IP12 – Academic title

There are a number of places where Academic titles should be recorded and it is essential that the details are entered correctly.

1. Record all academic titles in the ‘Academic title’ UDF to enable accurate reporting. Note that only the titles of ‘Statutory Professor’ and ‘Titular Professor’ are used in central reporting to place employees into the Academic Professor group for Athena Swan.

2. Continue to record information in the ‘Academic staff listing (whitebook)’ UDF where appropriate. Refer to QRG IP8_Academic Staff Listing for further details.

3. Update the employee’s title as required in the Personal Details screen.

4. Update the appointment job text as required.

Please refer to the APPENDIX at the end of this guide for full details on who is responsible for updating the employee record and what information to record for both statutory and non-statutory academic titles.

This guide covers the following process steps:

1. Data items to record................................................................. 1
2. Academic Title UDF ................................................................. 2
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4. Updating the generic job title ..................................................... 4
5. Updating/entering the job text ................................................... 4
6. Emeritus Professors .................................................................. 5
APPENDIX .................................................................................... 6

1. Data items to record

<table>
<thead>
<tr>
<th>Data item (*mandatory)</th>
<th>Where to record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title *</td>
<td>Title field on Personal Details screen</td>
</tr>
<tr>
<td>Academic title *</td>
<td>1. Job text field on the appointment</td>
</tr>
<tr>
<td>(title conferred)</td>
<td>2. Title conferred field in the Academic Title UDF</td>
</tr>
<tr>
<td>Generic job title *</td>
<td>Job Title field on the post and appointment</td>
</tr>
<tr>
<td>Job Text *</td>
<td>Enter the contractual job title from the job description first followed by the title they have been conferred second</td>
</tr>
</tbody>
</table>
2. Academic Title UDF

A. Adding a new Title

2.1. Search for the employee record and go to Select Detail box > Other Person Details. The User Maintenance window opens.

2.2. Click to display User Defined Field List of Values.

2.3. Select Academic Title

2.4. Complete the details below:

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From*</td>
<td>Enter the date the title was conferred</td>
</tr>
<tr>
<td>Date To:</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Type of Title*</td>
<td>Select from the list of values Note that only ‘Statutory Professor’ and ‘Titular Professor’ titles are used for Athena Swan and HESA reporting.</td>
</tr>
</tbody>
</table>
### IP12 – Academic title

| Source of Title* | Select from the list of values  
eg Appointed to a statutory professorship |
|------------------|----------------------------------------------------------------------------------|
| Title Conferred* | Enter the actual title conferred  
eg The Field Marshal Earl Alexander Professor of Cardiovascular Medicine |
| Date Conferred*  | Enter/select from calendar                                                       |
| Departmental title 1 | In cases where an employee holds additional academic titles their title can be entered as required |
| Departmental title 2 |
| Departmental title 3 |
| Departmental title 4 | **Note:** Additional titles are for department use only and will not be included in any statutory reporting. |

#### B. Title Conferred needs updating

If the Type of Title should stay the same but the Title Conferred needs to change, update the Title Conferred field only in the existing Academic title UDF leaving all other details the same. The Title Conferred should be changed to the revised title by the team responsible for the data entry as set out in the Appendix.

#### C. New Title replaces existing Title

If a new type of Title is conferred which means that the previous title would no longer be applicable the team responsible for the data entry for the new type of title conferred should end date the current/previous record and create a new record. For example, if a Titular Professor were subsequently appointed to a Statutory Professorship.

**End date the current/previous record**

2.5. Search for the employee record and go to Select Detail box > Other Person Details. The User Maintenance window opens.

2.6. Click to display User Defined Field List of Values.

2.7. Select Academic Title

2.8. In the Date To field, enter the date immediately prior to the date on which the new title was conferred.
Follow the steps above for guidance on adding a new UDF.

3. **Updating the person title**

Remember to check and if necessary update the title if a new academic title is conferred during the term of an existing appointment.

3.1. Search for and open the employee record.

3.2. In the Personal Profile screen choose the new title from the drop down list and click to save.

4. **Updating the generic job title**

It is essential that the correct generic job title is selected for the post when you raise the staff request. Refer to the appendix at the end of this document for guidance.

To raise the staff request follow QRG: RQ1_Creating and approving a staff request.

5. **Updating/entering the job text**

5.1. **Updating the job text on an existing post**

If an academic title has been conferred during the term of an existing appointment you may need to update the job text on the existing appointment.

5.1.1 From the Personal Profile Maintenance window select ‘Appointment details’:

5.1.2 If relevant, click into the Appointment ID to ensure the correct appointment is highlighted. Click the button.

For guidance on amending the appointment refer to QRG: CH6_Changes to Appointment (no pay impact)
5.1.3 Enter details as follows:

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date*</td>
<td>Enter the date the title was conferred</td>
</tr>
<tr>
<td>Job Text *</td>
<td>Enter the contractual job title first followed by the actual title conferred eg Professor of Statistical Genomics. The contractual job title should always be entered first eg Senior Researcher; Professor of Statistical Genomics.</td>
</tr>
<tr>
<td>Action*</td>
<td>Job title amended</td>
</tr>
<tr>
<td>Reason*</td>
<td>General Admin</td>
</tr>
<tr>
<td>Comments</td>
<td>Enter any additional comments as required eg title conferred by...</td>
</tr>
</tbody>
</table>

5.1.4 Click on OK

5.2. Entering the job text on a new post

If you are appointing the employee into a new post, enter the title conferred into the job text field when processing the new appointment.

Full guidance is included in the relevant appointing QRG.

