**APPLICATION FOR DAVID PARKIN VISITING PROFESSORSHIP 2023-24**

To be completed by the proposer who must be a permanent member of staff

For Visiting Professorships starting in the academic year 2024/25

**Guidance notes on David Parkin Visiting Professorships – please delete when submitting**

The application form should be completed by the PROPOSER, not the applicant. See below for the full conditions of the scheme. Be as concise as possible and use bullet points as appropriate.

1. David Parkin Visiting Professorships are awarded on an annual basis, following the procedures for the Appointment of Visiting Professorial Staff, in order to help to support an outstanding academic with a permanent position at a non-UK university to spend a period of time up to 12 months, as a Visiting Professor at the University of Bath.
2. The nominee should have at least the research profile expected for a Professorial appointment at the University of Bath. In order to ensure a high standard, the Award Committee will reserve the right not to make an appointment in any given year.
3. Each year the Esther Parkin Trust will contribute up to £20k towards the travel and living costs of a successful applicant.  The amount should reflect the length of the visit.  Living costs will normally be based on a per diem rate (of around £25) and provision of accommodation in the Esther Parkin residences where available.
4. It may be possible to make more than one award in the same year, if the total cost falls within the overall budget for the year of £20k. The Committee will seek to award proposals which represent best value for money.
5. The application should include a statement of the proposed research activity, a curriculum vitae (max 2 pages) and include a budget, setting out the costs that will be incurred.
6. Each departmental nomination should be supported by two referee statements from people external to the University of Bath, identified by the proposer not the nominee.
7. This is not a contract of employment and it is a condition of award that the parent institution of the successful applicant will cover salary costs, visas and insurance associated costs.
8. The University shall provide office accommodation and access to services (library, email, computing, workshop, and laboratory) as appropriate.
9. The Visiting Professor shall be required to present a David Parkin Lecture as part of their time at the University. This will be a lecture open to the general public, to be organised by the host department in liaison with Development & Alumni Relations.
10. Any publications resulting from the research carried out during the visits should acknowledge the support of the University of Bath and the David Parkin scheme.
11. The nominees of the awardees are asked to write a short report to the Committee for the first available meeting after the visit. A report template is available in our website.
12. In putting forward nominations, departments would be agreeing to provide the necessary office accommodation and other support.

**Supporting documents**

1. Each application form must be accompanied by a maximum 2 page CV of the applicant and two referee statements as per the guidance notes above.

**After completing the form**

1. After you have completed the application, please pass it to your Head of Department well in advance of the closing date of the call. Head of Department will then pass their nominations to the Dean who will decide which ones to pass to consideration by the David Parkin Visiting Professorship Committee. They will then email the relevant form to [**pro-vc-research@bath.ac.uk**](mailto:pro-vc-research@bath.ac.uk)by the 27 February 2024.

**Decisions of the David Parkin Visiting Professorship Committee**

1. The Committee will meet in March 2024 to make their decisions and inform the Deans and the Directors of Administration (through the Faculty Coordinator) who will inform applicants in their Faculty. The appointment of the agreed candidate(s) will then be confirmed by the relevant faculty Board of Studies before Human Resources will issue the candidates a letter of appointment.

**Queries**

1. If you have any queries about completing the form, please contact [**pro-vc-research@bath.ac.uk**](mailto:pro-vc-research@bath.ac.uk). If your questions relate to the academic merits of the application, please discuss with your Head of Department in the first instance.

**DAVID PARKIN VISITING PROFESSORSHIP 2023-24**

**APPLICATION FORM**

To be completed by the proposer who must be a permanent member of staff

For Visiting Professorships starting in the academic year 2024/25

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Surname of nominee |  | 2. First name (s) of nominee |  |
| 3. Current post and institution |  | 4. Department |  |
| 5. Phone number |  | 6. Email address |  |
| 7. Requested timing and duration visit (max 12 months) |  | | |
| 8. Statement of proposed research activity **suitable for lay audience**  *(max 200 words)* |  | | |
| 9. Proposed budget in as much detail as possible. Maximum amount to be applied for is £20,000 |  | | |
| 10. Please indicate how the project fits in with the University and Faculty strategic goals at Bath and outline benefits to the department  *(max 200 words)* |  | | |
| 11. Surname of proposer |  | 12. First name (s) of proposer |  |
| 13. Current post |  | 14. Department |  |
| 15. Signature of proposer:  Date: | | | |
| 16. Signature of Head of Department  Date: | | | |
| **Please note that the awardee is required to give an open lecture of a topic of their choosing. This will be arranged by the host department in conjunction with the Development & Alumni Relations.** | | | |

**Dean’s use only**

Should this application be passed to consideration by the David Parkin Professorship Committee?

YES / NO