

**PROFESSOR/READER IN CLINICAL PHARMACEUTICS
AND MEDICINES FORMULATION**

**STRATHCLYDE INSTITUTE OF PHARMACY AND BIOMEDICAL
SCIENCES**

John Anderson Research Leadership Scheme (JARL2)

1. NATURE OF APPOINTMENT

The vision of the University of Strathclyde is bold and transformational, placing it among the leading international technological universities. This promises an institution that is vibrant and dynamic and internationally focussed, with cutting-edge, multi-disciplinary research of global relevance. The John Anderson Research Leadership scheme is focused on recruiting the best academic talent to enhance both research intensity and leadership in areas of strategic importance.

Applications are invited for a Professor/Reader level appointment in clinical pharmaceuticals and/or medicines formulation based in the Strathclyde Institute for Pharmacy and Biomedical Sciences (SIPBS). This exciting new initiative is one of three new senior appointments in SIPBS initiated by the University of Strathclyde's prestigious John Anderson Research Leadership (JARL2) programme. Healthcare is a key area of growth under the University Research Excellence Agenda and you will have a unique opportunity to make a significant contribution to SIPBS' reputation as a centre of excellence in the discovery, development, delivery and usage of medicines.

You will apply formulation science to optimise the clinical benefit of medicines to patients with a particular emphasis on the unmet medicines needs of vulnerable patient groups. The distinctive remit of this post is to provide a strong focus for formulation and drug delivery research within SIPBS and to build on our existing partnerships with NHS Scotland and pharmaceutical industry to establish new collaborative initiatives and build a vibrant and successful research team.

Applications are particularly encouraged from those with a successful track record of medicines formulation research targeted towards addressing the needs of paediatric, elderly and/or palliative care patients through novel delivery systems or improved delivery technologies. These areas will benefit from existing expertise and potential collaborations within SIPBS, but we also welcome applications from candidates who can contribute across the realm of formulation science including biopharmaceuticals and the impact of disease states on dosage from performance and design.

You will have an excellent record of research with high quality publications and evidence of significant funding. You will contribute to the development of an internationally-renowned Centre for Medicines Innovation in SIPBS and also to an extensive network of collaborations across SIPBS, the University, industry and NHS Scotland. You will be expected to make a significant contribution to SIPBS external research profile, generate new funding streams and grant income and contribute to multiple multidisciplinary top-quality research publications.

This post benefits from an excellent research environment with access to: i) over £0.5M of new instrumental and analytical facilities in SIPBS associated with SULSA and the EPSRC/SFC Science and Innovation award funded Glasgow Centre for Physical Organic Chemistry, of which SIPBS is a major partner; ii) a further £0.25M of University investment in formulation science

equipment is also currently underway; iii) a fully operational clean suite for sterile formulation within the new £36M SIPBS building due for completion Aug 2010.

In addition to a competitive salary, assistance with start-up research costs will also be made available.

When applying, along with your CV and letter of application, you should forward a detailed research plan clearly outlining your proposed research programme and where appropriate highlighting potential areas for collaboration within SIPBS in the area of formulation research.

For appointments made at Professorial level:- Subject to the Charter, Statutes, Ordinances and Regulations of the University, as Professor you will be responsible to the Court of the University through the Principal for providing leadership in your academic area and will report annually on this. This is in addition to the responsibility which each Professor owes to his or her Head of Department.

2. APPLICATION PROCEDURE

- A letter of application telling us why we should appoint you, together with a detailed research plan clearly outlining your proposed research programme and where appropriate highlighting potential areas for collaboration within SIPBS in the area of formulation research.
- A completed application form to which a full curriculum vitae should be attached. The names and addresses of three referees should be given on the application form. In completing your application you should make it clear whether you wish to be considered for Professor, Reader or both. Please consider this matter carefully as it may impact on our decision to shortlist you for interview. The referees may be contacted by the University without further permission from the candidate unless you indicate to the contrary.

Applications should be lodged with Human Resources, University of Strathclyde, McCance Building, 16 Richmond Street, Glasgow, G1 1XQ by **14 December 2009**.

Applicants who wish an acknowledgement of their paper application should address and stamp the enclosed postcard. Online applications will be acknowledged electronically.

