THE UNIVERSITY OF SUSSEX

Remuneration

The salary scales are published at http://www.sussex.ac.uk/humanresources/1-2-15.html

Superannuation

The national superannuation scheme for faculty is the Universities Superannuation Scheme (USS). USS has: (i) Career Revalued Benefits for all members on salary up to £55,000; (ii) a Defined Contribution (DC) section for members based on salary above £55,000; and (iii) an option for all members to make additional contributions to the DC section of USS and to claim an additional 'matched' 1% from the employer contributions (provided the member contributes an additional 1%).

October 2016

7. i) The following topics are agreed upon, as being appropriate for negotiation, in so far as the University has discretion in the matter:

(a) Salary scales (but not salaries of individual employees)

(b) Superannuation

(c) Changes in Conditions of Service

(d) Sick leave, maternity leave, leave of absence, and study leave

(e) Appointment procedures, to the extent that they specify explicit qualifications for particular categories of posts, and in so far as they may affect the treatment of existing employees in relation to external applicants

(f) Conditions and procedures under which appointments are terminated

(g) Career progress procedures and policies

(h) Job evaluation

(i) Redundancy

(j) Grievance procedures

(k) Part-time and hourly paid appointments, if the holders thereof are covered by paragraph 3 above

(l) Fees for additional lectures and internal examinations

(m) Travelling and subsistence allowances

ii) Consultation shall be carried out according to guidelines to be established and as necessary revised from time to time and the JNC shall review in 12 months time those established in conjunction with this revision of the Procedure Agreement.

iii) The University and the UCU shall consult jointly on the implementation of matters which have been determined by agreement on a national basis or the implementation of new legal requirements affecting Conditions of Service.

11. Recognition shall be given in the allocation of duties to any employee who is a member of the UCU and holds the office of President, Secretary, Treasurer, or JNC Secretary. The work of these officers will be recognised as a load to be offset against other duties, and the fact of such work will be on the individual's record which is taken into account in the consideration of promotion and advancement. In the case of teaching faculty, this will normally be a load to be offset against teaching duties. The same shall apply to members of the UCU who for the time being are officers of the National Association. The extent of such recognition will be agreed in the JNC.

12. University facilities such as secretarial help, duplicating etc. shall be made available without charge to the UCU for matters directly concerning business falling under this Procedure Agreement. Facilities provided by the University for other purposes shall be chargeable to the UCU. The pattern of these facilities will be reviewed from time to time.

13 Neither the provisions of this Agreement, nor the decisions of the JNC, are intended to be legally enforceable.

14. The parties to this Agreement reserve the right to terminate it by giving three months' notice in writing, this period to exclude the summer vacation. Amendments may be made with the consent of both parties.

15. In this Agreement, the term "principals" means the University and the UCU which are defined as follows:

The University – the Council acting under the Charter and Statutes.

The UCU – the University of Sussex Local Branch of the University and College Union.

16. References in this document and in agreements reached by the JNC to particular University officers and committees shall be deemed to be references to such officers and committees as are from time to time responsible for the relevant functions in accordance with the Organisation of the University document for the time being in force.

Human Resources
1st November 98 (updated with UCU name change, Nov 2008)

THE UNIVERSITY OF SUSSEX

(c) University practice relating to extra-curricular and outside activities normally associated with academic and related posts

The following practice relating to extra-curricular and outside activities of members of faculty is hereby published:

1. Teaching Faculty

   Extra-curricular or outside activities normally associated with teaching faculty posts in universities include external examining, book reviewing, advising on publications, writing articles, and undertaking broadcasts and lectures. No special permission to undertake such activities is required provided that they are not substantial. (See paragraph 18 of the Conditions of Service of Faculty.)

2. Research and Analogous Faculty

   Extra-curricular or outside activities normally associated with research and analogous faculty posts in universities include external examining, book reviewing, advising on publications, writing articles, and undertaking broadcasts and lectures. The express approval of the Dean is required to undertake such activities. (See paragraph 12 of the Conditions of Service of Faculty.)

