

FURTHER PARTICULARS FOR APPLICANTS

For Lecturer/Senior Lecturer and Principal Lecturer Posts (Pro-rata for fractional appointments)

1 Conditions of Service

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

2 Grading/Salary

Grading and salary scales are based on a number of incremental points per grade. Incremental progression takes place each 1st September subject to satisfactory performance, in accordance with the University's procedures.

Appointees to posts at the Lecturer grade will be entitled to be considered for progression to the Senior Lecturer grade after they have reached spine point 13 or above on the Lecturer incremental scale, and subject to the University's Procedure for Progression from Lecturer to Senior Lecturer.

3 Annual Leave

Annual leave entitlement is 35 days per annum plus statutory Bank Holidays.

4 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 you to go undergo a medical examination at any time during your employment.

5 Exclusivity

External work which is supportive of the post holder's professional responsibilities is encouraged by the University. However, 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.

6 Pension Scheme

Lecturer/Senior Lecturers/Principal Lecturers are entitled to participate in the Teachers' Pension Scheme, subject to its terms and conditions from time to time in force. We are required to enter you into the scheme automatically. Details about the scheme and information about employee contribution rates can be found at www.teacherspensions.co.uk

7 Duties/Performance Review

The make up the post holder's duties will be determined from time to time by the Dean of Faculty, in consultation with the employee, and will be reviewed, as necessary, during annual performance review discussions.

8 Probation

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

9 Notice Period

Staff are required to give three months' notice or notice to the end of the semester, whichever is the longer. The University is required (other than during the probationary period) to give the member of staff three months' notice, or notice to the end of the semester, whichever is the longer.

10 References

References are normally taken up 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.

11 No Smoking Policy

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

Human Resources