



Royal College of Art

Postgraduate Art & Design

PROCESS FOR THE TRANSFER BETWEEN RESEARCH AND TEACHING CATEGORIES AND APPOINTMENT TO SENIOR TUTOR

PART A

Same-grade transfer between categories

1 Transfer from the teaching to research category

Following initial allocation or appointment to the teaching category, transfer to the research category will depend on the member of staff demonstrating:

- a five-year research plan with specific, achievable, realistic objectives to demonstrate reasonable expectation of submission to REF (or any future equivalent) in the next appropriate cycle; **and**
- a reasonable expectation of achievement, at the rate of one output per year of at least 3* REF quality.

The head of programme, supported by the dean, will determine whether the increased amount of time spent on research activities is expected at the relevant (REF) quality level **and** meets the strategic requirements of the College.

It is possible to adjust the time spent on teaching and research without changing category, as described in the document *Implementation of the academic employment framework*.

It is anticipated that a member of staff seeking to move to the research category would undertake, by agreement with the head of programme supported by the dean, a period of adjustment to their time spent on teaching and research, followed by a formal transfer if their research meets the criteria laid out in section 3.1 of the *Teaching and research categories* document.

2 Transfer from the research to teaching category

Transfer to the teaching pathway is dependent on a member of academic staff demonstrating:

- a primary focus on teaching;
- a reasonable expectation that the College will not submit the academic to REF in the next cycle;
- an assessment by the head of programme, supported by the dean, that it is of strategic importance for the academic to focus on teaching.

3 All transfers

Transfer between categories is normally assessed during the annual appraisal cycle. In exceptional circumstances, the College may consider that it is appropriate to transfer between categories outside of the appraisal cycle, although it is anticipated that the annual review of the five-year plan at appraisal should anticipate any changes over the forthcoming academic year.

If it is agreed that a transfer between categories is appropriate, the head of programme will make a recommendation to the dean. The dean and director of research will determine whether the transfer should proceed.

In the event that a transfer is refused, the pro-rector (academic) will review the decision.

PART B

Appointment to vacant senior tutor posts

1 Career progression

To support academic career progression, the College will ask for expressions of interest from existing college staff for any senior tutor vacancy **one week** prior to proceeding to external advert. This will allow any interested and appropriately qualified staff to apply for the vacancy and have advance consideration.

Tutors will have five working days to submit an expression of interest, and subsequently a further five working days to submit an application for the post (i.e. ten working days in total).

If there are no expressions of interest, external advertising will proceed after the initial period of five working days.

2 Appointment process

If any tutor(s) applies for the vacancy, external advertising will not proceed until the internal candidate(s) have been given due consideration under the normal recruitment and selection procedures.

Short listing is based on a written application and in line with normal college shortlisting procedures. Candidates will need to evidence that their skills, knowledge and experience relate specifically to the job description and person specification for the post. Short listing decisions are based on evidence that the applicant meets the requirements of the post. Candidates are assessed against the essential criteria in the first instance. If there are two or more candidates who meet the essential criteria, the recruiting manager may assess using the desirable criteria.

3 Redeployment

If a vacancy arises when individual(s) are at risk of redundancy, the College will give advance consideration to the affected staff. If an employee seeking redeployment meets all the essential criteria, the College will offer the post on a trial basis. Where more than one employee at risk of redundancy meets the essential criteria, the College will use appropriate methods to select.

Recruiting an individual at risk of redundancy can reduce both the time and the cost incurred in filling a vacancy. Redeployment is not an opportunity for promotion.

Margaret BIRD
Director of Human Resources
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