
LONDON METROPOLITAN UNIVERSITY

FURTHER PARTICULARS FOR APPLICANTS RESEARCH POSTS (PRO-RATA FOR FRACTIONAL APPOINTMENTS)

1. **Conditions of Service**

Research staff are employed under conditions of service as determined from time to time by the Board of Governors of the University.

2. **Gradings/Salary**

Gradings and salary scales are based on a number of incremental points per grade. Those appointed to the Research Fellow scale, will be eligible to be considered for progression to Senior Research Fellow after they have reached point 10 or above on the scale, subject to meeting the requirements and provisions to be considered for progression. Incremental progression takes place each 1st September subject to satisfactory performance, in accordance with the University's procedures.

3. **Hours of Work**

Research staff are expected to work such hours as are reasonably necessary in order to fulfil their duties and responsibilities. Staff are expected to work flexibly and efficiently.

4. **Annual Leave**

The leave year runs from 1st September to 31st August. Annual leave entitlement is 35 days per annum plus Statutory Bank Holidays.

5. **Sickness**

Entitlement to occupational sick pay is as follows, subject to compliance with the University's Notification of Absence procedures:-

1st year of service	full pay 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.
2nd year of service	full pay for 3 months and half pay for 3 months.
3rd year of service	full pay for 4 months and half pay for 4 months.
4th and successive years	full pay for 6 months and half pay for 6 months.

The University may require staff to undergo a medical examination at any time during their appointment.

6. **Exclusivity**

External work which is supportive of a researcher's professional responsibilities is encouraged by the University. However, research staff are required to seek prior approval for such activity and obligations in respect of patents, inventions, confidentiality and copyright form part of the contractual arrangements. Certain posts are also subject to a post-termination restriction clause.

7. **Superannuation**

Research staff are entitled to participate in the Local Government Pension Scheme. The employee's contribution to the LGPS will be variable with an upper limit of 7.5% (for salaries over £81,100).

The contribution rates are based on full-time equivalent salary levels and are detailed below.

Pensionable Pay Range (Full-time equivalent)	Contribution Rate
£0 - £12,900	5.5%
£12,901 - £15,100	5.8%
£15,101 - £19,400	5.9%
£19,401 - £32,400	6.5%
£32,401 – £43,300	6.8%
£43,301 - £81,100	7.2%
>£81,100	7.5%

For those members of staff who are appointed on a fractional basis, the contribution rate will be dependent on their full-time equivalent salary. The LGPS website is at www.lgps.org.uk with further information.

A current member of the Universities Superannuation Scheme (USS) would remain eligible to be in the USS on appointment.

8. Probation

New employees may be subject to a one year probation period. During the probationary period, employment may be terminated by the University giving one month's written notice.

9. Duties/Performance Review

The make up of a Researcher's duties will be determined from time to time by the Dean in consultation with the member of staff and will be reviewed, as necessary, during annual performance review discussions.

10. Notice Periods/Termination

Appointments are terminable, except in the case of probation or dismissal for gross misconduct, by the termination of the fixed term appointment, or by the member of staff giving the University, in writing, three months' notice or notice to the end of the semester in which the notice is given whichever is the longer; or by the University giving the member of staff three months' notice or notice to the end of the semester in which the notice is given whichever is the longer.

11. References

All new appointments are subject to references which are satisfactory to the University. It is normal practice to take up references at the time when a formal offer of appointment is made. Please indicate on the application if you do not wish us to contact a particular referee at that stage.

12. No Smoking Policy

The University operates a no smoking policy in all its buildings.

Human Resources