

## **ASSESSMENTS OF PART-TIME STAFF AND THOSE WITH SPECIAL CIRCUMSTANCES**

### **1.0 General**

- 1.1 Appropriate consideration should be given to members of academic staff who have a part time contract, or where there are special circumstances that could have reasonably resulted in reduced output during the relevant period.
- 1.2 Special circumstances for this purpose are significant long term periods of absence from the workplace for certified health reasons; maternity, adoption and paternity leave; and personal circumstances which may not have resulted in absence from work but have had a substantial personal impact.
- 1.3 Whilst an appropriate reduction in expectation of the volume of work may be considered for those with special circumstances, and a pro-rated reduction in volume for part time staff, the quality expectation of work remains unchanged and should still meet the required standards.
- 1.4 In submitting cases to HR for consideration by the Faculty Promotions Committee Heads of School should ensure the outcome of any related School Promotions Committee consideration is included in the Head's statement which accompanies the individual's completed template.

### **2.0 Part time contracts**

- 2.1 Each School should ensure each member of academic staff whose contract is less than full time has an appropriate workload allocation commensurate with their FTE, proportional to a full time member of staff.
- 2.2 The workload allocation should guide the minimum expectation in terms of research activity/output, grant applications and target grant income, teaching load, E&E and administrative activity.
- 2.3 The minimum expectations should be clarified with the member of staff through existing school processes where one would expect workload and corresponding objectives to be agreed, such as induction, appraisal and other review meetings with the Head of School, Department Head, etc.
- 2.4 Preparation within each school for the School Promotions Committee meeting should include a check to identify part time employees among those who are to be considered. Individuals submitting an Academic Promotions Template are asked to state their FTE on the front page, and to provide relevant dates if the FTE has previously changed during the period to be considered. This will enable the Head of School to clarify the agreed minimum workload expectations in place for any such individual in advance of the School Promotions Committee meeting, and ensure these are taken into account at the meeting when considering an individual's volume of output and activity.
- 2.5 This may apply in cases submitted for confirmation of appointment (see the relevant section below), promotion, special increments, advancement into the discretionary range of the salary scale, and ex-gratia payments.

### **3.0 Special Circumstances**

- 3.1 Where a special circumstance applies and the individual can demonstrate\* that this has had a substantial impact on his/her activity/output, the reduction in volume against normal expectations will be taken into account by the promotions committee.
- 3.2 Consideration will be on a case by case basis, with the circumstances and the timing of the absence or event within the relevant period among the factors to be taken into account by the promotions committee.
- 3.3 This may apply in cases submitted for confirmation of appointment (see the relevant section below), promotion, special increments, advancement into the discretionary range of the salary scale, and ex-gratia payments.

### **4.0 Confirmation of Appointment**

- 4.1 The default academic probationary period at UEA is five years commencing on the individual's start date. There is no expectation of extension of the probationary period beyond five years, which will only take place if agreed by the promotions committee owing to a special circumstance.
- 4.2 Informal reviews are sought by HR during the probationary period and the formal review to determine whether confirmation of appointment is supported takes place at the first promotions round within the final year of probation.
- 4.3 Where absence during the probationary period relates to maternity, paternity or adoption leave and the duration and/or timing of the leave may have, or can be shown to have had a demonstrable impact\* on the probationer meeting the required assessment standards for confirmation of appointment, the duration of the leave may be taken into account on a 'stopping the clock' basis, where the original probationary end date is extended by the same period of time as the leave taken.
- 4.4 Where a special circumstance has occurred during the probationary period and the individual can demonstrate\* that there has been an adverse impact on his/her ability to meet the assessment standards required for confirmation of appointment within the required time frame, the promotions committee may take this into account in exceptionally agreeing an appropriate extension to the probationary period.
- 4.5 The circumstance(s) and the timing of the absence or event within the probationary period will be among the factors taken into account by the promotions committee.

*\* Demonstrable adverse impact:*

*The individual may choose to state his/her case in the submitted template, or may discuss the case with his/her line manager/Head of School, who will provide agreed details to the School Promotions Committee.*