

## Office of the Deputy Vice-Chancellor

 <p><b>LIVERPOOL HOPE UNIVERSITY</b> Est. 1844</p>	<p><i>The Revd Canon Professor Kenneth G C Newport DPhil, DD (Oxon)</i></p>
<p><b>To: All Principal Lecturers at Liverpool Hope University</b></p>	

### **APPLYING FOR TRANSFER TO ASSOCIATE PROFESSORSHIPS**

Dear Colleagues

As a result of one specific enquiry about an application to move from Principal Lecturer to Associate Professor, I gave out some advice. In order to ensure that all colleagues have the same information, I am now writing to all Principal Lecturers to capture the suggestions that I made to this particular colleague. Given that it is only research that is considered in this context, the other two categories having already been made, a very clear account of the evidence is advisable. I suggested to the colleague that they adopt a two-part approach, with Part 1 indicating research outputs, in table form, and making a prima facie case. The table, as per the template overleaf, should give the panel sufficient information to see whether in principle the case has been made. Three examples of published work, typically published within the last five years, will be considered by the panel. These publications should be those that the candidate considers to be representative of their best work. Please note that research outputs other than monographs and articles in peer reviewed journals etc. will be considered, for example, performances, electronic media, and exhibitions. Normally, three outputs should be sufficient to make the prima facie case although others could be indicated if necessary. The applicant should then provide copies of the material and any other indication of their standing; for example, book reviews or citations.

There are a number of ways in which you can demonstrate that there are signs of a capacity, willingness and ability to fulfil the role of an Associate Professor in Scholarship and Research. In order to assist you in constructing your application, the list provided on page 7 of the "[Promotion to Associate Professor Guidance Document](#)" gives some examples of the kind of evidence that you may wish to cite in the "Part 2" section of the application form.

The panel will however, consider first the prima facie case since without solid research outputs the application will not be progressed further.

KENNETH NEWPORT

 <p style="margin: 0;"><b>LIVERPOOL HOPE UNIVERSITY</b> Est. 1844</p>	<p style="margin: 0;"><b>APPLICATION FOR TRANSFER FROM PRINCIPAL LECTURER TO ASSOCIATE PROFESSOR</b></p>
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**PART 1**

	Output Title	Type of Output (Book, article, performance)	Date	Publisher	Contribution (Sole author or % contribution)	Notes
1						
2						
3						
4						

**PART 2 – Supporting Evidence (Maximum 750 words)**

Supporting information should be provided here for the consideration of the panel. In order to assist you in constructing your application, the list provided on page 7 of the "[Promotion to Associate Professor Guidance Document](#)" gives some examples of the kind of evidence that you may wish to cite in this section.