

## Professorial Zoning Template Completion Guidance

This note provides specific guidance on completing the Professorial zoning template. More general guidance on the process and frequently asked questions can be found on the [Professorial Zoning Webpages](#).

### Accessing the template

The professorial zoning online template can be accessed through the [Pegasus portal](#) using your University log in and password. To open your template log into Pegasus, select the Human Resources Tab and then click on the Professorial Zoning link.

Heads of Department/School will have an additional link within Pegasus, Professorial zoning – staff list, where they will be able to access templates for Professors within their Department/School following submission of their templates.

## Completion of the zoning template

### Section 1 - Personal details and background information

The first section of the template contains details drawn from the HR System. The date appointed to grade may reflect that you have had appointments such as Head of Department/School since becoming a Professor.

If you have any relevant circumstances you wish to be taken into account during the 6 year assessment period from 2010 to 2016 (e.g. Formal leadership roles, fellowships, sabbaticals, long term sickness, part-time working and career breaks), these can be noted in the form. You may also wish to note if you have joined the University during this period and previously worked at another institution.

### Section 2 - Criteria

This section on the template should be completed with reference to the relevant [Professorial Zoning descriptors](#). These contain details of the zoning criteria and the matching principles that will be applied during the process.

Strathclyde professors are usually expected to make contributions which span the four themes of Research, Learning and Teaching, Knowledge Exchange and Citizenship and this should be evidenced in your submission. Accordingly, you should outline your key contributions within the past 6 years, (since 1 January 2010 to date), in relation to each of the ten criteria to give the panel a full indication of your contribution over the reference period.

For zone determination purposes, four of the criteria within the themes are classed as Primary Indicators (P). From the remaining six criteria, the Key Contribution Areas (C), you are required to select two which will also be used to inform zone allocation. (Please tick the appropriate box to choose your two Nominated Key Contribution Areas). This choice of key contribution areas provides recognition that individuals will not normally contribute equally across all ten of the criteria.

You may wish to discuss your submission with your Head of Department/School prior to submission. In particular, it may be helpful to discuss which of the key contribution areas you will select for consideration.

Relevant, up to date, information from the Pure system is prepopulated in this section of the form for ease of completion and to avoid duplication. Please note that your Head of Department/School and all subsequent panels will automatically receive a copy of the Pure data visible within this template so there is no need to

replicate this within the free text areas of the form. You are asked therefore to use the space provided to highlight key activities, provide relevant context and highlight patterns and trends. As a result the expectation would be that commentary will be relatively concise in most sections.

You are not required to assess yourself against the zoning criteria and give an indication of the zone you believe you should be matched to. The text boxes are for you to provide evidence of contribution in these areas with reference to the Pure data where appropriate. Matching to the zoning criteria will be undertaken by the panels following your submission.

## **Saving and submitting the template**

You are able to save drafts of the template prior to submitting it. The draft information in the template will not be visible to your Head of Department/School until you have submitted the template system by clicking on the submit button at the bottom of the template. Once you have submitted the template you will be unable to make further changes. **All templates should be submitted by Friday 18 March 2016.**

## **PDF Report**

The template allows you to produce a PDF report of your submission and associated Pure Data for review. The information that you provide through the template will be shared with the Faculty panel in the same PDF report layout.

Please note that the Pure data will not appear in your PDF report until you have saved your template for the first time.

## **Pure Data**

This template contains relevant Pure data from 1 January 2010 to date. You have the opportunity to update your data within the Pure system prior to submitting your template if required. Data included in the template will be updated overnight from the Pure system and refreshed upon the reopening of your zoning template.

Once you submit your template the data that appears in the PDF report will be frozen to reflect your Pure data at the time of submission. If your template is returned by your Head of Department / School through the system then the data from Pure will be refreshed on a daily basis up until the time you resubmit, which will allow further updates to the Pure system to be made.

If you have joined the University since January 2010 your data prior to starting with the University may not currently be held in Pure. You may wish to update your Pure record to reflect the period prior to joining the University. Where data cannot be updated e.g. research applications and awards please reflect this in the free text box related to the relevant criteria.

## **Further information**

Further information on the zoning framework and the matching process can be found on the [Professorial Zoning Webpage](#).

Your Head of Department / School, Executive Dean and/or your HR manager will be happy to discuss any questions you have regarding the process if required. Alternatively you can email [profzoning-project@strath.ac.uk](mailto:profzoning-project@strath.ac.uk).