Formal shortlisting for the post will be held on 3 February 2010.

Presentation to staff in SIPBS will take place on 23 February 2010. Informal meetings with the Principal, Dean of Science and Director of Human Resources will take place on the morning of 24 February followed by formal interviews on the afternoon of 24 February 2010.

Informal enquiries regarding the post can be directed to Professor Graham Coombs at graham.coombs@strath.ac.uk, tel 0141 548 2155.

The University operates a normal retirement age of 65 or the September following 65th birthday. Applications will only be accepted from people up to the age of 64 years and 6 months at the date of their application unless otherwise stated. This is in line with the Employment Equality (Age) Regulations 2006.

3. DUTIES OF THE POST

Job Purpose

Professor/Reader in Clinical Pharmaceuticals and Medicines Formulation to contribute to the successful development of an internationally renowned Centre for Medicines Innovation in SIPBS. To develop new individual and collaborative research programmes with stakeholders from academia, industry and/or NHS to deliver safer and more effective medicines for specific patient groups.

Primary Responsibilities/Activities

- Carry out leading research in clinical pharmaceuticals and medicines formulation capable of attracting significant external funding and generating high quality research with impact.
- Develop strategic partnerships with appropriate academic, industrial and NHS stakeholders in the development of novel or improved drug delivery technologies targeting paediatric, geriatric and/or palliative care patients.
- Provide academic leadership in the area of clinical pharmaceuticals and medicines formulation.
- Establish strong links with appropriate clinical teams to maximise impact of research.
- Promote the research activities of SIPBS on national and international platforms and act as a champion for communicating SIPBS capabilities in medicines formulation research.
- Contribute to the successful development of the Centre for Medicines Innovation through active development of activities through NHS and industrial collaboration.
- Contribute to the delivery and development of undergraduate (MPharm) and postgraduate teaching programmes.

4. PERSON SPECIFICATION

To be appointed as Professor the following criteria are considered essential:

- PhD in pharmaceutical science, or related discipline and first degree in pharmacy, pharmaceutical sciences, chemistry or related discipline.
- Extensive experience in teaching and research in pharmacy or allied professions.
- Excellent track record of leadership in clinical pharmaceuticals and/or medicines formulation and formulation science research.
- Demonstration of leadership and excellence through activity and reputation within professional and/or scientific bodies.
- Significant achievement of research funding and excellent record of internationally recognised publications, with evidence of active research programmes.
- Evidence of high esteem – positions on funding bodies or other agencies, awards, invitations to speak, quality publications and nationally/internationally recognised research collaborations with healthcare professionals and other disciplines.
- Desire to lead and promote research and teaching in clinical pharmaceuticals and formulation in academia.
- The qualities of an academic leader, mentor, team player and good citizen, with a proven track record of high motivation and activity.
- High level communication skills with the ability to listen, engage and persuade and to present complex information in an accessible way to a range of audiences.

The following criteria are considered desirable:

- MRPharmS or other recognised professional pharmacy registration.
- Demonstrated track record of research in pharmaceutical formulation of medicines to meet the needs of paediatric, geriatric or palliative care patients.
- Track record of active research activity in clinical pharmaceuticals and working at the clinical science/practice interface on human-based studies.
- Experience of organisation and membership or interaction with international scientific and UK governmental or regulatory agencies.

To be appointed at Reader level the above criteria will be recalibrated to reflect the candidate's national rather than international recognition.

5. THE STRATHCLYDE INSTITUTE OF PHARMACY AND BIOMEDICAL

The Strathclyde Institute of Pharmacy and Biomedical Sciences was formed through the merger of five academic departments. It is a large department (see <http://www.strath.ac.uk/sipbs/>) with over 85 academic staff and 50 technicians. The RAE2008 showed that we are the second most powerful in the UK in 'pharmacy'. We currently have activity on three sites but will be consolidated onto a single site after occupation of a new £35M building, scheduled for completion in spring 2010.

