

# How to apply for CIPD Academic Membership

## Introduction

These guidelines are to provide you with information about CIPD’s Academic Assessment and to help you make your CIPD Academic membership application.

## Overview of Academic Membership

CIPD Academic membership is for individuals engaged in teaching, lecturing and research in the field of HR or L&D. It illustrates expertise in the development and progression of ‘thinking and knowledge’ of the HR and L&D profession and your ability to make an impact in the world of work. There are three levels of Academic membership: [Academic Associate](#), [Academic Member](#) and [Academic Fellow](#). The method of assessment is the same for each level, but we are assessing different criteria.

## Our Academic Membership assessment

### What we are assessing

The matrix below shows what we are assessing and the method of assessment:

Area of assessment	CV	Peer review	References
Engaging with and contributing to the institution	✓	✓	✓ Member & Fellow
Defining and shaping HR thinking and knowledge	✓	✓	✓
Delivery and Quality of HR learning / research	✓	✓	✓ Associate only
Developing self and others	✓	✓	

## Assessment overview

<b>1. Decide which level of academic membership is right for you</b>	<ul style="list-style-type: none"><li>• Review the Academic membership levels on our website and apply for the level that is most appropriate for you i.e. where you can demonstrate meeting the criteria through evidence from the past five years.</li></ul>
<b>2. Supporting information and payment</b>	<ul style="list-style-type: none"><li>• Send in your up to date CV, completed Academic Application form, copy of your current job description, and a copy of your highest level qualification certificate. Your CV will be reviewed against the membership you are applying for. You will be contacted if we need further information or if we consider there is a risk in being able to meet the membership level. CIPD will contact you to take payment.</li></ul>
<b>3. Workplace feedback</b>	<ul style="list-style-type: none"><li>• You will need to ask two people who you work with, ideally your line manager and a colleague, to provide feedback about your work and the impact this has had. You'll be asked to provide CIPD with their contact details and we'll send them a CIPD workplace feedback form to complete and return to us.</li></ul>
<b>4. Peer review</b>	<ul style="list-style-type: none"><li>• You will have an online Peer Review discussion with a CIPD assessor, who is also an HR academic. You will be asked to discuss your work in detail and your impact on your Institution and the wider HR profession.</li></ul>
<b>5. Assessment and verification</b>	<ul style="list-style-type: none"><li>• The assessor will review the evidence from your Peer Review discussion, CV and Workplace feedback against the membership criteria, and write a report. All results and reports are then independently reviewed and verified.</li></ul>
<b>6. Report</b>	<ul style="list-style-type: none"><li>• You will receive a report confirming the outcome of your assessment and the level of Academic Membership you have achieved. The report will include next steps to support your development.</li></ul>

## 1. Decide which level of Academic membership is right for you

To be eligible for Academic Membership of the CIPD you must be an individual working in the field of teaching or research in HRM or an HRM related area. Apply for the Academic membership level that best fits your current experience i.e. the one for which you can demonstrate meeting the criteria through evidence from at least the **last five years**.

## 2. Supporting information

To make an academic assessment application, please send us all the below documents to [academicassessment@cipd.co.uk](mailto:academicassessment@cipd.co.uk)

- Your up to date CV
- Your completed Academic Application form
- A copy of your current job description (or role profile)
- A copy of your highest level qualification certificate

## 3. Your CV

Your CV will be reviewed as part of your assessment submission. It's therefore important that your CV includes the following up to date information, where applicable:

### Details of your University Education

Provide details of your undergraduate/postgraduate and if applicable, your PhD qualification/s. Include the full qualification title and level, the Institute(s) you studied at and date(s) you achieved the qualification.

### Career summary to date (academic and non-academic)

Provide a short summary of your career to date including your area/s of HR specialism. Include details of your academic appointments, name of Institute(s) and dates of each appointment. We need to see how your roles align to HRM teaching and research, together with the contribution you are making to the institution and HR profession more widely.