3. Administrative Faculty, Library Faculty and Other Related Faculty

   Professional, extra-curricular or outside activities normally associated with adminstrative faculty, library faculty and other related faculty posts in universities include professional advisory work, external examining, book reviewing, advising on publications, writing articles, and undertaking broadcasts and lectures. No special permission to undertake such activities is required provided that they are not substantial. (See paragraph 5 of the Conditions of Service of Faculty in respect of administrative faculty and other related faculty and paragraph 9 of the Conditions of Service of Faculty in respect of library faculty.)

4. Continuing engagements (paid or unpaid) outside the University, or a substantial amount of consulting work, or any unusual extra-curricular, professional or outside service require prior consent as in paragraphs 12 (a) and 20 (b) as appropriate of the Conditions of Service of Faculty. The consent will be given if the Vice-Chancellor is reasonably satisfied that acceptance of the work will not interfere with the duties of the member and that it will not be in conflict with official University policy as decided by Senate and recorded in its minutes.

July 2001

A Research Faculty probationer will have demonstrated that s/he has demonstrated the criteria outlined in Appendix 2 as the appropriate criteria for the grade

While it is normally considered inappropriate for a probationer to assume administrative or executive duties of a non-academic character (e.g. as a Head of Department), if such duties are undertaken they will be taken into account in considering whether or not the appointment should be confirmed.

c) Information and Discussion

There shall be at least one meeting annually for Teaching Faculty, between the

i) The criteria for Teaching Faculty are given at Appendix 1 and for Research Faculty at Appendix 2

ii) All cases for sub-professorial promotion (but not the title of Reader) will be made initially to the School Promotion Board (SPB), which will be constituted as detailed in the

ii) Candidates who apply for promotion and who are not promoted will be informed of where their performance in one or more of the criteria is insufficient to justify promotion. Candidates will be told the nature and/or extent of the shortfall, and will be given advice on how to improve their performance through the appraisal and career development process.

2c **Appeals**

i) An appeal may be made against a refusal of advancement to Grade B or Research Fellow, to Senior Lecturer or to Senior Research Fellow, on the grounds of a defect in procedure or that the Committee acted unreasonably in its decision.

ii) An appeal should be submitted to the Director of HR by the end of the term following the term or vacation in which the decision to refuse advancement was notified.

iii) The Appeal Committee will consist of the following, who shall not have been a member of the SPB: a Dean, nominated by the Vice-Chancellor; a Senior Lecturer, Reader or Professor, belonging to a Department other than the appellant's similarly nominated by the Vice-Chancellor; and a member of the appellant's Department chosen by the Department meeting without student representatives, who will be at a grade higher than the appellants.

iv) The following may also attend meetings of the Appeal Committee for the purpose of hearing all submissions and of commenting on them: the appellant; (if the appellant wishes) a person chosen by him or her; and the Chair of the Promotions Board which reached the contested decision.

v) The Appeal Committee shall have access to all material available to the appropriate Promotions Board, and references supplied in confidence will remain confidential to the Appeal Committee.

vi) It will reach its decision after all those who are not members have withdrawn. Its decision shall be final, subject to confirmation by the Vice-Chancellor on behalf of the Senate and Council.

2d. **Title of Reader**

i) Proposals for such recommendations may be made to the Academic Promotions Advancements and Titles Committee by Deans, where the candidate is already at Senior Lecturer Grade, or by the SPB, where the candidate is not yet at Senior Lecturer Grade.

3. Procedures for Promotions to Professorial Grades and Titles

And for clinical academic staff only

d) Details of clinical duties assigned and undertaken

B. A committee will also have available:

a) the names and contact details of three independent referees OR

Written references (where relevant) from referees or assessors.

b) Written assessments by the Head of Department. In the case of submission for the title of Reader, written assessments also from the Dean, and in addition, for promotions to professorships such assessments will include at least two others from existing Professors in cognate subjects. Such assessments should be structured so as to cover such matters as teaching (load, spread, ability), academic and, where appropriate, other administration, any general contributions to the life of the University, research and publications, professional standing and external references (where relevant).

