Thank you for your interest in this post.

Professorships are awarded to individuals who have achieved an outstanding profile and reputation in their field through a substantial portfolio of work whose weight and impact is assessed by peers as being at the highest level. Due to the importance we place on peer review our referencing procedure for professorial posts is slightly different than that for other posts. In addition to the usual references we would seek in relation to a person's employment history (which are not taken up until interviews have taken place and a verbal job offer has been made) we ask that applicants provide details of three additional academic referees who would be able to comment in advance of the interview on the persons suitability to work at a professorial level.

In line with our internal professorial conferment procedure, we ask that at least two of the three referees should be of professorial standing and/or conversant with the UK custom and practice of awarding professorships. Please ensure you provide the names, titles, place of work and full contact details, including email addresses, of your three nominees on the supporting document “Additional professorial referees form” and return it as an attachment with your application form.

The procedure

The first stage of the application procedure for a professorship involves scrutiny of the application and the referees by the short-listing panel. Referees are not contacted at this stage, however applicants may be asked to provide alternative referees should the panel decide those initially put forward are not suitable.

If the shortlisting panel members approve the application for further consideration, references are then sought from the three nominated academic referees who are requested to provide their assessment of the application against the University’s professorial criteria, explaining their recommendations and citing evidence either from the application or from their own knowledge of the work.

In nominating your three referees please ensure they:

a) have appropriate standing. Usually they will be professors themselves but if they are from outside the academic community they should be people of senior standing in their organisations who understand the academic environment. It is inadvisable to choose more than one referee from the same institution. If your field is one in which there is an international community, it is advisable to have at least one who is based abroad.

b) know your field, are familiar with your work and are therefore able to comment on the criteria.

c) are willing and able to provide a reference. It may be helpful to contact them in advance to check this.

It is acceptable for you to nominate referees who have been collaborators, co-authors, ex-colleagues or supervisors of your research. However, the interview panel will have regard to the overall balance of the referees and you are advised to spread your nominations both in terms of institutions and the nature of any involvement.

You are also expected to abide by the normal standards of personal interest and not nominate partners or family members.