OPTIONS FOR PROFESSORS OF THE CLINICAL SCHOOL ON REACHING RETIREMENT AGE
This Clinical School policy develops and clarifies University policy on the options for retiring University Officers\(^1\), in the context of how the Clinical School operates.

<table>
<thead>
<tr>
<th>Title</th>
<th>Purpose</th>
<th>Criteria/Circumstances for Use</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Emeritus/Emerita Professor         | Recognition, on retirement of an established Professor, of University status.                                               | • Automatic title on retirement.  
• Access to University email, Jackdaw / RAVEN, security cards and University cards can remain in place by agreement with the Head of Department.  
• Emeritus/Emerita Professors may continue to publish, for example scholarly articles, reviews and books, using their previous Departmental affiliation, subject to any local Departmental manuscript approval processes (for example prior submission to the current Head of Department). | • Covered by the University’s public liability insurance as a visitor to the University. |
| Visitor’s Agreement\(^2\)          | Purpose                                                                | • An application to hold Visitor status should be made to the Head of Department (in addition to the Head of Division, if there is a Divisional structure in the Department).  
• Suitable for those writing up/analysing experimental data or clinical findings previously collected requiring access to and use of Departmental facilities (e.g. data analysis software). Also required for those wishing to teach on a voluntary basis (see also below).  
• Not suitable for those clinically active or generating original data by undertaking laboratory experiments (including clinical trials or studies) or novel analyses or work covered by Home Office project and personal licenses, who should apply for a VRA instead. Suitable for Committee work but not suitable for those carrying out a University executive function requiring line management or fiduciary responsibility.  
• Individuals with visitor status may not supervise graduate students. Individuals wishing to apply for a Visitor’s Agreement solely for teaching purposes (by delivering lectures or seminars) must ensure they have the prior agreement of the Clinical Dean (for the undergraduate clinical course) or the relevant Course Director (for example for taught MPhil). Teaching by contract is not affected. | • Agreement is for a fixed term, unpaid and is not a contract of employment.  
• Visitors are not covered by the University’s professional indemnity cover\(^3\) (for example if they infringe an intellectual property agreement), clinical trials cover or any other employee insurances but are covered by the University’s public liability insurance as for Emeritus/Emerita Professors. |
| Voluntary Research Agreement (VRA) | Enables a retired academic to act as a Principal Investigator (PI) under a grant without remuneration or work in collaboration with a current University PI under their grant funding. The Department must ensure that the sponsor/funder of the grant/contract is happy to accept an application from a retired PI. | • Needs agreement of the Head of Department (and Head of Division if appropriate) and the School before passing to central HR Committee for approval. For retiring Heads of Department, the Department's Senior Management Committee should consider the application with input from the incoming Head of Department (if known). Examples of use include:  
• The retired individual is the only person that can attract the funding to the department, enabling a line of research and/or research team to be maintained.  
• Individuals identified for succession planning not yet ready, or available until later date  
• Not appropriate or possible to recruit for successor.  
• Area of research must be in line with the strategic plan of the School and other members of staff must not be disadvantaged due to this arrangement.  
• Suitable for Principal or Co-Investigators on grants to complete experimental work, including Home Office licensed procedures, analyse data, write up and publish. The grants should cover the costs of the work within the normal parameters for that category of funder and the final award of the VRA conditional on the funding being secured. Suitable also for those who wish to carry out experimental work under the responsibility and cost-covering funding of a currently employed Principal Investigator where a case can be made that the VRA holder has unique skills and expertise to contribute to the project which cannot be filled by normal recruitment – in which case plans should be made to transfer those skills during the course of the VRA.  
• Not suitable for those requiring an Honorary Contract with the NHS to remain clinically active. Suitable for Committee activities but not suitable for those carrying out a University executive function requiring line management or fiduciary responsibility (other than the management of grants for which they are PI).  
• Individuals with a VRA may not supervise students. Arrangements for teaching are as for a Visitor’s Agreement.  
• Renewal criteria will require, in addition to the normal criteria, a Departmental view on whether publication output and other forms of impact merit continued use of Departmental space compared with other possible uses of that resource. | • Agreement is for a fixed term, unpaid and is not a contract of employment.  
• VRA holders cannot be the formal line managers of staff (or student supervisors) but may be involved in providing input to appraisals or commenting on manuscripts or theses.  
• Title will be Voluntary Director of Research  
• There will be a gap of two weeks between formal retirement and data of the VRA commencing.  
• VRA holders are treated as having employee status by the University’s insurers. Therefore Professional Indemnity insurance, Employers’ Liability insurance and access to Clinical Trials insurance are provided for individuals with formal VRAs for activities they carry out for the University of Cambridge as specified in their VRA.  
• Applications can be made at any time up until retirement. Subsequently applications for renewal (continuous with the original VRA) may be made, subject to additional criteria (see left).  
• Applications can be made in anticipation of grant funding being secured, in which case the award of a VRA will be made conditional. |
### Director of Research

