

**LINCOLN BISHOP UNIVERSITY
Document Administration**

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Alternative format:	If you require this document in an alternative format, please contact policy@bishopg.ac.uk

Version Control Table

Version Number	Date Authorised	Summary of key changes
1.0	September 2020	Policy first issued and approved by University Executive Group
2.0	11 October 2024	Changes made to nomenclature following University staffing restructure and a change in application timings to apply.

CHANGING ACADEMIC EMPLOYMENT CONTRACT TYPE

Responsibility for updating this document is with Human Resources.

Manager responsible for policy:	Head of HR
Forum for initial approval:	University Executive Group
Date reviewed:	October 2024

1. Introduction

This procedure lays out a transparent process for movement between academic employment contract types for all grades of academic staff at different stages in their career, subject to affordability.

This procedure is intended to recognise and appropriately designate the roles of employees who wish to change academic employment contract types between Teaching and Research focused or Teaching and Scholarship focused.

This procedure ensures that that transition between contract type takes place through a formal process of verifying the academic potential, achievement and experience of the employee whilst considering the needs of the University.

Please note, employees are eligible to submit an application once they have successfully completed their probationary period.

Employees on fixed term contracts would only be supported in very exceptional circumstances, and only then where there is a clear business need for the institution.

2. Process

When consideration is being given to an academic voluntarily changing contract type three stages should be followed.

Stage 1: Requests for a change between contract type may be discussed between line managers and individuals throughout the year, including as part of the appraisal conversation. Applications are to be submitted annually, between the 1st and 31st July. Applicants are welcome to seek advice from the Executive Dean of Research and Knowledge Exchange and/or the Executive Dean for Teaching, Learning and Student Success; or existing mentors and/or line managers.

Stage 2: If an individual academic wishes to request a change of contract type the individual should discuss with their line manager, and the line manager escalate the request to change with their Head of Programme (HoP). To assist with this conversation the individual should prepare an updated CV, including, where relevant, a list of:

- Existing and forthcoming publications, and/or;
- Current/scheduled knowledge exchange/external engagement projects; and/or
- Funding bids secured or in preparation.

If the HoP is supportive, a case should be made based on the criteria. A case may be submitted to HR in July of each year. The HoP should complete a contract amendment e-form ([E-Forms - Home \(sharepoint.com\)](#)) and submit this to HR with a current CV.

Stage 3: The Executive Dean of Faculty, Executive Dean of Research and Knowledge Exchange, Executive Dean of Teaching, Learning and Student Success, Head of HR and Associate Dean for Research will review the submission. A decision, with reasons, will be conveyed to the individual and HoP.

All approved changes to contract type require a revision of employment contract which will be issued by HR on the recommendation of the review panel.

Please note, successful applicants would not be subject to a new probationary period. New targets will be set as part of the appraisal cycle.

Unsuccessful applicants will receive feedback and training/experience/CPD to support future applications.

3. The role of the HoP

In consultation with the Executive Dean of Research and Knowledge Exchange or the Executive Dean for Teaching, Learning and Student Success, the HoP should consider how the proposed change of contract type fits and benefits the academic objectives of both the individual and the Faculty to include:

- the qualifications and experience of the individual to fulfil the proposed role.
- the strategic/operational need for this role at Faculty and University level.
- impact on students and/or research and knowledge exchange.
- any budget and/or funding implications.

Please note, to request a change of contract type from Teaching and Scholarship focused to Teaching and Research focused, the employee must have a relevant first degree, relevant higher degree and a PhD/EdD (completed or nearing completion).