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Deputy Head of Division



PERSONNEL/CONFIDENTIAL

To: Heads of MSD Departments
cc: Heads of Administration and Finance

14 December 2023

Dear Colleagues,

The 2024 Scheme for the conferment of the title of Associate Professor

This letter contains important information about the agreed new procedures relevant to this exercise.

Heads of Departments are invited to nominate individuals for the title of Associate Professor (AP), using the criteria in the attached Principles and Instructions.

Heads of department and their departmental committees are asked to consider carefully the requirements of the AP scheme, which will continue to be run as previously, with departmental committees assessing applications and forwarding their nominations to the divisional committee. The [Application Form](#) and the [Principles and Instructions](#) have been updated so please ensure that you use the current version.

Heads of Departments are invited to attend the Divisional Committee meeting on **Wednesday 17 April 2024** and we would ask you all to hold this in your diaries if you wish to attend to hear the panel's discussion for your candidates (in a similar way to the Recognition of Distinction Exercise). The outcomes are expected to be communicated in early May 2024.

Nominations for the title of Associate Professor

Heads of Departments are invited to nominate individuals for the title of AP on the summary basis outlined in the attached Principles and Instructions, and to submit the following information to distinctions@medsci.ox.ac.uk **by 12 pm on Friday 16 February 2024.**

- a) application form (attached);
- b) a statement by you as Head of Department explaining how the individual's duties are comparable to an academic post-holder;
- c) a reference by you as Head of Department or an appropriate, senior academic from within the Department¹, attesting to quality of individual's contribution and in particular outlining how each of the stated criteria have been met;

¹ Please indicate clearly if the senior academic's reference is representing the Head of Department.

- d) an independent, external assessment obtained by you or, if not you, by the departmental referee, of the individual's research standing. The assessor should have no *active* collaborations with the individual (no active grants shared, no active collaborative projects and not published together in the last 5 years);
- e) You may also wish to complete and submit the **optional** departmental ranking form, annexed at B.

Please ensure that the application form and the relevant Principles and Instructions are sent to all researchers who are to be nominated. A [PowerPoint slideshow](#) is available - please encourage applicants to view this presentation by the Chair of the AP panel, Professor Helen McShane.

Please note that applicants are now required to indicate whether they have previously applied for the AP title. They are also encouraged to state how they are personally contributing to Equality, Diversity and Inclusion actions in their group and department, to demonstrate the commitment to EDI both in terms of research design, and also in terms of actions around gender, race and broader equality at all levels, including Athena Swan. This may include information on what the applicant is personally doing to further the aim of EDI in their workplace.

Applicants are also invited to disclose circumstances that have had a substantial effect on their research or teaching performance. Such circumstances will be taken into consideration by the divisional committee.

Departments should convene a small committee to consider the applications. The committee should consist of at least one member from each gender and should check and confirm the accuracy of information provided by the applicant. The committee should consider the applications carefully against the criteria outlined in the AP scheme principles. If departments find it helpful to rank their nominees then they should do so using the optional form (Annexe B).

Please submit all the relevant material to distinctions@medsci.ox.ac.uk **by 12 pm on Friday 16 February 2024**. Applications are especially welcome from under-represented groups in order to address the under-representation of women and minority ethnic staff among the University's senior academics.

If you have any questions, please contact Gillian Morris or Ingunn Haugen in the Medical Sciences Divisional Office via the distinctions@medsci.ox.ac.uk mailbox.

Yours sincerely



Professor Helen McShane

cc: Professor Gavin Screaton, Head of Division