

#### Research

#### Staff

#### Handbook

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**Introduction And Scope**

The Researchers' Handbook contains local conditions of service for full-time research staff as defined in paragraph 1.5 of the Conditions of Service for Further Education Teachers in England and Wales.

It shall also apply to full-time and part-time staff in temporary employment appointed on the Research grades except that:

i) nothing in this Handbook shall confer upon the researcher a continuity of employment not already explicitly provided in his or her contract of employment;

ii) nothing in this Handbook shall over-ride a contractual provision that, unless the employment is terminated upon due notice earlier, the employment shall cease on the specified date or upon the event specified within the contract as marking the termination of the contract;

iii) if the researcher is made or is to be made redundant, the recommendations of Appendix IV of the Conditions of Services for Further Education Teachers shall be applied in so far as is reasonable in the individual case.

It is the intended purpose of the Handbook to act as a single source of information on conditions of service for Researchers and it should be read in conjunction with the Researcher’s letter of appointment.

The Handbook also includes reference to other selected University Policies and Procedures as current at the time of production of the Handbook. In addition, the Handbook reflects both the specific recommendations and the spirit of the 'Concordat on Contract Research Staff Career Management' published on 22 March 1996 by the CVCP/Research Councils.

It is the intention to reissue an updated Handbook when appropriate, to reflect changes in Conditions of Service and the introduction of new and updated Policies, Procedures, Rules and Codes of Practice.

Any queries which you may have in relation to this Handbook should, in the first instance, be referred to your line manager who may, in turn, seek advice where necessary from Human Resource Services.

# SECTION A INDIVIDUAL TERMS AND CONDITIONS OF EMPLOYMENT

# 1. Categories of Research Staff

 This handbook includes the categories of research staff listed below.

 Research Assistant

 Research Fellow

 Senior Research Fellow

# 2. Role Profiles and Salaries

  [Generic job descriptions](https://www.intra.mdx.ac.uk/key-information/recruitment-guidance/planning-and-approval/template-job-descriptions) can be found on the intranet.

 Salaries are as follows:

 **Research Assistant – Grade 6**

 **Research Fellow – Grade 7**

 **Senior Research Fellow – Grade 8**

**2.2 Placement on Scales**

 A researcher shall usually be appointed at the bottom of a grade, but the grade point may be determined by the University in the light of the qualifications and experience of the researcher.

**2.3. London Weighting allowance**

 London Weighting is payable to all staff whose principal place of work is within the areas defined below:-

 *Inner London Allowance*

 Royal Free.

 *Outer London Allowance*

 Hendon, New Southgate

**2.4. Payment and Calculation of Salary**

 Salary shall be payable by monthly instalments (one twelfth of the annual salary for each calendar month). For each odd day (including Sunday) the monthly sum shall be divided by the number of days in the particular month.

**2.5 Incremental Progression**

 A researcher shall be entitled to one increment on 1st August following appointment and each year subsequently provided that the researcher has six months or more service in post on that date, subject to the maximum of his or her scale and to satisfying appropriate criteria for bar progression.

**2.6 Cost of Living Award**

 A cost of living award will automatically be applied to your salary if it is awarded.

# 2.7 Pension Scheme

 You will be automatically enrolled into the [Teachers’ Pension Scheme](https://www.teacherspensions.co.uk), subject to terms and conditions. The scheme is contracted out of the State Earnings Related Scheme. You can opt out of the scheme at any time, once you have become an active member. Your opting out election can be actioned by using My Pension Online within the secure member area of the [Teachers Pensions](https://www.teacherspensions.co.uk/) website.

# 3. Hours of Work

**3.1.** A researcher shall not normally be required to undertake duties in connection with the work of the institution for more than 35.5 hours per week.

**3.2.** However, some overtime in connection with the work of the institution may be unavoidable.

 Staff on Grades 6 - 9 will not normally accrue time off in lieu or receive payment for overtime, since the additional annual leave allowance rewards such requirements. In exceptional cases, TOIL or payment for overtime may be agreed for staff on Grades 6 - 9 but only when agreed in advance by the University. In these instances a one-off additional payment determined by the University in advance may be paid, which should not exceed the basic hourly rate, excluding London Weighting for full-time staff, and including LW for part time staff up to 35.5 hours a week.

# 4. Teaching Hours

**4.1** A researcher shall not be required to teach for more than 6 hours per week (which shall include not more than one evening per week) or for more than 35.5 weeks in any period 1 September - 31 August.

 Time for preparation and marking should be allocated to the researcher within his or her normal working week.

 A researcher shall not be required to teach a subject which in the opinion of the institution is not relevant to his or her research, qualifications or experience.

**4.2 Research Assistants**

 A Research Assistant will assist with such programmes of research as shall be determined with the Dean/Director of Research and may be required to undertake assistance with laboratory, seminar or tutorial classes in his/her subject for not more than six hours per week, of which no more than three hours would be class contact time where preparation and/or marking are required.

