

When and how the changes will be made for current staff

Career pathway	Stakeholder	Month of activity (dates TBC)											
		May 21	June 21	July 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan22	Feb 22	Mar 22	
Research and Teaching	HR	Asks staff in scope (via email) if they want to take up new title from 1 Oct		Follows up with any staff that didn't respond to initial comms.			Asks any new starters since previous communication if they want to take up new title.	Issues confirmation paperwork to staff and provides a copy to the institution					
	Institutions	No direct action for institutions – but updates will be provided throughout the process											
	Current staff in scope		Confirms (via online survey) if they wish to take up new title			Any remaining staff members confirm if they wish to take up new title	New starters confirm whether they wish to take up new title.						
Teaching and Scholarship	HR					Ask institutions to confirm all staff in scope		Ask staff in scope if they want to move to new contract from 25 March 2022				Issues contracts and provides copy to institution	
	Institution						Confirms all staff in scope						
	Current staff in scope							Confirms if they want to move to new contract					