### Teaching experience and validation

Please include the name and dates of the Institute you teach/taught at, the HR modules you teach and HR programmes you manage.

Provide details if you have led or been involved in the design, delivery, assessment, review and/or validation, of programmes, interventions and/or practical HR tools across HR subject areas. Please provide the name of the Institute(s) and dates.

### **Academic leadership and administration**

Provide details of your academic leadership and administration roles. Please include the name of the institute, role and dates you undertook roles.

If applicable, please provide details where you lead senior research staff and provide overall direction for the organisation's planned HR research or consultancy programmes, giving clear guidance on quality and professional standards to be adhered to.

### **Research**

Provide details of where you identify or work on topical HR issues or areas. And lead or are involved in HR research/consultancy projects, funded research, policy development and/or innovative works that significantly enhance HR practice. Please provide details of HR research you've undertaken/supported including dates and summary of research undertaken.

### **Publications**

Provide details of HR-refereed articles, issue briefs, reviews, reports, book chapters, texts or other publications in known and reputable academic or professional media. Please include title, year, co-authors, page numbers, etc. of publications.

### **Conference papers**

Provide details of academic and non-academic HR presentations and include title/research, date presented and name and location of the conference you presented at.

### **Consultancy**

Provide information about HR consultancy work you have been involved in, can you include the dates, name of client and a brief summary of the work you undertook.

### **Funding/Grants**

Provide information on HR funding/grants you have been awarded. Please include details of who the funding was approved from (include internal and external) the value of the funding, a short summary of the project/work being funded the dates for the work undertaken.

### **Supervision, Internal/External examiner role (s)**

Provide recent examples where you have supervised students across HR subject areas. Please include the dates, level e.g. Undergraduate, Masters, Doctoral and subject titles.

Provide details of where you have led or been involved in internal or external examiner role(s) in subject areas for reputable institutions nationally and internationally. E.g. for national or international regulatory agencies or recognised professional bodies (e.g. QAA, external reviews – other institutions, chairing of QA panels, funding bodies, editorial boards on professional or academic journals, etc).

If applicable, please provide details of doctoral students you have examined both as internal and external examiner.

### **External Committees and Working groups**

Provide examples of working groups, committees, sub committees you are/have been involved in. Please include your role and dates you did this.

### **Academic Journal Positions**

Provide details of your role e.g. reviewer, associate editor or editor, the names of the journals and date you did this.

### **Training/Professional Development**

Please detail the training/development you have undertaken and dates.

### **Awards**

Provide details of any awards and dates.

### **Professional Membership**

Include the name of the professional body(s) you are a member of and your level of membership.

## **4. Workplace feedback**

You will need to ask two people who you work with, ideally your line manager and a colleague, to provide workplace feedback about your work and the impact this has had in your Institution and the HR Profession and demonstrate how you operate at the level of membership for which you're applying.

Once you have made payment for your assessment, we'll ask you for the contact details of the people who you wish to nominate to provide your workplace feedback. We'll send them a CIPD workplace feedback form to complete and return to us. We ask them to complete and return the form to CIPD within two weeks to ensure your application isn't delayed.

You may wish to start thinking now about who would be most appropriate to provide your workplace feedback.

## **5. Peer review**

When we receive one completed workplace feedback form, we'll contact you to agree on a date and time for your Peer Review discussion. We'll also allocate you a CIPD academic assessor to conduct your discussion. Further guidelines about preparing for your Peer Review discussion will be provided.

### **Contacting us**

If you have any questions, please contact [academicassessment@cipd.co.uk](mailto:academicassessment@cipd.co.uk) .

### **We respect your confidentiality**

The information you provide will only be used as part of your application for professional membership. We understand that some of the projects/work you discuss (and use as evidence) may be of a sensitive nature though; please feel free to remove sensitive information, such as the names of people, or information deemed commercially sensitive.