

IMPERIAL

SENIOR RESEARCH INVESTIGATORS GUIDANCE FOR MANAGERS

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Overview

The title of Senior Research Investigator (SRI) is available for use by senior academic staff who are interested in continuing an association with the university following full retirement from Imperial or another Higher Education Institution, and with whom Imperial wishes to retain a collaborative relationship.

The member of staff must be research active, with their research being of sufficient quality and quantity to be returned in the Research Excellence Framework (REF). The title of SRI is not permitted in instances of part-time retirement with continued employment at either Imperial or another Higher Education Institution. SRIs may, however, be employed elsewhere providing their current employer has given permission for them to undertake research with the university.

Where departments intend to engage an SRI who is not a current Imperial employee or where the SRI has a restricted entitlement to work in the UK, it is essential that recruiters/People Function staff undertake document checks **before** the individual commences employment in order to ensure that they comply with Immigration, Asylum and Nationality Act 2006 requirements. For more comprehensive information please refer to the [Compliance and Immigration website](#) for details on the Right to Work in the UK.

Contract

When issuing a new SRI contract, a seven-day (Sunday – Saturday) break in service is required between the end of the individual's current employment/contract and the start of the new SRI contract. Imperial service will be counted as continuous with effect from day one of the new SRI contract. If an individual had previously partially retired/retired and is already in receipt of their pension, then a seven-day (Sunday – Saturday) break in service is also required between the end of the current contract and the start of their new SRI contract.

In the instance, where the individual's current employment ends in retirement (and the individual is a member of an Imperial pension scheme), a short break in service (normally one month) is required prior to re-employment. The [Retirement Options webpage](#) contains further information on this subject. In this instance service will not be counted as continuous.

SRI contracts should ideally be issued on an annual basis, as one year fixed term appointments. If, in exceptional circumstances, appointments are offered for longer periods of time, departments should be aware that where staff have been employed continuously by Imperial for at least two years, they will be entitled to receive statutory redundancy pay, calculated on a pro rata basis based on their average pay over the period of employment.

The SRI contract template reflects the fact that SRIs must be employed at 0.2 FTE in order to be returned in the REF.

Contracts should be issued with core terms and conditions of service only. SRIs will receive Imperial benefits (pro rated) and normal employment rights apply.

NB: If an SRI is not being returned in the REF, the stipulation around 0.2 FTE mentioned within this guidance will not apply.

Remuneration

A flat rate is paid to all SRIs which will be confirmed in their employment letter. They will be employed at 0.2 FTE. Any salary or honoraria payment (e.g. for Supplementary Departmental

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Posts, etc.) previously paid as part of the individual's substantive contract will cease on full retirement.

The salary paid to all SRIs will be reviewed annually to ensure compliance with salary payments across Imperial. The annual rate of pay will be adjusted annually in line with the percentage increase applied to the professorial minimum salary.

SRIs will be included as part of the university's annual pay review exercise and departments will be required to review their contribution to assess if they should be put forward for a one-off payment or if their contribution is such that their contract and salary should be changed.

Pension Scheme Auto-enrolment

As required by the Government, the Pensions Office will, after a three month postponement period, automatically enrol SRIs meeting the following criteria into a workplace pension scheme, if they are not already in such a scheme:

- the SRI is under State Pension age
- works or usually works in the UK
- will meet the earnings threshold which triggers automatic enrolment in the month

SRIs have the right to join the Imperial pension scheme if they wish.

Annual Leave

SRIs are entitled to receive 8.5 days pro rata occupational annual leave (consisting of 5 holiday days and 3.5 days mandatory days), based on 0.2 of the full time equivalent of 41 days.

Before making the appointment, the Head of Department/Division should discuss with individual whether or not they will be able to take their annual leave during their working time.

Where the individual is unable to take annual leave during their working time then they will receive an additional payment at the rate of 18.66% on top of their normal salary as payment for this entitlement.

Role and Responsibility

In continuation of their research interests, SRI duties will involve:

- Undertaking 1 day per week (0.2 FTE) of research, which may be carried out on a day of their choice or worked in a more flexible manner by mutual agreement between the SRI and department.
- Ability to apply for research grants and contracts as a named principal investigator subject to the regulations specified by the Research Councils, or other sponsors, and Imperial procedures.
- With the agreement of the Head of Department/Division, be able to supervise research students, again subject to the normal Imperial procedures governing the appointment of supervisors.
- Providing expert advice internally and externally.
- Publishing research.
- Receiving support for their research at the university, in terms of access to equipment, facilities and resources, as agreed with their Head of Department/Division.

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The SRI title may be given in addition to titles of Emeritus Professor or Reader, but not in addition to Distinguished Research Fellow or Visiting Professor or Reader.

Before making the appointment, the Head of Department/Division and the individual should agree what research-related activities will be undertaken and what support in terms of access to equipment, facilities and resources will be provided during the period of appointment. The HoD should confirm these details in writing to the individual, subject to the request for appointment being confirmed.

Requesting an Appointment

The Head of Department/Division should send a request for appointment to the Staff Hub. The request should include:

- an up-to-date copy of the individual's CV
- a list of publications
- a supporting statement giving their justifications for the appointment
- the dates of appointment
- the preferred annual leave option
- evidence of eligibility to work (where the individual is not a current Imperial employee or has a restricted entitlement to work in the UK)

Once the Staff Hub is in receipt of the appointment request, they will prepare a contract letter for signature by the Director (People Partnering and Operations). The letter will be sent to the SRI and a copy will be sent to the Department.

Extensions and Termination of Contracts

Fixed term contracts should be reviewed towards the end of their duration to ascertain whether appointments should expire or be extended. Details of appointments that are approaching expiry will appear on the same report as the "contract expiries" listing each month which is available on the PowerBI dashboard.

The Department must inform the Staff Hub if the SRI should be extended or will cease on its expected expiry date.

Extensions to contracts should ideally be issued on an annual basis, as one year fixed-term appointments. Extensions to contracts can be signed by the Staff Hub.