**4.3 Research Fellows**

 A Research Fellow may be asked to undertake demonstrating, teaching or other comparable duties up to a maximum of six additional hours weekly provided, in the opinion of the Dean/Director of Research, this will not hinder his/her research work. Payment for such duties will be made at the appropriate part-time teachers’ rate.

# 5. Period of appointment

**5.1** The appointment of research staff is temporary, unless otherwise stated. The planned duration of each appointment will be stated at the time of the appointment and will form part of each researcher’s contract. Career development of Research staff will be encouraged in the spirit of the Concordat on Career Management of Research Staff.

 If a Research Assistant is required to study for an MPhil, the normal period of appointment will be two years.

# 6. Period of noticeWhere the employee is on a fixed term contract the contract will come to a natural end without the need to give notice. If the employee on a fixed term contract wishes to terminate the contract early the following will apply.

**6.1 Research Assistant – Grade 6**

The appointment may be terminated by the staff member giving the University two months’ notice in writing.

 The appointment may be terminated by the University giving the employee two months’ notice in writing, except in the case of dismissal for gross misconduct, where no notice will be given.

**6.2**  **Research Fellow – Grade 7
 Senior Research Fellow – Grade 8**

 The appointment may be terminated by the staff member giving the University three months’ notice in writing with a last day of service to coincide with the end of a term. For these purposes the end of a term will be 31 December; Good Friday; and 31 August. An earlier release date may be negotiated but only with the consent of the line manager.

 The appointment may be terminated by the University giving the employee three months’ notice in writing. However, if the employee is on probation and is not confirmed in post the University will give one month’s notice to terminate the contract. If the employee is dismissed for gross misconduct no notice will be given.

# 7. Research review

**7.1** A formal research review will be carried out at least six months before the planned termination of each researcher’s appointment.

 The review will be conducted by a Review Board, the composition of which will be an independent Chair, a senior member of staff associated with the Research Project and a member of the School Research Degrees Committee. The Review Board will recommend that either:

 a) the appointment of the researcher be terminated at the date originally planned, or

 b) the appointment of the researcher be extended for a specific period not exceeding 12 months.

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# 8. Annual leave

 See [Annual Leave Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/a/ANNUALLEAVE.pdf) on intranet

# 9. Special Leave and Compassionate Leave

 Please refer to [Special Leave and Compassionate Leave](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/s/Special-Leave-and-Compassionate-Leave-JUL16.pdf) Policy on the intranet.

 Please refer to [Time Off for Public Duties](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HR_Public_Duties.pdf) (incl. Jury Service)

# 10. Sick leave and sick pay

**10.1.** Subject to the provisions of thisscheme a researcher absent from duty owing to illness (which term is deemed to include injury or other disability) shall be entitled to receive sick payin accordance with the following scale:

 **during the first year of service:** fullpay for 1 month and after completing four calendar months' service before the start of the period of absence through illness, half pay for 2 months;

 **during the second year of service:** fullpay for 3 months and half pay for 3 months;

 **during the third year of service:** full pay for 4 months and half pay for 4 months;

 **during the fourth and successive years:** fullpay for 6 months and half pay for 6 months.

 For the purpose of calculating entitlement a month shall be deemed to include 22 working days (including Saturday where this is a working day).

 This scale is to be regarded as a minimum and the institution has the discretion to extend the scheme in individual cases. For the purposes of this paragraph of the document, a working day is defined as any day on which the establishment is open but which does not formpart of the researcher’s personal holiday entitlement.

**10.2.** For the purpose of calculating entitlement to sick leave under paragraph 1 the year shall be deemed to begin on lst April of each year and end on 31st March of the following year; provided that in thecase of a researcher whose service commences on a date other than lst April, such service shall be deemed for the purpose of this scheme, to have commenced on the preceding lst April subject to the completion of four calendar months’ actual service before half pay can be claimed, and provided also that in the case of the researcher who is absent owing to illness on 31st March of any year, such a researcher shall not begin new entitlement to sick leave in respect of the following year until he or she has resumed teaching duty, the period from lst April until the return to duty deemed to be part of the preceding year for the purpose of this scheme. In the case of a researcher transferred from the service of one HEI to that of another, any sick pay paid during the current year by the previous HEI shall be taken into account in calculating the amount and duration of sick pay payable by the new HEI.

 For more information on Sickness Absence please refer to the [Managing Sickness Absence and Ill Health Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/s/Sickness-Abscence-Policy-Jan17.pdf) on the intranet.

# 11. Probation

 Please refer to the [Probation Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/p/MDX-Probation-Policy-June-2016.pdf) on the intranet.

# 12. Confidentiality

**12.1.** An individual shall not, except as authorised by Middlesex University Higher Education Corporation or required by his/her duties, use for his/her own benefit or gain or divulge to any persons, firm, company or other organisations whatsoever, any confidential information belonging to Middlesex University Higher Education Corporation or relating to its affairs or dealings which may come to his/her knowledge during his/her employment.

