

# Academic Office Holder Allowance Procedure

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## 1. Introduction

The University recognises that Academic 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 allowances will be paid to those Office Holders who meet the eligibility criteria.

This document outlines the procedure for administering Academic Office Holder allowances to ensure they are applied fairly and consistently across the University.

## 2. Criteria

Office Holders will be appointed as set out below. The allowance paid will recognise the type of role taken on by the Office Holder. 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.

An allowance should be allocated based on the responsibility of the Academic Office Holder role and not the job title. The role category will be determined as part of the recruitment process.

The three categories which attract an allowance are outlined below, along with the criterion which apply:

Category	Criterion/Description of role
Associate Dean	The Associate Dean role is a strategic leadership role directly related to meeting faculty and University strategic priorities, with major demonstrable results and accountability at Unit level.
Strategic Academic Leadership roles	<p>Strategic Leadership roles are directly related to and have overall responsibility for meeting school and/or pan faculty level strategic priorities at school/sub-unit level.</p> <ul style="list-style-type: none"> <li>• Contributes to faculty level strategy, decision making and provides strategic leadership. Responsibilities may<sup>1</sup> include:</li> <li>• Developing, directing and overall achievement of School or sub-unit strategy</li> <li>• Additional line management responsibilities and/or the requirement to exert high levels of influence beyond the</li> </ul>

	<p>immediate working environment, without formal responsibility of others</p> <ul style="list-style-type: none"> <li>• Deputising for Associate Dean or Head of School</li> <li>• Significant management responsibility for delivering outputs and performance</li> <li>• Significant faculty and university governance responsibilities</li> </ul>
Other eligible Academic Leadership roles	<p>Roles will be focused on and have overall responsibility for the implementation of strategy at department/discipline level.</p> <ul style="list-style-type: none"> <li>• Provides academic leadership and responsibility for a particular area of focus. Responsibilities may<sup>1</sup> include:</li> <li>• Development and implementation of programme/discipline strategy</li> <li>• Implementation of school/sub-unit strategy</li> <li>• Additional line management responsibilities and/or the requirement to exert high levels of influence without formal responsibility of others</li> <li>• Deputising for individuals in strategic academic leadership roles</li> </ul>

<sup>1</sup> Whilst it is expected that eligible roles will include all the above, in exceptional cases, where a role meets 80% or more of the criteria, an allowance may be paid. The support of the faculty People Business Partner is required to determine exceptional cases and in situations where an individual challenges an allowance decision.

Eligible roles may receive both an Office Holder allowance and an allowance of time. For transparency and fairness, Office Holder roles will normally be subject to an Expression of Interest (EOI) process. Where this process has been followed, roles deemed ineligible for a monetary allowance will receive a time allowance, which will be provided through the workload management process.

### 3. Approvals

Hiring managers must seek authorisation from their Head of Unit (or nominee), in conjunction with their People Business Partner and Finance Business Partner prior to creating, recruiting to, or extending, an Office Holder position.

### 4. Recruitment procedure

Members of staff must discuss Office Holder role requests with their line manager before applying for the position. Managers are encouraged to support these requests where possible, and any requests will not be unreasonably refused. In the event that the request is declined, individuals may refer their request to their Head of Unit (or nominee) for consideration.

Each Office Holder position will require an open and competitive recruitment process. Units will need to liaise with the Resourcing team in the People Services

Hub for support with recruiting to each role. Units must adhere to the Academic Office Holder Policy.

Careful consideration should be given to ensuring the advertised role remains consistent with the Faculty's requirements and is open to applications from all academic staff. The role should not be advertised in such a way that it automatically excludes applications from any specific group of staff due to their contractual commitments, e.g. part time staff.

Units should take into account the resource implications for workload arising from the appointment of a postholder, to enable the Office Holder to fulfil their extra responsibilities when they take up the role. For further details, please see section 6 below.

Once the recruitment process is complete, an Academic Office Holder Allowance Form will need to be completed, indicating the category of role and the time that is to be dedicated to the role, which should be sent to the Resourcing team in the People Services Hub for processing.

## **5. Terms of office**

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. Terms of office can be set for a different duration (subject to the minimum and maximum) in order to meet the specific needs of that role.

Extensions that would take the role holder beyond the five-year maximum term will not be permitted. The Office Holder role should be re-advertised and subject to a competitive recruitment process, to ensure other colleagues have an opportunity for development, and ensure the process is inclusive of all staff. The existing role holder will be permitted to apply for the role again.

For individuals on a fixed-term contract who receive an Academic Office Holder allowance, the Office Holder role will not exceed the end date of their fixed-term substantive contract. If an individual's fixed-term role is extended or they become permanent in the role, it is possible to extend the Office Holder period accordingly. However, any extensions to the Office Holder allowance that would take it beyond the period of the substantive fixed-term contract or fixed-term contract extension period are not permitted.

The minimum term for an Academic Office Holder allowance is one year, therefore, an individual's fixed-term contract should be for a minimum of one year for them to be eligible for the Office Holder role. If the role holder is acting into this role on a temporary basis (for a period of less than one year), for example, to cover sickness absence or maternity leave etc., although the University would usually expect the allowance to be for a period of one year or more, in these circumstances an Office

Holder allowance may be considered. Line managers will need to liaise with the People team in the People Services Hub to make the necessary arrangements.

## **6. Allowance rates**

For the purposes of calculating the allowance that applies to each Office Holder role, the Unit will need to confirm the category of role and what proportion of the individual's time will be spent working in the role expressed as FTE. This information will need to be provided to the Resourcing team in the People Services Hub in advance of any recruitment.

### **Full Time Equivalent (FTE) calculation**

The allowance amount allocated to each Office Holder role will be based on the amount of time required to undertake the Office Holder role, expressed as a proportion of 1 FTE.

For these purposes, 1 FTE represents a full-time employee's total time, which includes all hours paid to an employee, including holidays and other leave.

For example:

- 0.5 FTE would mean that a full-time employee in an Office Holder role would spend half of their total time undertaking duties for the Office Holder role, or approximately 2.5 days a week
- 0.2 FTE equates to 20% of a full-time employee's total time, or approximately 1 day a week

As a guide, it is not expected that the additional duties for any Office Holder role would take up a full FTE given the need to continue with other academic commitments. The maximum FTE that can be applied to an Office Holder role is 0.8 FTE and the minimum is 0.2 FTE.

It is the faculties' responsibility to determine the FTE required to fulfil the duties of the role, ensuring there is sufficient time for the Office Holder to carry out the duties of the Office Holder role, whilst also leaving enough time for the role holder to continue with other commitments. These include study and research, taking leave entitlement/closure days, as well as continuing to undertake their substantive role duties (if applicable).

The allowance rates for each Office Holder role per annum reflect the level of additional leadership responsibilities required to fulfil the role and are detailed in the Academic Office Holder Allowance Rates available on the People Services Intranet.

## **7. Useful references**

Academic Office Holder Allowance Policy  
Academic Office Holder Allowance FAQs  
Academic Office Holder Allowance Form  
Academic Office Holder Allowance Rates