C. Any supporting statement the member wishes to make available, e.g. an agreed summary of the appraisal record.

Amended 02.04

submit a report on the duties and responsibilities undertaken. At such a meeting, the Librarian and senior librarian will make use of relevant information and will make clear the nature of such information to the probationer. If the Librarian believes that there are, or are likely to be, grounds for dissatisfaction with the probationer, the Librarian shall state those grounds to the probationer in writing as well as in discussion.

f) Decisions

The decision whether the probationer's appointment should be confirmed, extended or terminated will be taken not later than six months before the probationary period is due to end. The decision will be based on relevant information and will be taken by the appropriate officer as follows: in the case of members of the Administration, by the Registrar & Secretary in consultation with the senior officer; in the case of a member of the other related faculty, by the senior officer; in the case of members of the library faculty, by the Librarian after consultation with a group consisting of the Librarian, the senior librarians and one other member whose appointment has been confirmed and who is chosen by the Librarian and the Chairman of the Library Sub-Committee of the AUT, jointly. Such decisions shall be subject to confirmation by the Vice-Chancellor on behalf of the Council.

g) Appeals

If the appropriate officer referred to in paragraph 1 d) decides that a probationer's appointment should be terminated, the probationer shall be informed in writing of the decision, of the reason for it, and of the appeals procedure. The appeals procedure shall be as determined by the University from time to time, and until further notice as set out in Statute XXI, a copy of which may be obtained from the Staffing Services Division.

2. **Annual Review criteria and procedures**

a) Normally the salaries and grading of administrative faculty, library faculty and other related faculty are reviewed annually. In the context of the effective operation of the University, the objective of the Annual Review is to ensure that members are equitably rewarded in terms of grading and salary for their contribution to the management and administration of the unit in which they work and to the University and for their abilities and merit.

b) During the Annual Review each member’s level of industry and of professional skill and judgement in the performance of their duties during the period of review and their potential for development will be considered. Additional increments are awarded mainly on the basis of performance during the preceding year. Promotions from one grade to another are made in the light of the management and administrative needs of the University and within the constraints, including financial constraints, within which the University has to operate. Each promotion is based upon the duties to be assigned to the member being promoted and upon the member’s merit and potential.

c) During the Spring Term heads of budgetary units are invited to consult senior colleagues as appropriate and to submit recommendations on promotions and the award of additional increments or bonuses to members on grades 1 to 5 to the Standing Review Committee.

d) The salaries of officers on grade 6 are reviewed by the Remuneration Committee.

e)

their subject and field may play a dominant part in a case. Service to their subject, to the University and to higher education in administrative or research capacities may contribute to the case.

Research: Candidates for a Professorship will be expected to have distinguished themselves by the volume and quality of completed research and to have demonstrated strong leadership, national and international standing and recognition, together with the ability to inspire colleagues to develop their own research potential; to supervise doctoral students successfully; and to realign work in their field. Where appropriate, proven ability to attract research grants, contracts and/or consultancies will be important factors in the judgement of the Committee.

Teaching and Learning: The Committee will look for evidence (as from the self-evaluation of teaching and learning provided by the candidate and from statements consequent upon internal consultation) of quality in teaching and learning; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject. Where teaching and learning criteria are expected to play a dominant role in a particular case for a Professorship, evidence of innovative thinking and practice which has changed the nature of teaching and learning in the candidate's field will be looked for. Candidates may present evidence of publications on and research contributions to the development of the pedagogy of the discipline or field and/or of contributions to national policy making and educational debate.

Service and Administration: The Committee will wish to see evidence of significant contributions to the work of the Subject and School and to the needs of the institution as a whole. Undertaking major administrative tasks within the University and/or fostering the cause of the subject and of the University by accepting tasks such as service on relevant national, regional or local bodies will also be taken into consideration.

Works under the general supervision of a more senior colleague who determines the broad direction of the work to be undertaken.

Is involved in the collection of data, interpretation of results and initial writing up of results.

Demonstrates clear, logical and concise written and oral communication skills.

Ability to prioritise and meet deadlines.

Ability to work as part of a team.

3 RESEARCH FELLOW, GRADE 1A

This is the first career grade for research staff.

The duties of a Research Fellow appointed at or promoted to this level would normally reflect the research elements of a Lecturer A post

Evidence of capacity to design, plan and organise independent original research demonstrated either by the award of a PhD/DPhil or academic, charitable, commercial or industrial research experience and written output equivalent to that required for a PhD/DPhil.

