

# A Guide to Preparing the Case for Conferral to Professor for Academic Title Holders

## Introduction:

The University of Queensland (UQ) recognises the vital role of Academic Title Holders (ATH) in contributing to the current and future success of UQ's delivery of excellence in education and research. The leadership and commitment of these professionals warrants appropriate recognition at the highest level.

Through the [PPL 5.20.05 Academic Health Titles for Health Professionals Policy](#), the University has created two pathways for conferral to professor. The ATH is able to choose to apply for professorial promotion through the new ATH clinical pathway or for those clinicians whose careers are more aligned with that of the traditional academic scholar, they will be able to apply through the [PPL 5.80.14 Promotion to Professor–Policy](#).

## 1. Process to apply for conferral to Professor

An ATH wishing to apply for a professorial promotion must discuss their intention with the Head of School (or equivalent) and clarify which pathway is most appropriate for them prior to completing the application forms. If the applicant elects the traditional academic pathway for promotion they will need to comply with the requirements of [PPL 5.80.14 Promotion to Professor Policy and Procedure](#). If they elect the conferral of Professor title through the clinical pathway, they will comply with [PPL 5.20.05 Academic Titles for Health Professionals – Policy and Procedure](#).

An overview of both application pathways can be viewed in *Appendix A*.

In preparation for the meeting with Head of School (or equivalent) please review the [Criteria for Academic Performance Policy \(PPL 5.70.15\)](#) for Level E Academic Title Holders and Level E Clinical Academics and assess which criteria best relates to your achievements.

## 2. Application Instructions for Clinical Pathway applicants

Applications for conferral of the title Professor through the clinical pathway requires the submission of an [online application](#) including:

- A “Case for Title Conferral” addressing the criteria and outlining their unique value and future strategic contribution to the university, their discipline, sector and community.
- A Curriculum vitae in a specific format
- Nomination of three eminent referees in online application (see Section 5)

The application is endorsed by Head of School and Executive Dean, and then submitted to the University Committee.

## 3. The University Committee (Clinical Pathway)

A University Committee is delegated the responsibility of evaluating applications for conferral of the title of Professor. The Committee makes recommendations to the President and Vice Chancellor for final approval of title conferral. The committee will normally consider applications annually. An interview with the applicant is conducted by the Committee.

The membership includes:

- Provost or nominee (Chair)
- President, Academic Board or nominee

- Executive Dean/Institute Director from the applicants' Faculty/Institute
- Executive Dean/Institute Director, or their representative, from another Faculty/Institute that utilises Academic titles for health professionals
- Associate Dean (Clinical)
- One Level E ATH, nominated by the Provost
- One Level E Clinical Academic, nominated by the Provost.

The title will be conferred for up to five years and the applicant can reapply as per the current procedure.

#### **4. Case for Title Conferral**

As a starting point in your application, write a brief overview of your achievements since your last promotion or your appointment at UQ as a Level D ATH

- Read the [Criteria for Academic Performance Policy \(PPL 5.70.15\)](#) for Level E Academic Title Holders (see below)
- Reflect on the [Guidelines for Evidencing Academic Achievement](#)
- You may wish to focus on two or three major stand-out achievements which have consolidated your position as a leader in your field.
- Your supporting documentation will include your CV

#### **The Criteria for Level E Academic Title Holders**

*“Except in exceptional circumstances, the Professor will have a significant reputation for outstanding achievement in their professional area based on innovation in evidence based clinical practice. They make a commensurate contribution to the work and strategic advancement of the university and its students. In addition, they are expected to demonstrate outstanding leadership in fostering or facilitating clinical excellence in teaching and/or research and/or service and engagement.*

*Where clinical excellence is claimed in Teaching, they will have demonstrated exceptional performance in evidenced based clinical practice and clinical teaching. They will be recognised as outstanding clinicians and clinical teachers. They will have led the advancement and transformation of clinical education in their discipline/institution/relevant Specialist College or the health industry.*

*Where clinical excellence is claimed in Research, the Professor will demonstrate their impact in/on research through fostering collaborations with local and international partners, and Institutes/Universities to deliver advancements in health. As a recognised leading authority in their profession, they will use their influence to create, enable and support high impact research that produces evidence based change in health outcomes and systems.*

*Where clinical excellence is claimed in Service and Engagement to their discipline, the University and the community they will be recognised nationally or internationally. The Professor will be recognised as a thought leader, setting policy or professional practice standards in or beyond their discipline. They will demonstrate their clinical expertise and leadership through their outstanding contribution to high impact influential government, professional or industry advisory committees or the community equivalent.”*

#### **The Cover letter (Case for Conferral)**

The case for conferral to Professor is your opportunity to provide to the Committee an organised, well balanced, concise career summary that clearly demonstrates your case for promotion and potential for future achievement and contribution. Your case is presented as a career narrative and detailed in a covering letter. The following is a guide to the cover letter construction.

