SCHOOL OF INFORMATICS

Strategy Committee
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Joint Appointment Guidelines

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Background
With an increasing number of joint appointments, there is value in establishing some guidelines on how staff with joint appointments are managed and integrate into the School.

Action requested from the committee
To approve the attached Guidelines for Staff with Joint Appointments.

Main subject text
The School has a number of academic staff who have part-time contracts with the School, and their main employer is another organisation. There is value in clarifying the expectations of the School for such appointments. The attached Guidelines have been in place within School of GeoSciences for the past couple of years and have helped to ensure the staff member feels, and is seen by colleagues, as part of the School/Institute.

Implementation of the new Guidelines will be required, as follows:

- InfHR identify all staff to whom these Guidelines will apply;
- DoPS liaise with relevant line manager of each staff member to discuss how and when to communicate the Guidelines with each individual (this is likely to depend on the significance of the change to that individual and relationship with the School/Institute);
- Publish on Intranet and advise in School Newsletter.

Equality and diversity implications.
The proposed amendments will ensure transparency and fairness across the School, and promote good citizenship among all staff members.

Resource implications (staff, space, budget)
None
Guidelines for staff with joint appointments

Most staff in the School are either full-time or part-time, and the School is their major employer and place of work. In recent years, a new model of working has evolved where staff have joint appointments with other institutions or organisations, in the UK or abroad.

Where a staff member’s major employer is at the other institution/organisation complications can arise around how staff are managed, their workload allocation, their bidding for funding, and general communications. To ensure a transparent and consistent level of expectation for joint appointments across the School, a set of guiding principles has been developed for such staff, as outlined below.

All staff with joint appointments should:

- Have annual reviews;
- Be included in the workload model and participate in Time Allocation Surveys or other University reporting requirements;
- Spend substantive time each year in Edinburgh to foster links and collaboration, and (where required by their Job Description) contribute to teaching and management as agreed with the School; and
- Communicate with the School in a timely manner about any research bids to UK research funders or funders with whom the School has a strong relationship, to ensure coordination within the School.

Costs associated with visiting Edinburgh will be at the expense of the staff member.

The success of the joint position will be reviewed each year and adjustments made as appropriate to ensure alignment with these Guidelines.

By following these principles, the School and the staff will be able to optimise their relationship and achieve the key goal of excellence in research, teaching and impact.

Requests for joint appointments

In establishing these principles, it is important to note that a request to move from full-time to part-time working and/or to change location will be considered through the University’s Flexible Working Policy: http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Flexible_Working_Policy.pdf

Where the individual is unable to participate in the aspects of the School outlined as part of the guiding principles, or the School does not believe it is practical for the School or staff member to do so, the School may consider it appropriate to review the individual’s Job Description or not approve the request.

A request for joint appointment would normally need to consider the following matters:

- A business case showing that the arrangement is beneficial to the University and not just the individual;
- Arrangements for ensuring appropriate attendance at Edinburgh, including clarity on travel and subsistence expenses and that these would not normally be paid for travel to the normal place of employment in line with current HMRC regulations;
- Maximum hours of contracted hours at both organisations – the total working hours between both institutions must not breach Working Time Regulations (currently no more than 1.2 FTE between both institutions), and assurances that the individual is not being paid twice for the same work.
- Agreement on how PhD supervision will be managed, and where such PhD students will be enrolled;
- Agreement on where grants will be held;
- Agreement on joint (or otherwise) affiliation on academic publications;
- Agreement on IP ownership and exploitation arrangements; and
- How any potential conflicts of interest will be managed.