

Human Resources Committee



Ref: HRC16-P47

Date: 19 October 2016

Paper Title: University Fellowship Scheme Policy and Procedure

Origin: Anne Lamb, Deputy Director of Human Resources

1. Specific Decision Required by Committee	To APPROVE the changes to the policy and procedure.
2. Relevance to University Strategy	Recognising excellence through performance and reward mechanism, attracting the highest quality staff and supporting staff to reach the highest standards.
3. Executive Summary	A University Fellowship scheme has recently been introduced for academic staff. Five Fellowships have been awarded in the first round and, in applying the new policy and procedure, some further amendments have been suggested in order to improve the process and to provide greater clarity for candidates.
4. Essential Background Information	This is part of the wider HR work being conducted to support the new strategy.
5. Risks, Risk Mitigation and Governance/ Accountability	n/a
6. Implications for other activities	n/a
7. Resource and Cost	n/a
8. Alternative Options considered	n/a
9. Other Groups/Individuals consulted.	n/a
10. Future Actions, Timescales and Frequency of Review by this Committee.	n/a
11. Success Criteria (KPIs)	n/a
12. University Executive comment (required for Council papers only)	n/a

University Fellowship Scheme Policy and Procedure

Policy

- Internally funded Fellowships will be known as University Fellowships.
- University Fellowships are prestigious awards.
- These awards are not available to probationary staff and those whose substantive post is funded via external means (either on a fixed term or an open ended basis).
- All other academic staff are entitled to apply for a University Fellowship, regardless of length of service provided that they have completed a PDR in the preceding 12 months with a performance rating of at least Very Good.
- The purpose of University Fellowships is to allow staff to dedicate a specified period of working time to a specified academic activity (in Research, Teaching or Enterprise) that underpins the University Strategy, Building Excellence.
- As part of a University Fellowship application, staff can apply for an award of up to £5,000 to support their work.
- Applications for University Fellowships must be supported by the Dean and Schools will be expected to cover the salary costs of any University Fellowships.
- Staff are also encouraged to apply for externally funded Fellowships.
- Staff may apply for a University Fellowship to supplement an externally funded award.
- Fellowships do not have to be full time and can be awarded on a fractional basis, e.g. 50% of an individual's time.
- The expectation is that Schools will accommodate staff in receipt of a University Fellowship using the workload model. Schools should plan to have up to 5% of academic staff within the School on a University Fellowship at any one time.

- Normal working and reporting arrangements for staff (including PDR) continue during any Fellowship.
- Deans have authority to manage the School workload model to allow staff to dedicate shorter periods of working time to a specified academic activity or to facilitate the return of members of staff from periods of family leave or ill health. Schools should have clear and transparent processes in place that enable staff to apply for such dedicated time.

Procedure

1. Applications for University Fellowships will be considered twice a year; in April and October. Applications can be submitted up to 12 months before the proposed start date.
2. Schools will be expected to carry out an initial sift and put forward only the strongest applications. School senior management teams are expected to ensure that University Fellowships are discussed on a regular basis with all staff eligible to apply to ensure they are aware of the scheme. Schools are also expected to identify those who may benefit from a University Fellowship but who may need encouragement to apply and to work with those individuals accordingly.
3. The applications must be no longer than two sides of A4 and must provide the following:
 - a. Details of the duration of University Fellowship applied for (maximum 12 months)
 - b. Confirmation of the fraction of time that will be dedicated to the University Fellowship.
 - c. Summary of the activities to be undertaken
 - d. Explicit objectives for the University Fellowship including a statement indicating how these objectives support the University Strategy
 - e. Details of any external funding already secured/applied for

In addition, the Dean must provide a short statement setting out the following:

- f. An explanation of the benefits to the School and University
 - g. Confirmation that they will make arrangements for the staff member's duties to be covered during the period of the Fellowship, including arrangements for PGR supervision
4. Applications will be considered by the Deputy Vice-Chancellor and the Pro Vice-Chancellors. Applications will be considered on the basis of the clarity in

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the Fellowship's objectives and the strength of contribution to the strategy. Their decision is final. It is expected that up to 10 Fellowships will be awarded at each meeting.

5. Successful candidates will be informed and their names will be published via the Vice-Chancellor's newsletter. Feedback will be provided to unsuccessful candidates.
6. Once awarded, it will be the responsibility of the Fellow and the Dean to agree when the Fellowship will commence (if not already pre-determined). The agreed objectives will be considered as part of the individual's PDR.
7. Where an individual has applied for external funds to partially cover the cost of the Fellowship, an update on the funding situation must be provided once the outcome is known. In the event that the external funding application is unsuccessful, it will be for the Deputy Vice-Chancellor to decide whether the University Fellowship will still be awarded.
8. All contractual terms and conditions remain in force for the duration of the University Fellowship.
9. At the conclusion of the Fellowship period, an individual will be required to submit a short statement (no more than one side of A4) detailing their achievements during the Fellowship. This may be used to publicise the scheme. It is expected that the Dean will ensure that the objectives of the Fellowship have been met, through normal line management arrangements, including PDR.
10. Deans will be expected to monitor the uptake of University Fellowships within their Schools to ensure that all eligible staff are given the opportunity to apply and to record the activities undertaken during the Fellowships. Equality and diversity data will be collected and reported to HRC on a yearly basis.
11. HR will conduct annual monitoring of the numbers of staff in receipt of University Fellowships and will report the analysis to HRC.