

TC3/October2012

**TERMS AND CONDITIONS OF APPOINTMENT (INDEFINITE - GRADE 7 AND ABOVE)**

**Probation/Review**

- 1.1 To assist your induction and integration into your role you will normally benefit from a probationary period, the details of which will be included in your appointment letter (where relevant). Having successfully achieved appropriate standards/objectives and following completion of all appropriate documentation as requested in your appointment letter i.e. health clearance, evidence of academic/professional qualifications, your appointment will be confirmed.
- 1.2 We operate a Performance and Development Review (PDR) scheme which you will fully participate in and benefit from. This is an opportunity to agree objectives and discuss your career development.

**Salaries and Salary Scales**

- 2.1 For so long as the University Council operates a salary spine negotiated nationally through the U



### **Termination and Retirement**

- 15.1 This appointment may be terminated by either party giving appropriate written notice. If you are employed as a Lecturer, Senior Lecturer, Reader or Professor, the notice period is six months (three months if termination is prior to confirmation of probation). For all other appointments, the notice period is three months (one month if termination is prior to confirmation of probation). The University may, for good cause, terminate the appointment without notice. The University reserves the right to make payment in lieu of notice.

### **Prior and Subsequent Agreements**

- 16.1 These terms and conditions, together with those contained in your appointment letter, constitute the sole authoritative statement of the University's obligations to you as a member of its staff. No written or oral additions to, or subtractions from, these two documents have any validity insofar as your terms and conditions of appointment are concerned unless they are confirmed in writing by the Director of Human Resources or his/her nominated representative.
- 16.2 The terms and conditions of your appointment, as distinct from your duties, may be changed from time to time. Any general change in the above terms and conditions of appointment will be the subject of consultation with the recognised bargaining agent.
- 16.3 If the need arises due to changes in the organisation and work of the University and its constituent departments/colleges, the University reserves the right, after consultation with you (and your trade union representative should you so wish), to transfer you to any other appropriate post in the University in accordance with the University's redeployment procedure.
- 16.4 By accepting the appointment, you agree that your duties may from time to time be changed, either wholly or in part, after consultation with you.

**For the purposes of this agreement, Head of Department is construed, where appropriate, to include Head of Section or Principal of College.**