Ability to evaluate methods and techniques used and results obtained by other researchers and to relate appropriately such evaluations to own work.

Under the broad direction of a more senior colleague, with capacity to gain substantial independence towards the top of the grade.

Ability to communicate and present research results within own research group and through publications and other recognised forms of output.

Ability to form effective relationships with partners outside the university, in support of their research, for example members of the general public, policy makers; NGOs etc

Ability to guide more junior staff and students.

General understanding of issues relating to the management of research, including funding.

Evidence of successful engagement in teaching or supervision

4 RESEARCH FELLOW, GRADE II

A post of Research Fellow, Grade II is broadly equivalent to Lecturer B. Research Fellows appointed at or promoted to this level will normally carry a level of responsibility and a range of duties appropriate to a person with substantial research experience.

Evidence of significant independent contributions to the design and execution of research.

Creditable record of sustained research output evidenced by publications, reports prepared for sponsoring bodies, participation in seminars, conferences, etc.

Evidence of independent research reputation and professional recognition evidenced, for example, by serving on peer review committees, acting as a referee for journal articles or research grant applications.

Ability to lead and manage a small research group or programme or assist in the running of a larger group or programme.

Ability to co-ordinate and supervise successfully the work of more junior research and support staff.

Evidence of successful relationships with partners outside the university, in support of their research, for example members of the general public, policy makers; NGOs etc

Ability to supervise /DPhil students.

Ability to play constructive role in obtaining research funding.

Evidence of successful engagement in teaching or supervision

5 SENIOR RESEARCH FELLOW, GRADE III

Senior Research Fellows are equivalent to Senior Lecturers and Readers. The research profile of

6 PROFESSORIAL FELLOW, GRADE IV

A Grade IV salary is equivalent to a Professorial salary. The research profile of a candidate for

THE UNIVERSITY OF SUSSEX

(e) Leave

The following conditions and procedures relating to leave of members of faculty are hereby published:

I Maternity Leave (Paragraph 46)

(a) Members are asked to inform their Head of School, head of unit or senior officer as appropriate in writing as early as possible that they are pregnant, so that the University can carry out the requirements on it to assess the risks to the health of new and expectant mothers. In the event that this assessment shows that the member is employed on work which may involve risk to her health and safety as a new or expectant mother, or to that of her child, arrangements will be made to protect both the mother and her child having regard to statutory health and safety provisions. Any member concerned about their health and safety should discuss their concerns with their Head of School, head of unit or senior officer at the earliest opportunity.

(b) A pregnant employee has the right to paid time off to attend ante-natal care, but must produce evidence of appointments if requested.

(c) Entitlements to maternity leave and pay are set out in the Maternity Guide at http://www.sussex.ac.uk/humanresources/documents/e48.pdf.

II Short Term Leave (Paragraph 47)

(a) The University may grant special leave of absence from his or her duties to a member without reduction of salary for periods of less than one term in the case of members of the teaching faculty or research and analogous faculty, or three months in other cases, on any of the following grounds:

(i) attendance at courses and conferences, and visits, connected with his or her work or the advancement of knowledge in the subject;

(ii) for the discharge of civic and public duties;

(iii) compassionate grounds, eg urgent family affairs, or the prolonged illness of a member of the family.

(b) In the case of members of the teaching faculty or research and analogous faculty, applications for short-term leave during term should be made to the Head of School.

(c) In the case of members of the administrative faculty, library faculty or other related faculty, applications for short-term leave term should be made to the head of unit or designated senior officer, and may be granted by:

(i) the head of unit or designated senior officer for periods of less than one month;

(ii) the Vice-Chancellor, for periods of one month or more.

III **<u>Study Periods</u>** (Paragraphs 48 and 49) **<u>or Leave for Career Development</u>** (Paragraph 50)

(a) The University recognises the importance of study periods (ie leave from teaching duties with salary normally for one, two or three terms, for research, educational development, or other approved purposes at the University or other approved location), and will seek to grant it within the constraints of staffing and University finance to members of the teaching faculty whose appointment is not temporary at the rate of one term for each three years of the member's service. Unpaid leave shall not normally count as service for calculating amounts of paid study periods for which application may be made. Plans for work to be undertaken during periods of study leave should be discussed with the Head of School (or nominee/s), and outputs will be reviewed with the member of staff on return from study leave.