**Note:** Add the title conferred after the actual job title specified in the contract. The contractual job title should always be entered first eg Senior Researcher; Professor of Statistical Genomics.

6. Emeritus Professors

When retiring from a Professorship, including a Personal or Titular Professorship over the age of 60 or when Council has conferred the title of Emeritus Professor, their Academic title will need to be updated to Emeritus Professor before the appointment is ended. Please refer to Clause 12 of Employment of University Staff: Council Regs 3 of 2004.

If there is an existing Academic title UDF you will need to end date the existing UDF before creating a new one. Follow the steps in section 2 for guidance on adding a new UDF to record the Emeritus Title and refer to the Appendix to determine data entry responsibilities.

When taking up a post after retirement the Emeritus Professor title is kept.

Useful Reports: PERDEP22_Academic Title
# APPENDIX

## Title details

<table>
<thead>
<tr>
<th>Title</th>
<th>Title gained via</th>
<th>Use of title for reporting</th>
<th>Data entry responsibility</th>
<th>Type of title</th>
<th>Source of title</th>
<th>Title conferred</th>
<th>Details to enter onto Appointment</th>
<th>Applicable grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Professor</td>
<td>Appointed to post/grade</td>
<td></td>
<td>Divisional HR Team</td>
<td>Statutory Professor</td>
<td>Appointed to a statutory professorship</td>
<td>Title appointed to, eg Radcliffe Professor of Medicine</td>
<td>Professor (A20); Clinical Professor (A80)</td>
<td>A20, A80, (including single-tenure professors.)</td>
</tr>
<tr>
<td>Titular Professor</td>
<td>Recognition of Distinction</td>
<td>HESA Staff Return; Athena Swan</td>
<td>HRIS Data Services (Personnel Services)</td>
<td>Titular Professor</td>
<td>Recognition of distinction exercise</td>
<td>Title conferred, eg Professor of Microbiology</td>
<td>Substantive role eg Researcher</td>
<td>As per active appointment</td>
</tr>
<tr>
<td>Senior Appointments Panel</td>
<td></td>
<td></td>
<td>Departmental or Divisional Core administrator</td>
<td>Titular Professor</td>
<td>Authorised by SAP</td>
<td>Title conferred, eg Professor of Physics</td>
<td>Substantive role eg Researcher</td>
<td>As per active appointment</td>
</tr>
<tr>
<td>Visiting Professor, stipendiary, with University (CMS) contract</td>
<td>Appointed to relevant post/grade</td>
<td></td>
<td>Associated Department/ Faculty</td>
<td>Visiting Professor</td>
<td>Appointed to a visiting professorship</td>
<td>Title of Visiting Professorship, eg George Eastman Visiting Professor</td>
<td>Post = Professor Appt = Visiting Professor</td>
<td>As per active appointment</td>
</tr>
<tr>
<td>Emeritus Professor</td>
<td>Retiring from a Professorship, including Personal or Titular</td>
<td></td>
<td>Departmental or Divisional Core administrator</td>
<td>Emeritus Professor</td>
<td>Emeritus Professor</td>
<td>Substantive role after retirement eg Researcher</td>
<td>Job title of substantive role after retirement</td>
<td>As per active appointment after retirement</td>
</tr>
<tr>
<td>Titular Associate Professor</td>
<td>Divisional exercise</td>
<td></td>
<td>Departmental or Divisional Core administrator</td>
<td>Titular Associate Professor</td>
<td>Conferred by division</td>
<td>Title conferred</td>
<td>Substantive role eg Researcher</td>
<td>As per active appointment</td>
</tr>
<tr>
<td>Professor of Practice</td>
<td>Senior Appointments Panel</td>
<td></td>
<td>Departmental or Divisional Core administrator</td>
<td>Professor of Practice</td>
<td>Authorised by SAP</td>
<td>Title conferred</td>
<td>Substantive role eg Researcher</td>
<td>As per active appointment</td>
</tr>
<tr>
<td>University Research Lecturer</td>
<td>Divisional exercise</td>
<td></td>
<td>University Research Lecturer</td>
<td>University Research Lecturer</td>
<td>Conferred by division</td>
<td>Title conferred, eg (University Research Lecturer in ……)</td>
<td>Substantive role eg Researcher</td>
<td>RSIV or Associate Professor joint appointment grades (SSD only)</td>
</tr>
</tbody>
</table>

## Data use and data entry

- Not used for reporting
- HESA Staff Return; Athena Swan
- By HRIS Data Services (Personnel Services)
- Authorised by SAP
- Visiting Professor
- Conferred by division

## Academic title UDF

- Title conferred
- Substantive role eg Researcher
- Title appointed to, eg Radcliffe Professor of Medicine
- Substantive role after retirement eg Researcher
- Title conferred (always)
- Job title of substantive role after retirement
- Job title of substantive role
- Title conferred eg (University Research Lecturer in ……)
- RSIV or Associate Professor joint appointment grades (SSD only)

## Job title and Job text

- Title appointed to, eg Radcliffe Professor of Medicine
- Title conferred, eg Professor of Microbiology
- Substantive role eg Researcher
- Contractual job title followed by the title conferred, eg Senior Researcher; Professor of Microbiology
- Contractual job title followed by the title conferred, eg Senior Researcher; Professor of Physics
- Title conferred (always). Contractual job title (if applicable), eg Associate Professor of statistics
- Job title of substantive role after retirement
- Job title of substantive role
- Title conferred

## Applicable grades

- A20, A80, (including single-tenure professors.)
- As per active appointment
- As per active appointment after retirement
- As per active appointment
- RSIV or Associate Professor joint appointment grades (SSD only)
- Typically 08S-10S