**12.2.** This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain or other than by way of unauthorised disclosure.

**12.3.** All confidential records, documents and other papers (together with any copies of extracts thereof) made or acquired by an individual in the course of his/her employment shall be the property of Middlesex University Higher Education Corporation and must be returned to it on the termination of his/her employment.

**12.4.** Confidential information must be determined in relation to individual employees according to their status, responsibilities and the nature of their duties. However, it shall include all information which has been specifically designated as confidential by Middlesex University Higher Education Corporation and any information which relates to the commercial and financial activities of Middlesex University Higher Education Corporation. It does not extend to the information already in the public domain, unless such information arrived by unauthorised means.

**12.5.** Notwithstanding the above, Middlesex University Higher Education Corporation affirms that academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs and privileges they have at the University.

 Please also refer to the [Public Interest Disclosure Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS21-Whistleblowing-policy-July-2018.docx) on the intranet.

# 13. Copyright, Patents and Inventions

 Please refer to the [Intellectual Property Rights and Revenue](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS25.pdf) Policy found on the intranet.

# 14. Exclusivity

 Please see [Conflict of Interest and Commitment Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS35.pdf) on the intranet.

# SECTION B OTHER POLICIES AND PROCEDURES

# 15. Discipline and grievance procedures

 Please refer to [Grievance Procedure](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/g/Grievance-Procedure-October-2015.docx)

 Please refer to [Disciplinary Procedure](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/d/Disciplinary-procedure-May-2016.docx.pdf)

# 16. Staff appraisal and development

 Please refer to the [Staff Appraisal](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/Academic-Guidelines-vFINAL_updated-June2018.pdf) scheme on the intranet.

# 17. Criteria and procedures for the promotion of research staff

**17.1. Intentions**

 In addition to normal progression within the grade, the University shall offer opportunities for promotion from Research Assistant to Research Fellow and for promotion from Research Fellow to Senior Research Fellow. Such opportunities will be offered where it is specifically provided for within the available research funding.

 Within this context of budgetary constraint, it is recognised that it is unlikely that all candidates who may be considered to meet the criteria will be promoted.

**17.2. Criteria for Promotion to Research Fellow**

A candidate for promotion to Research Fellow shall be expected to demonstrate that s/he meets the criteria in the Role Profile for Research Fellow.

**17.3. Criteria for Promotion to Senior Research Fellow**

 A candidate for promotion to Senior Research Fellow shall be expected to demonstrate that s/he meets the criteria in the Role Profile for Senior Research Fellow. Applications for promotion from Research Fellow to Senior Research Fellow will be considered under the [Academic promotion - criteria and procedures for Grade 7 and 8 - HRPS1](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS1-March-2017-.pdf).

**17.4. Criteria for Promotion to Associate Professor**

 Applications for promotion from Senior Research Fellow to Associate Professor will be considered under the [Academic promotion for all other Grades - HRPS1a](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS1a-Academic-Promotions-Criteria.pdf)

# 18. Maternity, Paternity and Adoption

 Please see the [Maternity, Paternity, Adoption and Parental Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS11-Maternity_Paternity-incl-shared-parental-leave-Oct-18.docx) on the intranet.

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# 19. Dependency Leave

 Please refer to the [Dependency Leave policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS16-Dependency-Leave-JUL16.pdf) on the intranet.

# 20. Flexible Working

 Please refer to the [Flexible Working Procedure](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/f/Flexible-Working-Procedure-Sept-2014.docx) on the intranet.

# 21. Mentoring

 Please refer to the [Mentoring and Coaching Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HR_coaching_mentoring.pdf) on the intranet.

# 22. Staff studying for academic and professional qualifications

 Please refer to the [policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/Staff-Studying-Policy-HRPS092017.pdf) on the intranet.

# 23. Equality and Diversity

 Please refer to the [Equality and Diversity](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS8.docx) Policy on the intranet.

# 24. Health and safety

 Please refer to the [Health and Safety Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/f/University-Health-and-Saftey-Policy-2014-.pdf) on the intranet.

# 25. Travel Allowances

25.1 Business travel expenses necessarily incurred by staff in the performance of their duties will be reimbursed, after authorisation by the University. See [Expenses Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/m/MDX-travel_subsistence_and-expense_policy_2013-Final.docx) on the intranet.

25.2 If staff are relocated to a new base campus, and the staff member incurs additional travel between home and work a result of the move, relocation benefits may be payable. See [Relocation Benefits Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/r/Relocation-Benefits-to-Hendon-authorisation-for-claiming.docx) on the intranet.

25.3 As an alternative staff may claim a payment towards the cost of moving house to an area substantially nearer their new base campus. See [Relocation Benefits Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/r/Relocation-Benefits-to-Hendon-authorisation-for-claiming.docx) on the intranet.

25.4 Staff have access to an [interest free season ticket loan](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/s/Season-Loan-applicat.pdf) from Middlesex University to purchase either a 6 monthly or annual season ticket. The loan is to be paid back by installments deductible on a monthly basis from the individual’s salary.