

Guidance and procedure for appointment or promotion to the position of Senior Research Associate (SRA) within the School of Clinical Medicine

1 Scope

- 1.1 This document details the process to be followed for appointment to, and promotion to, a Senior Research Associate position within the School of Clinical Medicine.
- 1.2 It applies to clinical and non clinical research appointments.

2 Authority

- 2.1 The authority to appoint to/promote to a SRA position is held by the Faculty Board of Clinical Medicine. The process is managed by the Secretary to the Faculty Board.
- 2.2 Appointment/promotion to a SRA position is made by the Faculty Board of Clinical Medicine on the recommendation of the Heads of Department Committee. Exceptionally, an appointment may be approved by Faculty Board without having been considered by the Heads of Department Committee.

3 Advice/Guidance

- 3.1 Further advice is available from: Head of Department, Regius Professor of Physic, Secretary of the Faculty Board or from the Clinical School HR Team (HR Business Manager/HR Adviser). Advice on the award of an honorary consultant clinical contract (for clinical SRA appointments) can be obtained from the relevant Trust/NHS body.

4 Criteria

- 4.1 The criteria for the award of SRA status are normally:
 - (a) The candidate has completed two post-doctoral positions or undertaken five years' equivalent experience; and
 - (b) For clinical SRAs, on award of the position the candidate must hold an honorary consultant clinical contract within the relevant partner Trust/NHS body;

and he/she should meet at least one of the following 3 criteria:

- (c) Is an **independent research worker**¹; or
- (d) Is unequivocally on a rapidly **rising research trajectory**² and is able to demonstrate research independence will be achieved within 12 months; or

¹ Defined as: *already holding research grants and publications that would lead the applicant to be returned as part of a REF exercise.*

² Defined as: *can confidently be expected to reach 4.1 (c) above within 12 months of SRA appointment. NB Heads of Department will be expected to justify why early advancement to SRA is appropriate in each case on the application form.*

- (e) provides **key specialist expertise**³ or has key skills which it would be difficult to replace and for which there is evidence that an appropriate market level is SRA.

Please also refer to the generic role profile for the University of Cambridge Senior Research Associates which is available at:

<http://www.hr.admin.cam.ac.uk/files/seniorresearchassociate.pdf>

5 **Approvals Process**

5.1 Application for appointment to, or promotion to, a SRA position should be made by the Head of Department using the School of Clinical Medicine “*Senior Research Associate Appointment/Promotion Proposal Form*”.

5.2 The Completed SRA form, CV and references should be submitted by the Head of Department to the Secretary of the Faculty Board of Clinical Medicine, at FacultySec@medschl.cam.ac.uk.

- Please note that a minimum of 2 references⁴ are required, one of which must be external to the University of Cambridge/Cambridge College.

5.3 The earliest date of award would normally be the date the proposal is approved by the Faculty Board (either at a meeting, by circulation, or by Chair’s action). However, exceptionally, and where the award is related to a recruitment process, the effective date may be backdated with agreement of the Faculty Board.

6 **Administrative Process**

6.1 The Secretary of the Faculty Board will make arrangements for an application to be considered by the Heads of Department Committee.

6.2 Consideration would normally be at a Heads of Department Committee meeting but where there are exceptional circumstances, for example following a recruitment process where an offer of employment is needed quickly, consideration may be via circulation of papers.

6.3 The recommendation from the Heads of Department meeting to appoint, or otherwise, is provided to the Secretary of the Faculty Board who makes arrangements to either obtain Faculty Board approval or to notify the relevant Head of Department that the application has not been successful.

6.4 For clinical SRA appointments, the employing Department must finalise arrangements for an honorary contract to be awarded with the relevant Trust or body and provide confirmation to the Clinical School HR team. SRA and honorary clinical consultant contracts are interdependent and must commence on the same date. Appointment/promotion cannot be implemented until an honorary consultant contract has been confirmed.

6.5 On completion of the process, the employing Department submits all papers to the University Human Resources Division, to include confirmation of approval by the Faculty Board.

³ Defined as: for example, undertakes a role of significant responsibility and/or with a requirement for specific technical expertise evidenced through supervision and/or training other staff (including academic and technical staff). For example running a research facility for the Department or School.

⁴ See also section 7 re Fellowships

7 Fellowships

Appointment/promotion to SRA as part of a Fellowship award is subject to Faculty Board approval, and to the processes outlined above. The Secretary to the Faculty Board will determine whether an application is presented to the Heads of Department Committee for consideration, or submitted direct for approval by the Faculty Board. Where an application is submitted direct to the Faculty Board references will not be required. The principle to be applied is that if the Fellowship is of sufficient standing (e.g. Wellcome Trust Intermediate Clinical Fellowship level), competitively awarded and references have already been taken and/or the candidate has been interviewed by a scientific awarding panel, then sufficient peer review will be deemed to have taken place and further peer review consideration by the Heads of Department Committee will not be necessary.

8 Advertisement to fill a SRA Position

8.1 SRA status is awarded on the basis of individual merit. Where it is anticipated that an appointment will be at SRA level the position must still be advertised across both Research Associate (RA) and Senior Research Associate grades. It is appropriate to state in advert/further particulars that it is intended that an appointment is made at SRA level, subject to meeting the relevant criteria and approval by the Faculty Board. Please note that Faculty Board approval is required before any job offer at SRA level can be made.

9 Salary

9.1 Non Clinical SRAs

The starting salary on the SRA scale is to be agreed between the Department and the Human Resources Division in line with the salary determination guidance **prior to an offer being made**. (<http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/determine-starting-salary>).

9.2 Salary - Clinical SRAs

A clinical SRA is paid on the NHS Honorary consultant salary scale at a level dependant on their seniority. The Clinical School HR Recruitment Team will confirm the appropriate starting salary on the honorary consultant's salary scale.

Completed Applications should be submitted to:-

Secretary of the Faculty Board
University of Cambridge School of Clinical Medicine
Box 111, Cambridge Biomedical Campus
Cambridge, CB2 0SP

Tel. 01223 767 885 or ext. 67885
Email: FacultySec@medschl.cam.ac.uk