TERMS AND CONDITIONS
ACADEMIC JOB FAMILY

HOURS OF WORK

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the Head of Department/Division or nominee, normally not less than 35 hours a week for full time members of staff. Staff in the Academic Job Family are not eligible for overtime payments.

ANNUAL LEAVE ENTITLEMENT

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 43 days for full time staff (pro rata for part time staff). This is inclusive of eight days for public holidays and a total of eight days each year when the university is closed over Easter and Christmas.

At the beginning of the leave year the university absence management system, TeamSeer, will automatically allocate the appropriate number of days of Mandatory leave entitlement to staff annual leave calendars to cover the university closure days and public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a university closure day, bank, or public holiday during that leave year.

The university closures and public holidays are listed on the People Function website.

The remaining holiday leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on university closure days or public holidays. Where staff are required to work on these days, then their leave may be taken at a later date under normal holiday leave provisions. Premium rates for working on a university closure or public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

PENSION SCHEME

For Academic staff, the occupational pension scheme is the Universities' Superannuation Scheme (USS). Staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment or agreed by the Head of Department/Division:

Assistant Professor
Associate Professor; and
Professor

The appointment may be terminated by either side by giving a minimum of three months' notice in writing.

For academic members of staff who wish to give notice of their intention to resign from the College the last day of service should fall on one of the following dates: 31 December, 31 March, 30 June or 30 September or at the end of a term by agreement with the Head of Department/Division.

People Function
Updated August 2026