

## Appendix 1

### Trinity Scheme for Joint Lectureships

Trinity College invites proposals to a new scheme to support University Lectureships with commitments including teaching and direction of studies in less well-endowed Colleges that lack University Teaching Officers. The Scheme will provide £220k over ten years towards each funded post, disbursed in the following instalments:

Years 1–2	£35k per annum
Years 3–5	£25k per annum
Years 6–10	£15k per annum

The Scheme is intended to provide increased opportunities for the involvement of UTOs **who are active in research in** the delivery of College teaching, improve the distribution of UTOs among the Colleges and lessen reliance on CTOs. It is expected that persons appointed under the Scheme will serve as Directors of Studies.

Proposals must be made jointly by a Faculty or Department and a College (herein called the Partner College); signed by the Head of the University institution, the Head of School, and the Head of House involved. Permission to fill or establish the post must be sought in the normal way from the General Board via the Council of the School. The Partner College must be one of those listed at Annex A. The number of new positions supported by this Scheme is limited by college, and proposals will only be considered if the Partner College has fewer than two existing UTOs in subjects related to the new position.

The detailed arrangements to be established between Department, Partner College and Lecturer are for the Department and Partner College to determine within the framework described in Annex B, and should be specified in the proposal and in a Memorandum of Understanding. There are no constraints imposed by the Scheme regarding the level of initial appointment or the conditions of employment, save for the following provisions:

- i) each appointment must relate to a newly advertised position;
- ii) each appointment must be to an established University Lectureship, subject only to academic, probationary review;
- iii) under normal circumstances, each position must involve the Lecturer undertaking a minimum level of 4 hours per week of Partner college teaching (appropriately adjusted for part-time staff) by mutual arrangement between the Partner College

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and Department, and must additionally involve directing studies for the Partner College;

- iv) each position must provide the Lecturer with the emoluments and privileges normally afforded to a teaching Fellow of the Partner College, including membership of the governing body where applicable.

Should the employment of the lecturer at the Department and/or Partner College cease for whatever reason then all commitments from Trinity College shall terminate and the partnership between the Department and the Partner College may dissolve. In the case that employment at the Partner College ceases, the lecturer would continue to hold their University Lectureship.

**In the event of a lecturer being appointed to a chair, arrangements would continue provided the lecturer continues to teach, direct studies and participate in admissions if required, at the Partner College.**

It is hoped that other Colleges in the University will not make competing offers of Fellowships to persons appointed under the Scheme for the duration of financial support from Trinity.

Some illustrative, non-prescriptive, examples of how the Scheme might be used are given for guidance in Annex C.

Trinity College will consider new proposals at any time subject to there being sufficient uncommitted funds remaining in the Scheme. Applications for support from the Scheme will be considered by a body appointed by Trinity College.

General enquiries about the Scheme may be directed to the Senior Bursar, Trinity College (Mr Rory Landman, senior.bursar@trin.cam.ac.uk). Enquiries relating to appointments and processes leading to the establishment of posts may be directed to the Acting Academic Secretary (Ms Emma Rampton).

## Application Procedure

The important first step is that a Faculty or Department and one of the eligible Colleges (see Annex A) must formulate a joint proposal to advertise a University Lectureship with teaching responsibilities in the partner College. The proposal must include:

- i) A statement of the subject area in which applications will be considered.
- ii) A statement of the number of UTO positions currently filled in the Partner College in this and related subject areas.
- iii) A Memorandum of Understanding between the School and the Partner College including at least the provisions listed under Annex B.4(b) and a statement of any financial agreements between the partners (see Annex B.4(c)).

The proposal formulated by the Faculty or Department and the Partner College should be transmitted to the Council of the School for permission to fill the post.

The full proposal, including the Memorandum of Understanding, signed by the Head of the Faculty or Department, the Head of School and the Head of House involved, should be sent to Trinity College for approval before final permission is sought from the General Board to fill or establish the post.

Proposals may be sent to

The Senior Bursar  
Trinity College

at any time, at least ten working days before papers are to be sent to the General Board.

## ANNEX A

### Eligible College partners

The following colleges may be partners under the Scheme for up to the number of lecturers specified below. Proposals for shared teaching, with two of the colleges listed below acting as the Partner College under the Scheme, will be allowed. In such cases the proposal and Memorandum of Understanding must make clear the division of time to be devoted to each College and the emoluments and privileges associated with each College.

<b>Partner College</b>	<b>Maximum FTE's allowed under the Scheme</b>	<b>July 2015 New Positions</b>
Churchill	2	
Downing	2	1
Fitzwilliam	2	1
Girton	2	1
Homerton	2	
Hughes Hall	2	1
Lucy Cavendish	2	1
Magdalene	1	
Murray Edwards	2	
Newnham	1	
Pembroke	1	
Queens	1	
Robinson	2	1
Selwyn	2	1
St Catharine's	2	1
St Edmunds	2	
Wolfson	2	

## ANNEX B

### Contractual and other arrangements

1. Appointment and promotion

Any appointment will be made by the University Appointments Committee for the University institution concerned, following advertisement and the recruitment and selection procedure normally adopted for University Lectureship appointments. Persons may be promoted from University Lecturer to more senior academic grades.

