

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

**What's changed?**

Data entry responsibility updated in Appendix.

**Dec 18**

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
3. Updating the person title .....	4
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

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

**Navigate to: Personnel > Maintenance > Personal Profile**

## 2. Academic Title UDF

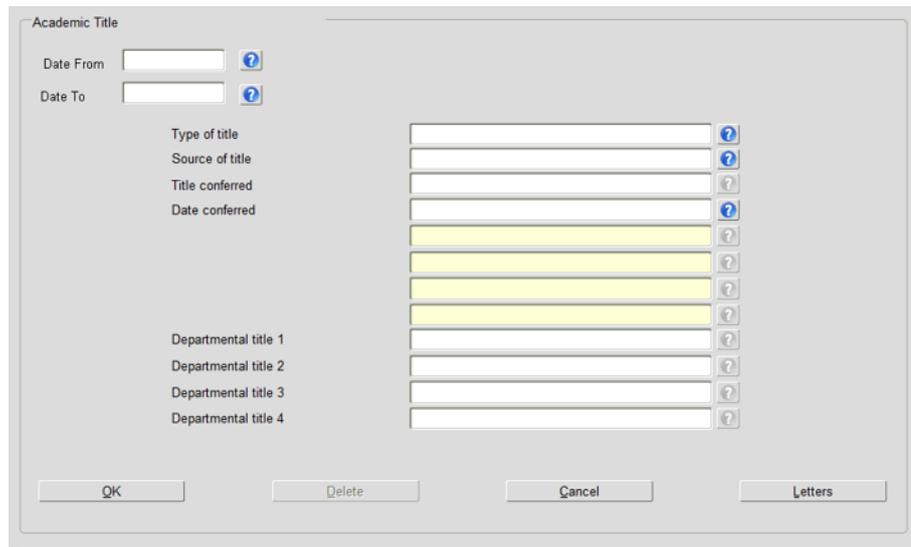
### A. Adding a new Title

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:

Field Name (* mandatory)	Description
<b>Date From*</b>	Enter the date the title was conferred
<b>Date To:</b>	Leave blank
<b>Type of Title*</b>	Select from the list of values Note that only 'Statutory Professor' and 'Titular Professor' titles are used for Athena Swan and HESA reporting.

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

## B. Title Conferred needs updating

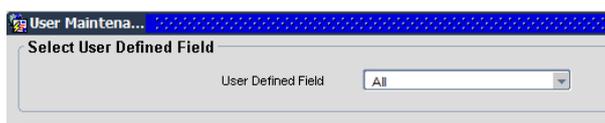
If the Type of Title should stay the same but the Title Conferred needs to change, update the Title Conferred field only in the existing Academic title UDF leaving all other details the same. The Title Conferred should be changed to the revised title by the team responsible for the data entry as set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

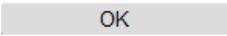
**5.1.1** From the *Personal Profile Maintenance* window select '**Appointment details**':

**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:

Field Name (* mandatory)	Description
<b>Effective Date*</b>	Enter the date the title was conferred
<b>Job Text *</b>	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.
<b>Action*</b>	Job title amended
<b>Reason*</b>	General Admin
<b>Comments</b>	Enter any additional comments as required eg title conferred by...

5.1.4 Click on 

## 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.



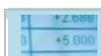
**Note:** Add the title conferred after the actual job title specified in the contract. The contractual job title should always be entered first eg Senior Researcher; Professor of Statistical Genomics.

## 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		Data use and data entry		Academic title UDF			Details to enter onto Appointment		Applicable grades
Title	Title gained via	Use of title for reporting	Data entry responsibility	Type of title	Source of title	Title conferred	Job title	Job text	
Statutory Professor	Appointed to post/grade	HESA Staff Return; Athena Swan	Divisional HR Team	Statutory Professor	Appointed to a statutory professorship	Title appointed to, eg Radcliffe Professor of Medicine	Professor (A20); Clinical Professor (A80)	Title appointed to, eg Radcliffe Professor of Medicine	A20, A80, (including single-tenure professors.)
Titular Professor	Recognition of Distinction		HRIS Data Services (Personnel Services)	Titular Professor	Recognition of distinction exercise	Title conferred, eg Professor of Microbiology	Substantive role eg Researcher	Contractual job title followed by the title conferred, eg Senior Researcher; Professor of Microbiology	As per active appointment
	Senior Appointments Panel		Departmental or Divisional Core administrator	Titular Professor	Authorised by SAP	Title conferred, eg Professor of Physics	Substantive role eg Researcher	Contractual job title followed by the title conferred, eg Senior Researcher; Professor of Physics	As per active appointment
Visiting Professor, stipendiary, <b>with University (CMS) contract</b>	Appointed to relevant post/grade	Not used for reporting	Associated Department/ Faculty	Visiting Professor	Appointed to a visiting professorship	Title of Visiting Professorship, eg George Eastman Visiting Professor	Post= Professor Appt =Visiting Professor	Title conferred (always). Contractual job title (if applicable), eg Associate Professor of statistics	As per active appointment
Emeritus Professor	Retiring from a Professorship, including Personal or Titular		Emeritus Professor	Emeritus Professor	Emeritus Professor	Emeritus Professor	Substantive role after retirement eg Researcher	Job title of substantive role after retirement	As per active appointment after retirement
Titular Associate Professor	Divisional exercise		Titular Associate Professor	Conferred by division	Title conferred	Substantive role eg Researcher	Job title of substantive role	As per active appointment	
Professor of Practice	Senior Appointments Panel		Professor of Practice	Authorised by SAP	Title conferred	Substantive role eg Researcher	Title conferred	RSIV or Associate Professor joint appointment grades <b>(SSD only)</b>	
University Research Lecturer	Divisional exercise		University Research Lecturer	Conferred by division	Title conferred, eg (University Research Lecturer in .....)	Substantive role eg Researcher	Title conferred eg (University Research Lecturer in .....)	Typically 08S-10S	