlisting meetings in person.

Advertisement of Vacancy

11. Vacancies at UCL are normally advertised through ROME in accordance with the Recruitment and Selection Policy. The Policy (paragraph 2.2) provides for some exceptions, including:
 - a. Professorial appointments where the Provost has exceptionally approved a [waiver of advertising](#);
 - b. Appointment of a named researcher where a research grant is dependent on that individual's contribution.
12. In the case of professorial appointments it may also be possible to obtain authorisation to waive the requirement that a post be placed on the redeployment register ahead of any wider advertisement process. Such requests should be submitted to the relevant HR Business Partner prior to advertising, including the job description for the post and setting out the rationale for such a waiver.

References

13. Professorial candidates should be asked to provide the names and addresses of three referees who are leading figures in the relevant subject, at least one of whom shall normally be resident in a country other than that in which the candidate is resident. For professorial appointments, references are generally taken up prior to interview, ie when the shortlisted candidate confirms their intention to attend for interview. Candidates should nevertheless be able to request that particular referees not be contacted until later in the process.

After the appointment

14. UoL Regulation 3 requires that UCL maintain a list of all established Chair appointments; it is also established practice to report new professorial appointments to Academic Board. Confirmed appointments (ie where a contract has been signed and an appointment may safely be announced) should therefore be notified to secretariat@ucl.ac.uk.

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