



# Terms and Conditions of Employment

Academic Staff

**ROYAL HOLLOWAY**  
University of London

**TERMS AND CONDITIONS OF EMPLOYMENT FOR ACADEMIC STAFF**

**GENERAL**

1. The appointment is subject to the provisions of the Royal Holloway and Bedford New College Act, 1985, the Statutes and the Regulations of the College, any collective agreements made between the Council and recognised trade union, and to the written acceptance of the terms set out in the letter of appointment. In the case of Appointed Teachers, the appointment is also subject to the provisions of the Regulations on University Titles.

**DUTIES**

2. To undertake such research, teaching and administration as may reasonably be required by the Head of Department, his or her nominated Deputy, or the College. Note that the Head of Department reports to the Head of the relevant School, who reports to the Principal.
3. Academic staff are required to advance their subject by research and other means. Attendance at meetings of College and University bodies of which academic staff are members is regarded as an important part of the work.
4. Modification of any terms relating to the appointment will be specified in the letter of appointment.

**PROBATION**

5. It is expected that new lecturers and senior lecturers will undertake a probationary period of three years. This period gives time to build research portfolios, and to demonstrate success in teaching through student feedback, peer review and other support mechanisms. Successful completion of probation may well include staff development (e.g. CAPITAL). Exceptionally, early release from probation may be agreed, typically because a member of staff has acquired significant relevant experience at another institution. Alternatively, completion may be delayed if a member of staff has not yet been able to meet agreed probation targets, but whose performance is otherwise in line with expectation. The length of any probationary period, and any probation conditions, will be specified in the letter of appointment.
6. The Academic Probation policy and guidelines are available on the [Staff Intranet](#).

## HOURS OF WORK AND OUTSIDE WORK

7. There are no specified hours of work, but appointments are full time unless otherwise stated in the letter of appointment. A notional 35 hours per week is used as a reference for calculating pro-rata hours as appropriate. The standard working week is Monday to Friday unless otherwise agreed at appointment or with the Head of Department.
8. A member of staff may deliver College based consultancy outside of his/her contractual workload, subject to approval by the Head of Department and within the requirements of the Working Time Regulations (or prevailing legislation). All consultancy must be undertaken in accordance with the terms of the College's Consultancy Policy which is available on the [Staff Intranet](#).
9. Prior permission is not normally required for paid work consisting of university examining or examining for school certificate or comparable examining boards, reviewing or refereeing publications, providing articles, broadcasts and lectures, or other activities normally associated with the holders of University teaching posts. However, the Head of Department must be told before any significant commitment of time is made and such work must not interfere with the performance of a member of staff's College duties.
10. Occasionally, academic staff will, by mutual agreement be required to attend College for events or other agreed work on a Saturday or Sunday (or day 6 or 7). In these instances, and with the prior agreement of your Head of Department, you will be entitled to time off in lieu as compensation. In exceptional circumstances, and with prior agreement of the Director of HR, arrangements can be made for overtime worked on days 6 and 7 to be compensated with a payment appropriate to the allowance for time off in lieu.

## SALARY

11. Salary and grade will be specified in the letter of appointment and notified in writing thereafter.
12. The annual incremental date is 1st August for staff on an incremental scale and in post on 31st January. The date on which your first increment is due will be specified in your letter of appointment.
13. Staff automatically move up one incremental point every year until they reach the top non-contribution point of their grade. The current Royal Holloway Pay Spine is available on the [Staff Intranet](#).
14. The College will operate a fair and transparent process with clearly defined and applied criteria which will be implemented for the award of accelerated increment within the main scale, and the award of contribution points.

15. Salaries are payable monthly in arrears, no later than 27th of the month, by bank transfer.
16. The RHUL salary scale is determined by collective agreement with the trades unions recognised by the College. Cost of living awards are determined by collective agreement between the Universities and Colleges Employers Association, acting on behalf of the College, and the nationally recognised tradesunions.

#### **DEDUCTIONS FROM PAY**

17. The College may recover any overpayment of salary or expenses incurred. Examples of these include an overpayment due to a miscalculation or managerial error or due to excess annual leave taken at the date of termination. The terms of any repayment will be agreed in consultation with the employee concerned, including the option to have the payment scheduled across a number of months and years.

#### **HOLIDAYS**

18. You are entitled to 27 working days paid holiday a year (189 hours). Annual leave is pro-rated for part time staff. You are also entitled to 8 statutory public holidays and, at the College's discretion, an additional 6 days holiday, shared between Easter and Christmas, when the College is closed.
19. The holiday year runs from 1st August to 31st July. Outstanding leave can only be carried over from one holiday year to the next in exceptional circumstances and only with the agreement of the Head of Department.
20. All leave must be agreed in advance with the Head of Department in accordance with local departmental rules and within the terms of the Working Time Regulations (or prevailing legislation). Leave will only be approved according to the requirements of the service.

