

# memo

To: School Secretaries  
School Finance Managers  
Director of Development, CUDAR  
Settlement Manager, CUDAR  
University Draftsman  
Alistair Bochel



Cc: Dr Rachel Coupe  
Dr Ellen Friel

From: Faisal Moolla

Date: 4 August 2021

Subject: Reports on the establishment or re-establishment of Professorships

The 2021-22 dates of the composite Report to the General Board for the establishment or re-establishment of Professorships in the University, submitted 4 times a year, will be accordance with the following timetable:

<b>Deadline for receipt of papers by AFPA</b>	<b>08/10/2021</b>	<b>14/01/2022</b>	<b>25/02/2022</b>	<b>29/04/2022</b>
RMC Circular	20/10/2021	26/01/2022	02/03/2022	11/05/2022
<b>GB meeting</b>	<b>03/11/2021</b>	<b>16/02/2022</b>	<b>16/03/2022</b>	<b>08/06/2022</b>
Business Committee	04/11/2021	17/02/2022	17/03/2022	09/06/2022
<b>Report published</b>	<b>10/11/2021</b>	<b>23/02/2022</b>	<b>23/03/2022</b>	<b>15/06/2022</b>
Report discussed	23/11/2021	08/03/2022	03/05/2022	12/07/2022
<b>Grace submitted</b>	<b>08/12/2021</b>	<b>23/03/2022</b>	<b>18/05/2022</b>	<b>27/07/2022</b>
Grace approved	17/12/2021	01/04/2022	27/05/2022	05/08/2022

For each Professorship included in the Report, a brief paragraph will be required to include the following information:

- Title of the Professorship and the proposed field for recruitment;
- Funding arrangements for the Professorship;
- Where applicable, details of any proposal for the naming of an endowed Professorship.

The Resource Management Committee require detailed information on the resource requirements of each Professorship (recurrent and non-recurrent), and how they are to be met. Schools should aim to have business ready for the planned RMC circulars indicated above, but proposals may be considered by the Chairman under delegated authority if absolutely necessary to comply with the General Board's timetable.

In order to avoid a situation where a Report is published before the Long Vacation but not Graced until the following October, the meeting of the General Board on 8 June 2022 will be the final opportunity to propose the establishment or re-establishment of a Professorship before the 2022 Long Vacation.

Cases for the establishment or re-establishment of Professorships should be submitted to Faisal Moolla ([Faisal.Moolla@admin.cam.ac.uk](mailto:Faisal.Moolla@admin.cam.ac.uk)) no later than the "Deadline for receipt of papers by AFPA" indicated in the table above. As at present, however, early warning of proposals under consideration in the Schools is desirable.

#### Establishment of Readerships in the University

Previous practice, by analogy with the procedure for the establishment of Professorships, was to seek the approval of the University by publication of a Report, although there was no requirement under the old Statutes to proceed by means of a Report. Statute C, XII does not specify the need to seek the approval of the University. The General Board, at its meeting on 4 June 2014, accordingly agreed that, except for the case of Readerships established through the Senior Academic Promotions procedure, which will continue to be included in the Annual Report on Senior Academic Promotions, in future single tenure Readerships shall be established by the Board under the authority of regulation 1 of the General Regulations for University Officers (*Ordinances* p.772).

Proposals will be considered in the first instance by RMC as straightforward business before circulation to the General Board for decision.