



## IMPLEMENTATION OF THE ACADEMIC EMPLOYMENT FRAMEWORK

### 1 Background

Under the new framework for academic staff, tutors and senior tutors are categorised as either research or teaching academics.

Each category has a **maximum** proportion of total time for teaching (operating as a ceiling) and a **minimum** proportion of total time for research (operating as a floor), with the proportions varying in each category.

The framework embeds a minimum amount of time for research for all academic staff. The minimum varies between the research and teaching categories and is laid out below:

#### Research and teaching floors and ceilings

Role	Teaching (ceiling)	Research (floor)
Senior tutor (teaching)	70%	10%
Senior tutor (research)	50%	20%
Tutor (teaching)	70%	10%
Tutor (research)	50%	20%

It is important to note that the allocation of time for research is quantified over the whole calendar year, rather than weekly or daily, subject to the specific exigencies of the programme.

Your individual appointment letter<sup>1</sup> will identify whether you are a research or teaching academic.

There are four job profiles:

- senior tutor (teaching);
- senior tutor (research);
- tutor (teaching);
- tutor (research).

Individual variation in the percentage of time spent on teaching and research will occur within the constraints of the ceilings and floors defined under the contract. Time spent on the different activities is for agreement with your head of programme and dean.

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<sup>1</sup> Your individual appointment letter together with the terms and conditions of employment and teaching and research categories document make up the new contract of employment.

It is important to note that it is possible for a research academic, for example through a successfully funded project, to increase the proportion of time spent on research, leaving less time for formalised teaching or other activities.

By contrast, it is expected that a teaching academic would always have a minimum threshold of time spent on research, in order to underpin their teaching.

Teaching includes, but is not limited to: preparation, assessment, curriculum development, tutorials, lectures, seminars, masters' tuition and doctoral supervision.

The remaining time is spent on activities which include knowledge exchange, line management and leadership, college citizenship, executive education and administration. All academic staff will be expected to engage in such activities as are appropriate to their role. As such, the total time spent on research and teaching is always less than 100% of total contractual time.

## 2 Principles

There is a transfer process between research and teaching roles and vice versa<sup>2</sup>.

With the exception of the research floor and teaching ceiling, staff in both research and teaching roles receive the same terms and conditions of employment.

Future transfer between the categories will be subject to successful achievement of criteria and will not be unreasonably withheld<sup>3</sup>.

Adjustment of teaching loads should enable all staff to participate in a level of research appropriate to their role.

## 3 Initial appointment to research or teaching category

Current academic staff will receive a teaching or research contract based on their current activity and, if necessary, following discussion between the line manager and dean to determine the appropriate category.

For appointment to the research category, the academic **must demonstrate evidence of one of the following:**

- submission to Research Excellence Framework (REF) 2014 (either at the College or at a previous institution); or
- evidence, through a current five year research plan<sup>4</sup> of reasonable expectation of submission to REF in the next cycle, to include reasonable expectation of demonstration of achievement, with the volume of output commensurate with the amount of time contracted, at the rate of one output per year of at least 3\* REF quality<sup>5</sup>; or

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<sup>2</sup> Please refer to the document *Process for transfer between research and teaching categories and appointment to senior tutor*

<sup>3</sup> Please refer to the document *Process for transfer between research and teaching categories and appointment to senior tutor*

<sup>4</sup> A current five year research plan is one that has been reviewed during the 14/15 appraisal cycle

<sup>5</sup> As agreed in consultation with the dean (and director or research if appropriate)

- meet the criteria for an early career research academic<sup>6</sup>

The College would take into account any individual circumstances that would qualify the academic to submit a reduced number of research outputs in accordance with the REF rules, for example absence on maternity leave that occurred substantially during the REF period<sup>7</sup>.

For appointment to a teaching role, staff would demonstrate the following:

- undertake research to underpin their teaching during their contracted College hours;
- have a primary focus on teaching;
- a reasonable expectation that College will not submit the academic to REF in the next cycle.

If a member of academic staff feels that they have been assigned to the wrong category, they should provide the evidence for this to their dean. The pro-rector (academic) and director of research will consider their case and determine whether the reallocation should proceed, based on the criteria laid out above.

#### 4 Contractual documentation

Each member of academic staff will receive the following contractual documents:

- individual appointment letter;
- terms and conditions for academic staff;
- teaching and research categories.

These three documents make up the contract of employment.

The individual letter of appointment will contain any individual variations, including:

- confirmation of appointment to either the teaching or research category;
- the new contract of employment for academic staff includes a two year probationary period. The probationary period for **existing** probationary staff will remain unchanged as one year;
- those academic staff on fixed term contracts will receive permanent appointments<sup>8</sup>;
- any academic staff with 35 days of annual leave will retain this entitlement;
- any member of academic staff identified as an early career researcher will receive a higher research floor (minimum), which will apply for the duration of the period that they meet the definition of an early career researcher.

#### 5 Transfer between categories

The transfer process is described in the document *process for transfer between research and teaching categories and appointment to senior tutor*.

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<sup>6</sup> In line with the definition given in the *teaching and research categories* document

<sup>7</sup> REF rules are subject to change and the College would refer to the rules in force at the time of submission.

<sup>8</sup> Excepting those academic staff employed for fixed terms for a clear reason such as time limited grant funding or providing temporary cover.

The College will review the process of movement between categories, in conjunction with the UCU, within 18 months of implementation of the new academic employment framework. The College will regularly monitor equality and diversity of academic staff within the roles.

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