There are four Research Groups within the Institute: Infection, Immunity & Microbiology; Cell Biology; Integrative Mammalian Biology; and Medicines, Design, Delivery & Use. The research environment is strongly interdisciplinary with each group committed to expanding its research profile and that of the Institute. State-of-the-art research equipment and facilities include the Centre for Biophotonics, the molecular modelling suite equipped with cluster and GRID facilities, the Solid State Research laboratory with single-crystal and powder X-ray diffractometers and robotics, the Cancer Research UK Formulation Unit with cGMP facilities, NMR and mass spectrometry facilities, and cell culture, fermentation, biochemistry, molecular biology and drug formulation laboratories. Research capacity is extended through strong collaborative links with external HEIs, industry and hospitals.

The Institute delivers the flagship MPharm undergraduate pharmacy degree which incorporates a collaborative MPharm programme with the International Medical University, Malaysia. There are also a variety of well-established BSc degrees covering Biochemistry, Biological Sciences, Immunology, Microbiology, Pharmacology, Forensic Biology, many of which are Joint Honours degrees. There are postgraduate MSc degrees in: Clinical Pharmacy, Pharmaceutical Analysis, Pharmaceutical Quality and Good Manufacturing Practice, Food Biotechnology and Food Science & Microbiology.

Full details of the Institute and its staff can be found at <http://www.strath.ac.uk/sipbs/>.

6. THE UNIVERSITY OF STRATHCLYDE

The University of Strathclyde, in the heart of Glasgow, is a vibrant, international, academic community of 16,000 full-time students from 100 countries, and over 3,000 full-time equivalent staff. With a turnover of £220m, we are the third-largest University in Scotland. While still honouring the 200 year old founding vision of Professor John Anderson to be a “place of useful learning”, today’s Strathclyde is a modern, outward-looking, research-led University with a distinctive reputation for innovation and enterprise. Known for our high entry standards, the quality of our student learning experience, our impressive record on graduate employability and business spin outs, we have led the UK trend by continuing to increase our undergraduate numbers in Science and Engineering.

Within the past two years we have embarked on an ambitious change programme - the Agenda for Excellence - further enhancing the quality of our Research, Education and Knowledge Exchange. This commitment to excellence is supported by major investment in high calibre staff and an ambitious, sustainable estate development programme. Already this [strategic focus](#) is bearing fruit. Last year we achieved consistent improvement in overall institutional rankings in all major league tables of up to 10 places. According to Research Fortnight, Strathclyde is the only University in the UK top 20 grant earners showing increases in awards in 2006/2007 from all 6 research councils. The Financial Times ranked our Business School’s MBA 30th best in the world and first anywhere for value for money.

Presently the University is located on two campuses, the John Anderson (Glasgow City Centre) and Jordanhill (Glasgow West). We are also organised into six main budget areas; our five Faculties (Science, Engineering, Business, Law, Arts and Social Sciences, and Education) and Central Administrative Services, although these structures are also being reviewed as part of our Agenda for Excellence.

7. JOHN ANDERSON RESEARCH LEADERSHIP APPOINTMENTS

The John Anderson Research Leadership (JARL2) scheme builds on the success of the earlier John Anderson Research Lectureship initiative as Strathclyde continues to recruit the best academic talent to enhance both research capacity and leadership in areas of strategic importance.

Around 25 posts will be advertised under this scheme during 2009-10. Those appointed will join the University at a particularly exciting time as we continue with a series of strategic change initiatives designed to develop the University so that it can compete on equal terms with the very

best in the UK and internationally as a technologically-focused HEI, with a particularly strong reputation in science, engineering and business.

It is expected that during the first three years in post appointees will be able to accelerate the establishment of their research activities. They will have a reduced teaching and administrative load during that period so that they can concentrate on developing their research portfolio, including securing research funding, building collaborations and building a team of research assistants and postgraduate research students as appropriate. Nonetheless, JARL2 appointments are not solely research appointments and appointees will be expected to undertake an appropriate full range of academic duties by the end of their third year in post. Each post will come with an attractive start-up package.

8. THE FACULTY OF SCIENCE

The Faculty comprises five academic (teaching and research) departments and three research units that together provide a balanced representation of exact, physical, molecular and biological sciences.