(b) The University recognises the importance of leave of absence with salary for periods of up to one year for training, research, and allied approved purposes related to the duties and responsibilities of a member of the administrative faculty, library faculty or other related faculty as set out in Section II of the Conditions of Service of Faculty, and will seek to grant it within the constraints of staffing and finance, to members whose appointment is not temporary. The member may be required to submit a report at the end of the period.

(c) In the application for a study period or leave for career development, the member shall provide detailed statements of the research or study he or she intends to undertake and of the relevant financial arrangements. The study period or leave for career development will be granted with full or part salary in the light of those arrangements, and that salary may be adjusted if those arrangements are changed (eg as in paragraph (f) below).

(d) Applications from members of the teaching faculty for a study period shall be submitted as early as possible, and not later than any dates notified to members of the teaching faculty from time to time. Applications should be submitted to the relevant academic office holder nominated by the University, who will seek to provide such study periods in the light of teaching requirements and competing claims at the time.

(e) Applications for leave from members of the administrative faculty, library faculty or other related faculty shall be submitted to the head of unit or designated senior officer as early as possible and not later than six months before the start of the proposed leave. The head of unit or senior officer will decide whether the proposed training, research or allied purpose should be approved as being related to the duties and responsibilities of members, and if he or she does so decide he or she will discuss it with senior colleagues in the light of operational requirements and constraints, and will make a recommendation for written approval of the Vice-Chancellor. Applications for leave by a head of unit or senior officer shall be submitted to the Vice-Chancellor.

(f) Paragraphs 5, a

consultation with the appraiser. In the case of members of the research and analogous faculty this should give details of his or her contribution to the progress of current research projects or project on which he or she is engaged, publications accepted and additional relevant activities, including teaching where undertaken, administration of research, development and fund raising for new projects since the previous appraisal

(ii) The appraiser will ensure that material bearing upon the effectiveness of the appraisee's performance is available. Any such material available to the appraiser should be made known to the appraisee, who may read any such material on request.

8. The appraisal will be retrospective, looking back on performance since the previous appraisal

THE UNIVERSITY OF SUSSEX

(h) University Insurances

(Paragraph 57)

This document is currently being reviewed and updated.
In the meantime, for further information please contact:
Jo Rogers Insurance Officer on Extension 3934, email J.Rogers@suusex.ac.uk

A code of Practice on the Data Protection Act, with Annexes on subject access requests and on security has been issued, and Section Heads or appropriate academic officers will inform staff of the security measures applicable to their office.

iii) Staff who are data holders may hold personal data only in accordance with the University's registration under the Data Protection Act, except where a member of staff has chosen to register as a Data User for his or her University academic work, and where a member of staff has chosen to be so registered he or she should inform the Data Protection Officer. Data holders should make appropriate arrangements for access to their data whenever they are absent from the University.

iv) No employee is permitted to remove from the University personal data with the intention of processing this on another computer, unless such use is recognised and authorised as part of the system. The standard of security at another site should be adequate having regard to this code of practice.

v) The University will use its resources to support any employee or student who faces court proceeding for alleged breaches of the Act connected with the University's registration, if that employee or student has acted in a reasonable manner, and in accord with this Code of Practice.

Copies of the Code of Practice on Safeguarding the Confidentiality of Personal Information, which gives staff rights of access to their manual personal files, and of the Code of Practice on the Data Protection Act, may be consulted for reference in School Offices, the Library, or the Staffing Services Division.

3. Men and women shall be equally eligible for any appointment in the University. No religious, racial or political test shall be applied to any applicant or upon appointment to any post.

4. Members of faculty are free to express political, religious, social and professional views both privately and in public, provided that this is done explicitly in their own name and not in that of the University.

5. On appointment a member of faculty will receive a copy of the University's Safety Policy and an outline of the safety organisation. The Policy and Organisation documents are re