

Academic Office Holder Allowance Policy

1. Introduction

The University recognises that Office Holder roles make a sustained and important contribution to the leadership, management, policy and strategy formation in and across faculties and in the wider university. In recognition of these additional responsibilities, it has been agreed that an allowance will be paid to these Office Holders.

2. Scope

Office Holders will be appointed as set out in the Academic Office Holder Allowance Procedure. The allowance paid will recognise the type of role taken on by the Office Holder. The revised Office Holder allowance comes into effect from 1 November 2022.

The allowance is calculated using the percentage of the individual's full time equivalent (FTE) role dedicated to the Office Holder work as a basis.

Office Holder roles fall into three categories, which attract an allowance, based on specific criteria as set out in the Academic Office Holder Allowance Procedure.

These roles are:

Associate Dean
Strategic Academic Leadership
Other Academic Leadership

Office Holder roles are temporary appointments only and individuals must have a substantive role to go back to once the Office Holder role ends. The expected term of office for an Office Holder role will usually be three years, with an option to extend the position for a further two years where appropriate. In order to provide units with some flexibility, the minimum term of office for an Office Holder will be one year, and the maximum will be five years. For further details, please see the Academic Office Holder Allowance Procedure.

3. Responsibility of the Head of Unit

It is the responsibility of the Head of Unit to ensure that an open and competitive recruitment process has been undertaken for the Office Holder role, in conjunction

with the Resourcing team in the People Services Hub, and that the conditions for the payment of an Academic Office Holder allowance have been met, as well as to:

- set objectives of the Office Holder and evaluate progress against their objectives
- ensure study and research time is protected when setting the workload of the Office Holder
- arrange for any staff development which is required.

4. Responsibility of employees

It is the responsibility of the Office Holders to fulfil the demands of the office, as identified in the role description.

5. Equality, diversity and inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

6. Useful references

Academic Office Holder Allowance Procedure
Academic Office Holder Allowance FAQs
Academic Office Holder Allowance Form
Academic Office Holder Allowance Rates