Academic Departments

- [Chemistry and Applied Chemistry](#) (including the [Centre for Forensic Science](#))
- [Computer & Information Sciences](#)
- [Mathematics & Statistics](#)
- [Pharmacy & Biomedical Sciences, Strathclyde Institute of \(SIPBS\)](#)
- [Physics](#)

Research Units

- [Biophotonics, Centre for](#)
- [Drug Research, Strathclyde Institute for](#)
- [Photonics, Institute of](#)

Flexible Courses

Degree courses can be based within one or more departments in the Faculty or run jointly with departments in other Faculties (for example, degrees with a Teaching Qualifications in Mathematics, Physics, Chemistry or the Biological Sciences are delivered by Science and the Faculty of Education). The list of undergraduate and postgraduate courses is constantly being updated, so please check [Courses](#) for current information.

Degree structures are designed to offer students as much flexibility as possible in choosing their degrees. A particular example of flexibility is the Faculty's [Natural Sciences degree](#) which allows students who are initially unsure of their preferred route to sample a combination of subjects before committing to a specialised course. Its broad scientific base is also available to students who do not meet the competitive entry standards for the principal degrees - they can shadow the curriculum of other degrees and good performance may allow transfer to a degree of their choice.

Facilities are excellent, with well-equipped, modern laboratories and teaching rooms, plus 24-hour access to an advanced computer information network. Teaching and Education are supported by the University's sophisticated virtual e-learning environments which enrich the learning experience for students across the Faculty.

Knowledge Exchange

The Faculty is involved in all aspects of Knowledge Exchange. The Faculty's departments and research units wish to learn from industry so that degree courses remain vibrant and relevant. They also contribute to Scotland's industrial and commercial potential through collaborative research, both pure and applied.

Employability of Graduates

The University has an award-winning [Careers Service](#) which will help students make the most of their career potential. Many science degrees emphasise the application of science so that graduates can 'hit the ground running' when starting employment. But science and technology are not the only options - examples abound of students who have found work in government or the private sector because their degree has equipped them with highly marketable transferable skills that employers everywhere are eager to use. A high percentage of our graduates walk straight into a quality job on graduation.

9. THE CITY OF GLASGOW

[Glasgow](#) is the industrial and commercial capital of Scotland and the various groups that have contributed to its population over the centuries have given it a cosmopolitan feel. It has a lively cultural life as home of the national orchestra, opera and ballet and several theatre companies and it possesses a number of fine art galleries; it is the headquarters of the national press and broadcasting media. Its numerous higher and further education establishments have made it a major educational centre.

The Scottish countryside and its splendid recreation and sporting facilities are easily reached from Glasgow.

10. SALARY, CONDITIONS OF SERVICE AND BENEFITS

The post will be offered at either Professorial or Readership level in terms of the enclosed conditions of service (Appendices 1 and 2). The salary offered to candidates at Professorial level will be commensurate with the seniority of the appointment offered. Salary scales for Reader are attached (Appendix 3).

We also offer staff a range of other outstanding benefits, including:

- Membership of a [Final Salary Pension Scheme](#).
- Training and Development opportunities underpinned by a 10 year commitment to the [Investors in People](#) Standard.
- Reduced or remitted fees for vocational and non-vocational study.
- Sports, Recreation and [Wellbeing](#) facilities, including Ross Priory, a stunning 17th century house situated in 200 acres of land on the south shore of Loch Lomond, just 40 minutes drive from Glasgow.
- [Childcare](#) facilities and [voucher scheme](#).

11. POSITIVE ABOUT DISABLED PEOPLE

The University is accredited as a "Positive about Disabled People" employer and operates a guaranteed interview scheme for disabled candidates who meet all of the essential criteria for the post that they are applying for. On the appropriate section of the application form please indicate if you consider yourself to have a disability **and** wish to be considered under the scheme.

The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Please note that if you indicate that you have a disability then you may be asked to provide information on this at interview. The University needs this information to consider the likely impact of your disability on the duties of the position you are applying for and what reasonable adjustments can be made to the position. This allows the University to comply with the Disability Discrimination Act (1995).

12. REMOVAL AND RESETTLEMENT

The University will cover the cost of reasonable removal expenses within the UK on the basis of the lower of at least two estimates. A further contribution towards costs involved in moving to Glasgow may be made at the discretion of the University.

