

To: Heads of Schools,
Heads of Department/Institution,
Chairs of Faculty Boards

cc: Secretaries of Schools,
Departmental Administrators,
Secretaries of Faculty Boards,
HR Business Managers/Advisers,
Professor Eilis Ferran, PVC
Institutional Affairs
Ms Emma Rampton, Academic Secretary

7 September 2016

Dear Colleagues

Senior Research Promotions Procedure 2017

I am writing to inform you of the launch of this year's procedure for senior research staff seeking promotion to the positions of Principal Research Associate (PRA) and Director of Research (DoR).

Applications for promotion will be assessed against the evaluative criteria, and the strategic need for the role to be held at the higher level. Confirmation that funding is available to support the higher salary costs for the duration of the appointment will be required. The scheme has been designed to run in parallel with the annual Senior Academic Promotions exercise and thus promotions will take effect from 1 October following the year of application.

Heads of Institution should consider any applications and provide a written statement to the relevant local committee. Applications will be considered at the relevant local committee and their recommendations will be forwarded to the centrally organised School level committee which meets during March 2017 (with the same membership as the Senior Academic Promotions Sub Committees). Outcomes from those

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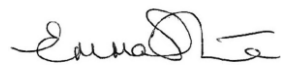
committees will be submitted to the Chair of the Human Resources Committee for final approval.

To facilitate the above process, within the next few days your Departmental or Faculty Administrator will receive a report of eligible researchers to enable you to notify staff individually of the terms of the scheme and refer them to the procedure documents (and application forms) on the web:

<http://www.hr.admin.cam.ac.uk/policies-procedures/senior-researcher-promotions-procedure-and-guidance-2017>

Please contact your HR Business Manager if you have any questions about the scheme.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Emma Stone', with a stylized flourish at the end.

Emma Stone
Director of Human Resources

Encs – SRP Promotions Procedure
SRP Appendix 1