**Recognition of Distinction Exercise**

**Frequently Asked Questions**

* **What are the criteria for the RoD title?**

Research: An ongoing research record characterised by a significant influence on the field of study, of a high order of excellence and international standing, and the quality of which in terms of research distinction is at least equal to that expected of those appointed to full professorships at other leading international research universities.

Teaching: An ongoing record of effective teaching for the University and for colleges concomitant with the duties of the University post and the college fellowship (where one is held).

Good citizenship: An ongoing record of involvement in University and/or college administration concomitant with the duties of the University post and the college fellowship (where one is held), and demonstrable competence in such administration.

* **Who can apply?**

All those employed by the University in academic or senior research roles are eligible to apply, as are other University employees who are making a significant and sustained academic contribution to the University.

* **Can I apply if I am not employed by the University?**

Individuals not employed by the University, but who are employed on a long-term basis by another party (including the NHS), and who, in the view of the divisional committee, are making a significant and sustained academic contribution to the University’s work, are eligible to be considered for title.

* **Is there a limit on the size of the application?**

Applications must consist of one document comprising no more than 12 sides of A4 in total (with a font size no smaller than the equivalent of Arial 10), including lists of publications etc. Any additional information, such as a covering letter (should you wish to include one), must be included within the 12-side page limit.

* **Who arranges for the references?**

Applicants are required to arrange for references from the Head of Department (who may delegate the writing of the reference to a colleague), Head of House (if relevant and can also delegate) and one research referee of their own choice, internal or external to Oxford.

* **Are applicants required to provide the details of at least 3 external assessors and are they supposed to include this information on their application?**

The external referees will be nominated by heads of departments at the start of the exercise, and references will be sought by the centre. We will be requesting 5 or 6 independent referee names, their full titles, departments, institutions and current email addresses.

* **Do applicants and HoDs have to appear before the panel? Applicants may be going on leave and therefore the timing of the panel may be key.**

Only HoDs (or their nominees) will be invited to join the committee when they consider individual departments’ applicants.

* **Who will see my application?**

The papers seen by the divisional committee and the Senior Appointments Panel will consist of the application, references from the head of department/faculty board chair and head of house where appropriate, and the independent evaluations sought by the divisional committee. Personal circumstances disclosures will be seen by the divisional committee and the Senior Appointments Panel but not by independent assessors and will be treated as strictly confidential.

* **Do you have records of recent successful applicants for the RoD exercise?**

This information is available in the University Gazette, we can provide links.

* **When will the committee meet?**

The MSD RoD Committee will meet on 20 May 2024 to consider any applications received from departments. HoDs are asked to make a note of this date in their diary as they will be asked to attend on the day to observe the discussions on any individual applicants from your department, and to answer any questions that the Committee may have. If HoDs are unavailable they are welcome to nominate a substitute.

* **Will a successful RoD application result in any change in salary?**

Only those successful applicants whose substantive post is one of the Associate Professor grades or on grade 9 or 10 or who are Keepers in GLAM receive an increase to their salary (£3,078 per annum (August 2023 rates) from 1 October 2024 (unless they already receive recruitment or retention payments, or have discretionary increments at this level or above).

* **Can Heads of Departments be sent the RoD documents for the respective candidates prior to the meeting?**

Only the MSD Distinctions Committee may have sight of all RoD applications and references for applicants, prior to the meeting. Heads of Department (or their deputies) have been invited to attend the meeting to observe the Committee’s consideration on individual applicants within their department. Heads of Departments may wish to ask their applicants to forward copies of their applications.

* **For repeat applicants, would references from the previous year still be current enough to be acceptable for this year’s RoD exercise?**

It would be acceptable for an applicant to refer to references that were submitted when a previous application was made. The accompanying emails would need to be current.

* **Also for repeat applicants, should I submit the same application or is anything else required?**

Applicants who have applied for title in a previous round in the past 3 years should submit a short summary (no more than half a page) outlining significant changes since their previous application against the criteria. Any such summary should be provided as a separate document, not included as part of the 12-page application.

* **I have been affected by personal circumstances – can I list these and who will see them?**

Any personal disclosure should be provided as a separate document, not included as part of the 12-page application. Disclosures will be seen by the divisional committee and the Senior Appointments Panel but not by independent assessors and will be treated as strictlyconfidential.

* **Can the title of full Professor be granted outside of the RoD exercise?**

In exceptional cases, whether for retention or recruitment purposes, an application can be made via the division to the Senior Appointments Panel for the title of full professor.