#### **PENSIONS**

21. You are entitled to join the occupational pension scheme for staff in Grades 6 to 10 which is the Universities Superannuation Scheme (USS). The College operates SmartPension which is a salary sacrifice scheme. You will be automatically entered into USS and Smart Pension unless the College considers you may not benefit from participation in SmartPension or you elect otherwise in writing. If you elect to join USS and opt out of SmartPension you will be required to contribute to USS according to the rules of the scheme, and the College will contribute an additional sum in order to finance the benefits of the scheme. If you have elected to remain in SmartPension you will sacrifice an amount from your salary equivalent to the amount of money that you currently pay into USS. The College will then make a contribution equal to the amount of salary you have sacrificed plus the employerpension contribution.

22. Your attention is drawn to the provisions of the Rules of USS and Smart Pension which are available at [www.uss.co.uk](http://www.uss.co.uk), by which those who have once elected not to join, or to leave, may be permitted in certain circumstances and subject to certain conditions to enter or re-enter the scheme.

#### **TERMINATION OF EMPLOYMENT**

23. A member of staff may terminate his or her employment by giving a whole term's notice in writing to the Principal. After consultation with the Head of Department, the Principal may accept a shorter period if appropriate.
24. The College is required to give written notice of the termination of employment in accordance with Statute 25 of the Revised Statutes of the College. A member of academic staff can only be removed from office in accordance with Statute 25.

#### **ABSENCE THROUGH SICKNESS**

25. A member of staff unable to attend work because of sickness must notify his or her Head of Department, or the person nominated for absence reporting in the department as soon as possible.
26. Academic staff are entitled to six months full pay and six months half pay during periods of absence due to sickness. The Absence Management Policy, which is amended from time to time, is available on the [Staff Intranet](#).

#### **FAMILY FRIENDLY AND MATERNITY POLICIES**

27. The College has an occupational Maternity Leave Policy. The current policy is available is available on the [Staff Intranet](#).
28. Other Family Friendly entitlements include occupational paternity pay.

#### **SABBATICAL LEAVE**

29. After passing probation, eligible staff may apply for sabbatical leave. Details of the scheme are available on the [Staff Intranet](#).

## **DISCIPLINARY PROCEDURES**

30. The Disciplinary Procedure for academic staff is detailed in Statute 9 of the College Statutes. A right of appeal is incorporated within Statute 9. The current Disciplinary Policy and Procedure is available on the [Staff Intranet](#).

## **GRIEVANCE PROCEDURE**

31. If a member of staff has a grievance relating to his or her employment, he or she should discuss the matter personally with the Head of Department or appropriate line manager. If this is not appropriate the matter should be raised with the Director of Human Resources.
32. The Grievance Policy and procedures for academic staff is included within Statute 9 of the College Statutes and can be found on the [Staff Intranet](#).

## **FREEDOM OF OPINION**

33. A member of staff is free to express his or her political, religious, social and academic views both in private and in public in line with the Education Reform Act 1988. There is no restriction on the use of the College address in this connection, but letters to the press reflecting upon or discussing College policy should only be sent after consultation with the Principal.

## **EXPLOITATION OF INVENTIONS AND PATENTS**

34. If, in the course of his or her duties, a member of staff makes an invention which he or she believes to be commercially exploitable, this should be reported to the College in accordance with [The Exploitation of Inventions and Patents Code of Practice](#).

## **TRADE UNION RECOGNITION**

35. The College recognises three trades unions, the GMB, the UCU and Unite for negotiation and consultation concerning the terms and conditions of employment for its staff.

## **HEALTH AND SAFETY**

36. A copy of the College's [Health and Safety Policy](#) is available on the [Staff Intranet](#). You are required to read this policy on appointment at the College. All members of staff are required to comply with the terms of the policy.

## **EQUAL OPPORTUNITIES**

37. The University of London was established "to provide education on the basis of merit above and without regard to race, creed or political belief" and was the first university in the United Kingdom to admit women to its degrees. This tradition continues into the field of employment and the College affirms its commitment to equality of opportunity. Therefore, the equal opportunities policy of the College is that the only consideration in

recruitment, training, appraisal and promotion of employees must be how the genuine requirements of the post are met or likely to be met by the individual under consideration. These requirements being met, no regard should be taken (except where legally required) of any of the following factors: race, sex, age, marital status, details of dependents, nationality, physical or mental capabilities, sexual orientation, religion or political beliefs. All members of staff are required to comply with this policy.

#### **PERSONAL HARASSMENT**

38. Royal Holloway is committed to upholding the dignity of the individual. Personal harassment can seriously affect working, learning and social conditions for staff and students at the College. Any incident of harassment will be regarded extremely seriously and can be grounds for disciplinary action which may include dismissal or termination of registration for students.

39. The College's Dignity at Work: Anti-Bullying and Harassment is available on the Staff Intranet

#### **COUNTER-FRAUD**

40. A copy of the College's Counter-Fraud Policy is available on the [Staff Intranet](#). You are required to read this policy on appointment at the College. All members of staff are required to comply with the terms of the policy.

#### **OTHER POLICIES AND PROCEDURES**

41. The College policies and procedures relating to employment are available on the College [Staff Intranet](#).

#### **REVISIONS**

42. If the Council approves any changes to these terms and conditions of employment, whether as a result of statutory changes or arising from a Collective Agreement, you will be notified in writing.