It is the University's custom to agree a fixed sum (indicated at the time of offer of contract) to cover removal and resettlement for new members of staff who reside outwith the UK.

13. CHILD PROTECTION (SCOTLAND) ACT 2003

It may be a requirement for this post that an Enhanced Disclosure Scotland Check is undertaken prior to commencement of employment. Please note that if a Disclosure check is required then any offer of employment will be subject to the outcome being satisfactory. Further information is available at <http://www.disclosurescotland.co.uk/>.

We value diversity and welcome applications from all sections of the community.

The University of Strathclyde is a Registered Scottish Charity, No SCO15263

CONDITIONS OF EMPLOYMENT OF PROFESSORS

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council.

The University Court recognises the Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of academic and related staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Further information on the terms and conditions specified in this document is contained in the Staff Handbook, which also includes further details of such conditions as provision for sick/injury leave and pay, leave of absence, holidays and holiday pay, individual grievance procedures, review and disciplinary procedures and collective agreements. Should you not receive a copy of the handbook on appointment a reference copy is accessible by visiting Human Resources.

2. CONTINUOUS SERVICE

In the case of new appointments, unless otherwise stated in the letter of appointment, the date of continuous employment for the purposes of statutory employment rights will be taken to be the date of appointment contained therein. In the case of promotions, regradings or transfers, previous service is continuous.

3. ALLOCATION OF POST

The post to which each member of staff is appointed is allocated to the department or other area named in the member of staff's letter of appointment and any accompanying papers. Should the University Court deem it necessary, in the furtherance of the objectives of the University specified in its Charter, it shall, having consulted with the parties concerned and having received the advice of the Senate, re-allocate the post and/or duties pertaining partially or wholly to it to another department or area. Any such re-allocation will be without prejudice to the other conditions of employment of the holder.

If the need arises during the course of employment for members of staff to work outside the U.K. for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff, would then be provided with a statement in advance setting out the terms covering such periods of employment.

4. RESPONSIBILITY AND SERVICE

Each professor is responsible to the Court of the University through the Principal for the fulfilment of the normal professorial duties. Unless otherwise indicated members of staff are appointed for full time service.

Heads of Departments are responsible to the Court of the University through the Principal for that department as a whole. The conditions of such appointment are as set out in Regulation

1.13, and a separate letter of appointment. Each professor is ex-officio a member of the Board of Study for the Faculty in which the professor's department or area is located.

5. WORKING TIME

Working time is that required to fulfil the duties of the post. The duties are: teaching, research, administrative and professional activities organised by agreement with the Head of Department to produce a reasonable balance of commitment between these duties. The University Court recognises that academics carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

6. HOLIDAYS

Annual leave entitlement is 31 week days per year to be taken by arrangement with the Head of Department. For calculation of entitlement, annual leave accrues on the basis of 2.5 days per calendar month to be taken within the leave year which begins on 1st October. In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on the days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. These additional days count against the Annual Leave entitlement.

7. CONSULTANCY/FURTHER ACTIVITIES

For professional development purposes the University Court encourages full time academic staff to undertake in addition to the teaching, research and other duties required of them as staff of the University further activities of their own choice in the field for which they are appointed. Such further activities may occupy no more than twenty-five normal working days in total per University financial year (i.e. during the period 1 August to 31 July inclusive). Such further activities require to be registered and authorised in terms of the University's regulations, the details of which are set out in the staff handbook.

8. SICK LEAVE

During any period of absence through illness or injury provided the appropriate medical certificates are received the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment	Full Pay	Half Pay
During first year	1 month	1 month
During second year	2 months	2 months
During third year	4 months	4 months
During fourth and fifth year	5 months	5 months
After five years	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff.

When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Health and Social Security. For this and other details see staff handbook.

9. SALARY AND SUPERANNUATION

Appointments are made at an appropriate level above the nationally agreed minimum for professorial staff; salaries are reviewed annually. Salaries are payable monthly in arrears by means of credit transfer to a specified bank account.

