

## **New Academic Career Structure Draft Guidelines on the Use of Job Titles**

### **Introduction**

The New Academic Career structure (NAC) and the new three-tier academic job family have introduced a range of new academic job titles to the School that may be unfamiliar both to the staff who choose to use them and to staff more generally across the School. This document sets out the recommended formal usage of the new titles to ensure consistency of application and to engender a shared understanding of the different new academic roles within the School.

All staff should note that there will be a number of academic staff who have chosen to remain on the pre-existing job titles of Lecturer, Senior Lecturer and Reader. Therefore staff should not automatically 'convert' these job titles into their nearest NAC equivalents when referring to individual members of staff. Whenever in doubt, it will always be best to check the departmental intranet pages for faculty listings to check which job title an academic staff member is working under.

### **The New Job Titles**

The new job titles are outlined below with a brief descriptor outlining how they map against the job titles that staff may be more familiar with. However, it should be noted that these are not "like-for-like" posts and the descriptors are given purely to demonstrate broad comparability.

- **Assistant Professor:** The Assistant Professor job title is the first level of academic appointment in the School and is broadly equivalent to pre-Major Review Lecturer status (that is, an academic subject to the School's academic probation process).
- **Assistant Professor (Lecturer):** A number of *existing staff only* may wish to use this title to indicate that they are an Assistant Professor who has passed Major Review under the previous career structure.
- **Associate Professor:** This job title replaces those of Senior Lecturer and Reader and is the role that Assistant Professors will automatically be promoted to, once they have passed Major Review under the NAC. This is the new career grade for academic staff.
- **Associate Professor (Reader):** Only existing staff who are Readers at LSE may adopt this title under the NAC, in recognition of their former Reader status.
- **Professor:** This job title remains unchanged, though you may occasionally see it referred to as "(full) Professor" in some internal documents (including this one), to distinguish it from the other job titles. The "(full)" element should not be used as part of someone's actual job title.

### **Job Title vs. Personal Title**

Whilst all job titles now have the word "Professor" within them, this does not alter the distinction between job title and the personal title that faculty members and the School should use in formal written communications.

Therefore, in such formal communications, e.g. on departmental website listings or in letter and email signatures, it is recommended that Assistant and Associate Professors continue to refer to themselves as "Dr (name)" and only full Professors refer to themselves as "Prof (name)". Likewise, formal School communications to individual faculty members should observe these principles.

### **Of vs. In**

Whereas someone may have been a Lecturer *in* a particular subject, they would now be an Assistant Professor *of*...e.g. "Dr Joe Bloggs – Assistant Professor of Comparative Politics".

### **Departmental usage – e.g. website, promotional materials etc.**

Providing that departments observe the above principles, they should feel free to develop their own, internally consistent, approach to website listings, email signatures, letterheads, business cards, door signage etc.

*Please note that this document is for guidance in relation to formal written communications only*