

Guidance and Procedure for Appointment or Promotion within the School of Clinical Medicine to the Position of Senior Research Associate (SRA), CRUK –CI Junior Group Leader (JGL) or MRC Programme Leader Track (PLT)

1 Scope

- 1.1 Wherever SRA is mentioned in the guidelines below, it is understood that the same applies to equivalent positions CRUK-CI Junior Group Leader (JGL) and MRC Programme Leader Track (PLT) who are also at the level of SRA.
- 1.2 This document details the process to be followed for appointment and promotion to a Senior Research Associate position within the School of Clinical Medicine.
- 1.3 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 Clinical School HR Team.
- 2.2 Appointment/promotion to a SRA position is recorded at the Faculty Board of Clinical Medicine on the recommendation of the Heads of Department Committee or a sub-committee of that group.

3 Advice/Guidance

- 3.1 Further advice is available from Heads of Department, the Regius Professor of Physic, Secretary of the Faculty Board or from the Clinical School HR Team. Advice on the award of an honorary consultant clinical contract (for clinical SRA appointments) can be obtained from the Recruitment Adviser.

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**
- (c) The candidate should meet at least one of the following 3 criteria (one box ticked on form only):
- i. is an **independent research worker** (already holds research grants and publications that would lead the applicant to be returned as part of a REF exercise); or
 - ii. is unequivocally on a rapidly **rising research trajectory** (can confidently be expected to reach (c) i. (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) and is able to demonstrate research independence will be achieved within 12 months; or
 - iii. provides **key specialist expertise** (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) 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: <https://www.hr.admin.cam.ac.uk/pay-benefits/grading/grading/role-template-library/generic-role-profiles>

5 **Approvals Process**

- 5.1 For appointment to a SRA which is part or fully funded by UEF or, or from sustainable external trading sources, College funds, trust funds, donations, endowment funds or other non-Chest sources (confirmation of the funding must be evidenced) an Exceptional Case for Recruitment form must be submitted before sending the SRA application.

If the appointment to SRA is funded by external funds (e.g. grant award, fellowship) or NHS, an Exceptional Case for Recruitment is **not** required.

- 5.2 Application for appointment or promotion to a SRA position should be made by the Head of Department using the School of Clinical Medicine “*Senior Research Associate / Junior Group Leader (JGL) / Programme Leader Track (PLT) Appointment / Promotion Proposal Form*”.

- 5.3 The Completed application form, CV and references should be submitted to the Recruitment Adviser, School of Clinical Medicine. Please note that a minimum of 2 references are required, one of which must be external to the University of Cambridge/Cambridge College.

- 5.4 The earliest date of award would normally be 15 working days after the proposal is approved by the Faculty Board. This is to ensure the contract of employment is issued prior to start date.

However, exceptionally, and where the award is related to a recruitment process, the effective date may be backdated with agreement of the Faculty Board.

- 5.5 Appointment/promotion to SRA as part of a Fellowship award is subject to Faculty Board approval and the processes outlined below. 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.

6 **Administrative Process**

- 6.1 The Recruitment Adviser will make arrangements for an application to be considered by the Heads of Department Committee or a sub-group of that Committee.

- 6.2 Consideration would normally be at a meeting of Heads of Department Committee (or a sub-committee of that group), but where there are exceptional circumstances, for example following a recruitment process where an offer of employment is needed quickly, consideration may be via Chair’s action.

- 6.3 The recommendation from the Heads of Department Committee (or sub-group) 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 Clinical SRA appointments require an Honorary Clinical Contract with the relevant NHS Trust / Body. This is an integrated appointment between the University and relevant NHS Trust / Body.

The Honorary Clinical Consultant application should be made by the Head of Department/Institute/Unit, for an honorary clinical consultant contract via the relevant Trust/NHS body in parallel with an application for SRA status. The honorary contract awarding body concerned may need to convene an ad hoc appointing committee for both promotions and appointments.

Clinical SRAs are 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.

Clinical SRAs will need to have a job plan with the relevant NHS Trust / Body. If clinical work is undertaken at more than one Trust, an integrated job plan is required.

- 6.5 On completion of the process, the employing Department submits a pre-recruitment checklist (for recruitment) or a non-advertised checklist (for promotion) to the Clinical School Recruitment Team. The offer letter and contract of employment will then be raised.

7 Advertisement to fill a SRA Position

- 7.1 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 the advert/further particulars that it is intended that an appointment is made at SRA (or equivalent) 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 (or equivalent) level can be made.

8 Salary

8.1 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>).

8.2 Salary - Clinical SRAs

A Clinical SRA is an integrated appointment between the University and relevant NHS Trust / Body 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.

Clinical SRA's will need to have a job plan with the relevant NHS Trust / Body. If clinical work is undertaken at more than one Trust, an integrated job plan is required.

Completed Applications should be submitted to:-

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Recruitment Adviser
University of Cambridge School of Clinical Medicine
Box 111, Cambridge Biomedical Campus
Cambridge, CB2 0SP

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Email: Lisa.Miles@admin.cam.ac.uk