Extension of employment beyond normal retirement date as an unestablished salaried member of staff in order for them to supervise a significant volume of research or other activities of strategic importance to the School. Can be on a full or part-time basis.

The following criteria should be taken into consideration, subject to the overriding principle that employment will not be continued unless the individual will make an exceptional contribution to the University in the future. Needs agreement of the Head of Department and the School before passing to central University Committee.

- Would the individual's contribution be unusually difficult to replace given their skills, knowledge or experience and/or the availability of similar skills and experience from the employment market?
- Would the extended employment fit more appropriately with the future academic and business needs of the Department over the proposed period (for example where there is a desire to develop new teaching or research initiatives)?
- What is the likely impact on the quality of work of the Department; e.g. on its ability to respond to student needs, meet research aims, or provide professional and administrative services of the highest quality?
- What is the likely impact on opportunities for career development and succession planning to renew the academy through promotion, bearing in mind turnover in the Institution?
- What is the likely impact on diversity trends, including the distribution of ages among staff within the work team and/or Institution?
- In the case of clinical staff, is the relevant NHS Trust willing to maintain or renew the individual’s honorary contract?
- Is the duration of the proposed extension of employment and the individual’s preference for full or part-time employment in the interests of the University?
- Suitable for those able to raise the cost of their remuneration including any on-costs from other than UEF or donation account sources. Normally a minimum threshold of 0.4FTE would be expected in addition to Programme Grant or multiple concurrent Project Grant funding for the duration of the contract would be expected to justify the exceptional

- Agreement is for a fixed term.
- Individuals will hold a normal Director of Research contract.
- No longer entitled to Sabbatical leave and voting rights in the Regent House.
- Full insurance cover as employee (same cover as for VRA).
- Able to line manage staff, supervise students and hold fiduciary responsibility.
- Applications can only be made on an annual cycle, 21 months prior to the retirement date, please approach HR for advice.
- Note that if a retired officer wishes to remain clinically active, this is the only possible option other than direct (probably part-time) employment by the Trust because substantive employment by the University is a necessary pre-requisite for an Honorary Contract.
nature of the appointment. Note that BRC theme funds cannot be assumed to be available for this purpose although application can be made to the theme lead and to the Head of the BRC for support up to 0.2FTE. The appointment will be conditional on the funding being secured.

1. Applications for VAs and VRAs from academic University Officers who are not Professors, e.g. Readers, may be permitted under University policy. In such exceptional circumstances the standards as applied to Professors of the Clinical School will be applied.

2. Visitors Agreements which are used for current employees of other organizations wishing to carry out experimental work at the University do not present an insurance risk as their employer will carry the appropriate insurances.

3. Typically, professional Indemnity insurance provides cover for bring the cost of legal defence fees and compensation bills, for example if an employee/VRA holder makes a mistake in providing advice or mistakenly accidentally discloses data or contravenes intellectual property rights or confidentiality, in discrimination cases and for defamation or failure to educate; Employer’s liability insurance provides cover for workplace injuries and usually the legal costs involved for health and safety prosecution; Public liability insurance covers the University for legal fees and settlement costs where the University is found to be legally liable for negligence covering death, injury or damage to personal property only.

October 2014