Your case for promotion to Professor should be no more than four pages. The Committee does not require an activity statement but rather a description of who you are as a Clinical leader and a contributor to UQ. You should clearly articulate your future plans and ambitions as an Academic Title Holder in terms of the University, your discipline and society. Your narrative should be an engaging summary that is authentic and evidence based. It must be concise, honest, self-reflective and influential. It should encapsulate your greatest career contributions.

It is recommended that your narrative includes:

- Your vision and plans for your role in your discipline, taking into account how the various components of your career to date are brought together to tell a compelling and logical account of your career trajectory, and your outstanding achievements to date and the outcomes and impact of your work.
- The narrative will need to include a response to the [Criteria for Academic Performance Policy \(PPL 5.70.15\)](#) for Level E Academic Title Holders. You will need to provide evidence of your
  - Significant reputation for outstanding achievement in your professional area based on innovation in evidence based clinical practice.
  - Outstanding leadership in fostering or facilitating clinical excellence in teaching and/or research and/or service and engagement.
  - Contributions to the University and its students.
- You are required to address at least 2 of the 3 criteria areas i.e.: teaching and/or research and/or service and engagement. Examples of evidence can be found in [Guidelines for Evidencing Academic Achievement](#) and may include:
  - Innovation in a clinical context (e.g. development of clinical techniques, outstanding designs/patents, evidence based clinical practice approaches within a profession, high impact clinical process improvement), including evidence of dissemination and adoption.
  - Outstanding contribution to the University's work with community and alumni engagement.
  - High level leadership role e.g.; Senior Executive in a teaching hospital or health service or chief medical officer of state or federal government or president of relevant specialist college.
  - Eminent and pre-eminent status for Medical Officers awarded by Department of Health QLD (peer review process).
  - Significant contribution to the formulation of government policy or professional practice standards at national or international level.
  - Recognised expert in health service improvement e.g.: National or State Health Service Investigator or Health service reviewer, leading commissions into health services or medical practice.
  - Leadership of major funding initiatives or research and development projects e.g.: Hospital redevelopment, establishment of research facilities.
  - Contribute to the strategic advancement of the University e.g. fostering strategic partnership between the University and industry/government and other stakeholders that deliver ongoing benefits to the University e.g. philanthropic contributions.

- Evidence of a significant facilitating role in encouraging and leading research or scholarship within the clinical environment.
- Performance Relative to Opportunity: The University is committed to providing an equal opportunity environment for its title holders in the promotion process through the principle of 'performance relative to opportunity' (<https://ppl.app.uq.edu.au/content/5.80.14-promotion-professor>) If you wish the promotion committee to assess your achievements relative to opportunity you may wish to include in your career narrative:
  - a positive acknowledgement of what has been achieved given the opportunities available during the time period being considered in the application (past 5 years) Any relevant information about your fractional employment arrangement, periods of absence and/or personal circumstances as part of your career narrative.
- Conclusion: The conclusion to your letter should leave a lasting impression of you as a forward-thinking accomplished and outstanding clinical leader that exemplifies the UQ standards of excellence, innovation and endeavour.

Feedback: When you have drafted your case, it is recommended that you seek feedback from a variety of sources including your Head of School, a collaborator, and Professor from your discipline.

## 5. Nomination of Referees

The applicant will need to nominate 3 eminent referees, one academic leader and two clinical leaders. When completing the online application form, it is the applicants' responsibility to provide up-to-date contact details including their title, name, organisation and email address. The nominated referees should be of professorial standing or equivalent and recognised as leaders in the field, able to comment on the national or international quality and impact of the applicant's clinical leadership and contribution to their discipline, the University and or Community. Nominations should include two referees from Australia and the remainder should be overseas nominees.

Applicants must not nominate referees who are current members of the selection committee and referees with whom they have a personal, business or professional conflict of interest (actual or potential).

Where an applicant wishes to nominate a referee where a conflict of interest may exist (including nomination of a PhD or postdoctoral supervisor) the applicant must declare the conflict to the Committee and explain why they wish to nominate the referee.

## 6. Application process

An overview of the application process can be viewed in *Appendix A* overleaf.

## 7. Enquiries

Enquiries regarding the application process can be directed to:

Phone: +61 7 3346 6006

Email: [med.academictitles@uq.edu.au](mailto:med.academictitles@uq.edu.au)

## Appendix A – Application Pathways for ATH Promotion to Professor