New members of staff, under age 60, will be admitted to membership of the Universities' Superannuation Scheme on taking up appointment unless they notify the University in advance that they do not wish to be admitted to membership of USS, or have opted against USS in previous university employment. USS requires a contribution from the member of 6.35 per cent of salary, to which a contribution of salary is added by the University as required by USS. New members of staff over age 60 are not admitted automatically as special terms and a higher contribution rate (12 per cent) apply. Staff should contact the Pensions Section if they wish to join the scheme.

New members of staff may opt out of USS within three months of taking up appointment when they will be treated as if they had never been members. After three months members of Staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section in the first instance.

Full details of the Scheme are available for reference purposes at the Pensions Section of Finance Office, John Anderson Campus and from Human Resources, Jordanhill Campus.

10. PLACE OF RESIDENCE

The University does not normally place specified restrictions upon the place of residence of members of staff. They are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment and with membership of the academic community.

11. NOTICE AND TERMINATION

The employment of a professor is terminable by at least six months' notice, in writing, by either party. If notice is being given by a professor, earlier release may be granted if this can be arranged without detriment to the work of the department.

If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice unless it is renewed. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Statute XXIII Part III shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of six months notice in writing.

The University is not obliged to continue a fixed term appointment beyond the employment period.

CONDITIONS OF EMPLOYMENT NON-PROFESSORIAL ACADEMIC STAFF

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council.

The University Court has concluded an agreement with the Strathclyde University and Colleges Union (SUCU) by which it recognises this body as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Further information on the terms and conditions specified in this document is contained in the Staff Handbook, which also includes further details of such conditions as provision for sick/injury leave and pay, leave of absence, holidays and holiday pay, individual grievance procedures, review and disciplinary procedures and collective agreements. Should you not receive a copy of the handbook on appointment a reference copy is accessible by visiting Human Resources.

2. CONTINUOUS SERVICE

In the case of new appointments, unless otherwise stated in the letter of appointment, the date of continuous employment for the purposes of statutory employment rights will be taken to be the date of appointment contained therein. In the case of promotions, regradings or transfers, previous service is continuous.

3. ALLOCATION OF POST

The post to which each member of staff is appointed is allocated to the department or other area named in the member of staff's letter of appointment and any accompanying papers. Should the University Court deem it necessary, in the furtherance of the objectives of the University specified in its Charter, it shall, having consulted with the parties concerned and having received the advice of the Senate, re-allocate the post and/or duties pertaining partially or wholly to it to another department or area. Any such re-allocation will be without prejudice to the other conditions of employment of the holder.

If the need arises during the course of employment for members of staff to work outside the U.K. for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff, would then be provided with a statement in advance setting out the terms covering such periods of employment.

4. RESPONSIBILITY AND SERVICE

Each member of staff is responsible for the proper performance of allocated duties to the Head of the Department or area to which the member of staff's post has been allocated. Unless otherwise indicated members of staff are appointed for full time service. Heads of Departments are responsible to the Court of the University through the Principal for that department as a

whole. The conditions of such appointments are as set out in regulation 1.3, and a separate letter of appointment.

5. WORKING TIME

Working time is that required to fulfil the duties of the post. The duties are: teaching, research, administrative and professional activities organised by agreement with the Head of Department to produce a reasonable balance of commitment between these duties. The University Court recognises that academics carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

6. HOLIDAYS

Annual leave entitlement is 31 week days per year to be taken by arrangement with the Head of Department. For calculation of entitlement, annual leave accrues on the basis of 2.5 days per calendar month to be taken within the leave year which begins on 1st October. In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on the days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the Annual Leave entitlement.**

7. CONSULTANCY/FURTHER ACTIVITIES

For professional development purposes the University Court encourages full time academic staff to undertake in addition to the teaching, research and other duties required of them as staff of the University further activities of their own choice in the field for which they are appointed. Such further activities may occupy no more than twenty-five normal working days in total per University financial year (i.e. during the period 1 August to 31 July inclusive). Such further activities require to be registered and authorised in terms of the University's regulations, the details of which are set out in the staff handbook.

8. SICK LEAVE

During any period of absence through illness or injury provided the appropriate medical certificates are received the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at commencement of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Health and Social Security. For this and other details see staff handbook.

9. SALARY AND SUPERANNUATION

Appointments are made at an appropriate salary point on the University's agreed salary structure for Academic staff; placing on the scale is according to qualifications and experience. Salaries are payable monthly in arrears by means of credit transfer to a specified bank account.