2. Contract

The person appointed will receive the standard employment contract for a University Lecturer issued by the University.

The Partner College will be responsible for specifying the College duties, normally up to six supervisions a week or equivalent load plus Direction of Studies, in accordance with the College's normal practice, and for remunerating these duties separately from the University Lectureship.

3. Probation, mentoring and appraisal

The appointee will be appointed for the normal probationary period for the University institution concerned and will be subject to the institution's probation monitoring, mentoring and appraisal arrangements. Confirmation of the University appointment at the end of probation will be in accordance with the University's normal arrangements.

4. Other matters

a) Additional costs associated with the appointment, including relocation expenses, recruitment incentive, and market pay supplements, will be the responsibility of the Faculty or Department. The Scheme does not provide supplementation in the event of the holder's promotion to Reader or Professor.

- b) For each appointment the School, working with the Faculty or Department, and the Partner College should draw up a Memorandum of Understanding, setting out
- i. the nature of the University post (including its research field) and the nature of the expected College duties (including subject(s));
  - ii. the level of commitment expected for Faculty/Departmental and College duties. (Subject to agreement between the Faculty/Department and College, the balance may vary over time);
  - iii. details of the mentoring and appraisal functions to be provided by the Faculty/Department and College, appropriate to the respective role of the appointee in his/her Faculty/Department and College;
  - iv. an undertaking that, where Departmental policies permit, the Head of Institution will use their best endeavours to ensure that, during the Scheme, the commitments to the College are fully discharged, if necessary taking this into account when allocating Faculty/Departmental duties;
  - v. confirmation by the School that, in the event of the resignation of the holder from the College appointment and the consequent termination of Trinity funding, the School will continue to meet any University commitment to the Lectureship.
- c) The Partner College and the University may enter into any other financial arrangements as they deem appropriate in conjunction with the Scheme. The value and terms of any such arrangements should be included in the Memorandum of Understanding.
- d) The arrangements, agreed between the Head of Institution and the College, for the delivery of College duties will be set out in a letter to the Lecturer prior to them taking up appointment. It will be made clear that the Lecturer is expected to discharge the College duties, and must do so in order to retain the College position, but that they are not binding in relation to the University contract and the assessment of his/her performance of their University duties.
- e) Appointments will be subject to the University's normal equality policies including flexible working, with appropriate adjustment for part-time staff.

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## ANNEX C

### Examples of partnerships and their approximate costs

The schedule of payments from Trinity College under the Scheme are fixed, regardless of the level of initial appointment or the contractual arrangements agreed between the Faculty/Department and the Partner College.

The Partner College is expected to pay the usual stipend for a UTO in their College and to provide all other benefits associated with a teaching Fellowship in their College. The Partner College may additionally, via the Memorandum of Understanding, pay to the Faculty/Department a contribution towards the University Lectureship.

The examples below are purely illustrative and are not prescriptive. It is hoped that the Scheme will allow flexibility to Departments and Colleges to make mutually beneficial appointments. The costs indicated are rounded estimates of the total costs of employment, including benefits and ancillary costs. It is assumed that the College position costs £10k per annum and that this payment is made by the College. The costs of promotion to Senior Lecturer are anticipated but the costs of promotion to Reader or Professor are not included.

#### Example 1

This example relates to someone appointed at Step 5 of the UL scale and progressing after 5 years to Senior Lecturer. The advantage to the Department is simply the subsidy from the Scheme in the early years, which may allow a proleptic appointment.

	<b>Trinity</b>	<b>Department</b>		<b>Partner College</b>
	Subvention	Cost	Duties	Cost
Stage 1 Max 2 years	£35k	£15k	100%	£10k
Stage 2 Max 3 years	£25k	£30k	100%	£10k
Stage 3 Max 5 years	£15k	£45k	100%	£10k
Stage 4 To retirement		£65k	100%	£10k

## Example 2

In this example, an appointment is made to a Lectureship at the outset. However, in a manner analogous to RCUK positions, the Department agrees to withhold Departmental teaching duties for the first two years of the Scheme. Stage 1 therefore involves the post-holder as working on research within the Department, for example being encouraged to apply for research grants, and in addition, carry out standard College teaching duties. Stages 2, 3 and 4 have the Lecturer progressing to greater involvement in Departmental teaching activities.

Given the reduced Departmental involvement in teaching, salaries are illustrated at a lower level in the first instance than in Example 1.

	<b>Trinity</b>	<b>Department</b>		<b>Partner College</b>
	Subvention	Cost	Duties	Cost
Stage 1 Max 2 years	£35k			£10k
Stage 2 Max 3 years	£25k	£20k	30%	£10k
Stage 3 Max 5 years	£15k	£35k	70%	£10k
Stage 4 To retirement		£55k	100%	£10k