New members of staff, under age 60, will be admitted to membership of the Universities' Superannuation Scheme on taking up appointment unless they notify the University in advance that they do not wish to be admitted to membership of USS. USS requires a contribution from the member (currently 6.35 per cent of salary), to which a contribution of salary is added by the University as required by USS. New members of staff over age 60 are not admitted automatically as special terms, and a higher contribution rate (7.35 per cent), apply. Such staff should contact the Pensions Section if they wish to join the scheme.

New members of staff may opt out of USS within three months of taking up appointment when they will be treated as if they had never been members. After three months members of Staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section in the first instance.

Full details of the Scheme are available for reference purposes at the Pensions Section of Finance Office, John Anderson Campus and from Human Resources, Jordanhill Campus.

10. PROBATIONARY PERIOD

Members of staff may be appointed for a probationary period of up to three years in the first instance. Any such appointment is reviewed under the University's review procedure and is subject to confirmation by the appropriate Review Panel, which receives an annual report on progress from the Chairman or Head of Department or area concerned. Confirmation of appointment will be dependent on staff attending the in service course run by the Centre for Academic Practice or a relevant teacher training course. Salary increments are paid during the probationary period.

11. PLACE OF RESIDENCE

The University does not normally place specified restrictions upon the place of residence of members of staff. They are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment and with membership of the academic community.

12. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice unless it is renewed. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Statute XXIII Part III shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of three months notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

SALARY SCALES FOR ACADEMIC STAFF

2008		1 May 2008	1 October
<u>Lecturer A</u>	Grade 7	£30,912	£32,458
		£31,840	£33,432
		£32,795	£34,435
		£33,780	£35,469
		£34,793*	£36,532*
		£35,858*	£37,651*
		£36,912*	£38,757*
<u>Lecturer B</u>	Grade 8	£34,793	£36,532
		£35,858	£37,651
		£36,912	£38,757
		£38,019	£39,920
		£39,160	£41,118
		£40,334	£42,351
		£41,545	£43,622
		£42,791	£44,930
		£44,074*	£46,278*
		£45,397*	£47,666*
£46,759*	£49,096*		
<u>Senior Lecturer</u>	Grade 9	£44,074	£46,278
		£45,397	£47,666
		£46,759	£49,096
		£48,161	£50,569
		£49,606	£52,086
		£51,095*	£53,650*
		£52,628*	£55,259*
<u>Reader</u>	Grade 10	£51,095	£53,650
		£52,628	£55,259
		£54,207	£56,917
		£55,833**	£58,625**
		£57,508**	£60,383**

Note:- ** Contribution Points

October 2008

Our commitment to you as the applicant is:

- Your application will be acknowledged *unless stated otherwise in the advertisement* within five working days of receipt. To enable us to meet this, acknowledgement postcards, where enclosed with further particulars, should be completed and returned with your application. Unless otherwise stated in the advertisement, you will also be informed of the outcome of your application as soon as possible.
- If called for interview you will be advised promptly and clearly of the interview arrangements. Your interview will be conducted in a businesslike and friendly manner and will comply with recognised good employment practice. To assist us in meeting our standards we ask that you promptly confirm your attendance (or otherwise) at interview and advise us of any change in your address or Curriculum Vitae.
- You will also be advised of any major delays in the appointment procedure. We will only approach referees nominated by you.
- You will be informed of the outcome of interview as soon as possible. If you are being offered a post you will be written to within 2 working days of the decision being taken. The offer will normally include a duplicate copy which you are required to sign and return to conclude the contract. **Payment of an appropriate salary is dependent on this.**
- We are committed to achieving the standards we have set and to receiving and acting upon constructive feedback from our clients.
- If you are not satisfied with the service you have received, please raise the matter in the first instance with the person with whom you have been dealing. This person will either deal with the complaint to your satisfaction or else advise you how to proceed next. If you feel that dealing with the matter in this way is inappropriate, then write to me at Human Resources, University of Strathclyde, McCance Building, 16 Richmond Street, Glasgow G1 1XQ, and I will respond.

Sandra Heidinger
Acting Director of Human Resources