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Staff Guide

Parts of the Higher Education (Freedom of Speech) Act 2023 came into effect on 1 August 2025. These strengthen the legal duties of universities in relation to free speech and academic freedom. Regulation of the new duties is undertaken by the Office for Students (OfS), which has published regulatory guidance on the topic.

The University is fully committed to securing and promoting freedom of speech within the law for staff, students and visiting speakers in all activities relating to academic life. The University's Code of Practice on Freedom of Speech sets out the University's values, approach and associated procedures in detail.

This policy/guidance/information is currently being reviewed against the OfS' regulatory guidance. Any amendments arising from the review will be subject to approval being sought through the University's normal governance processes. In the meantime, **this policy/guidance/information is to be interpreted and applied in a manner consistent with the Code of Practice; in the case of any perceived conflict, the provisions of the Code of Practice will take precedence insofar as that is lawful and reasonably practicable.**

For further information on the new legislation, please see the Governance and Compliance Division website.

For academic, academic-related and research staff

The Staff Guide provides a wide-range of valuable information for academic, academic-related and research staff on employment matters. It is an essential guide to key policies, practices, terms of employment and facilities and should be referred to when an individual joins the University and throughout their career with us.

Further information can be found via the various links provided throughout the Staff Guide, on the HR Division pages and on the main University website.

The University as An Employer

This section of the Staff Guide sets out the policies, development opportunities and support which are provided by the University to ensure that each member of academic, academic-related and research staff is treated fairly and supported to maximise their potential. Please click on the relevant links to view information on topics including equal opportunities, induction, mentoring and appraisal.

Equal Opportunities

Equal opportunities policy

The University has a clear policy concerning equal opportunities for employment for all its staff, including a policy on arrangements for part-time work. The full text of this is given on the Human Resources Division's web pages. Briefly, the policy states that no applicant for a post within the University, or member of staff once appointed, should be treated less favourably than any other on grounds of:

- Age
- Disability

- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief (including lack of belief)
- Sex
- Sexual Orientation

Discriminating on any of these grounds is a breach of the discrimination legislation. The policy applies not only to recruitment, but also to promotion, transfer, training and appraisal. If you feel that you have been discriminated against in any of these ways, do not hesitate to talk to your local administrator in the first instance, or your HR Consultant, or contact the Human Resources Division.

More information on disability is available.

To complement its equal opportunities policy, the University has adopted the use of gender-free language in all official documents (including Statutes and Ordinances).

- Equal opportunities policy

Supporting equality

Flexible working arrangements and family-friendly policies

The University has various policies that support staff with domestic/family responsibilities. These policies apply to all staff regardless of their length of service, marital or civil partnership status.

Career development

The University provides two gender specific personal development programmes for staff and post-graduate students:

- Springboard: A Women's Development Programme
- Navigator: A Personal Development Programme for Men

Both programmes are designed to encourage participants to fully identify opportunities for personal and professional development and to develop plans to realise them.

Policies

Visit the Equality & Diversity website for further information on the University's equality and diversity policies.

Further information and contacts

- Local Administrator; HR Business Manager/HR Adviser
- Equality & Diversity webpages
- email Equality & Diversity at equality@admin.cam.ac.uk
- Tel: 01223 (3) 32268

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Disability

Disability and employment policy

The University's Disability and Employment policy was first published in Reporter on 16 July 1997. Since then, guidance on the practical steps that can be taken and the legal context of the policy has been compiled. This was circulated to heads of institutions in a memo dated 29 April 1998. If you have any queries relating to this guidance please contact your local administrator or HR Consultant.

- Disability and employment policy

Disability Resource Centre

The most useful source of a variety of information on disability is at the Disability Resource Centre web page. This provides contact details, as well as information about:

- the Disability Resource Centre, information for staff and students
- non-medical assistance
- disability and the University
- useful links.

Appraisal

Staff appraisal was introduced in the University in 1987 and applies to all staff. Various schemes are in operation, and are currently being reviewed following a consultation exercise. Revised guidelines on a common scheme will be available online.

Full details of the existing scheme are given in the green booklet, Appraisal for academic and academic-related staff in the University of Cambridge (1994 edition). You should read this carefully for all information about appraisal, including its relationship with reappointment and promotion. You should check with your local administrator about arrangements for appraisal in your institution, if you have not already been told.

The aim of appraisal is to provide the opportunity to discuss how you can develop your work, and how any obstacles to progress can be removed. Appraisal is intended to be a supportive and creative review of personal development, and so should involve a two-way exchange of information.

If you have not been appraised, and feel you ought to have been, talk to the Head of your Institution. For further information or advice on appraisal, contact your HR Consultant.

Further information and contacts

- Appraisal Policy
- Local administrator; your HR Consultant/HR Officer
- Information sheet
- Staff Review and Development Scheme Guidance Booklet

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Job Opportunities

Job opportunities in the University

Vacancies within the University, along with useful information about living and working in Cambridge, are found on the University's Job Opportunities pages:

- Job opportunities

Vacancies for academic and administrative staff, including teaching appointments, may also be found in the Reporter, the official journal of the University.

- Reporter

Advertising jobs within the University

Further information about advertising job vacancies is available within the Recruitment Guidance section of the HR Division's web pages.

- Advertising jobs

Terms of Employment

This section of the Staff Guide explains key terms of employment and procedures which are relevant to academic, academic-related and research staff. Please click on the relevant links to learn more about arrangements for pay, working hours, leave and discipline and grievance and more.

Appointments and probation

Appointments in the University are to a specific post, assigned to a particular Institution, and at a set grade, according to the duties.

Those holding University offices are appointed in accordance with arrangements specified for that particular office in Statutes and Ordinances.

In general, permanent appointments are subject to the satisfactory completion of a period of probation. The probationary period is specified in the statement of terms and conditions accompanying the formal letter of appointment issued by the University Human Resources Division.

Appointments for fixed terms are made where there is objective justification for posts to be set up for specified periods. This might be, for example, to cover for an absent member of staff, or to complete a project with a fixed deadline and/or limited external funding.

References are sought before an offer of employment is made.

Pre-employment health screening and in-service health monitoring may be carried out, according to the risks associated with the duties of the particular post and work environment.

Selection for appointment will be in accordance with the University policy on Equality and Diversity. Discussion on any possible adjustments to the working arrangements in individual cases should take place after a selection decision has been made.

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Academic staff

Appointment to the academic offices of Professor, Reader or University Senior Lecturer is by one of the following routes:

- Direct recruitment to a vacancy or newly established office (by Boards of Electors for Professorships, otherwise by Appointments Committee)
- Personal promotion from another University office or post (by the General Board Promotions Committee)

Appointments to University Lectureships are made by a formally constituted Appointments Committees.

Temporary unestablished appointments may be made by heads of institutions to provide cover during staff absences. These may have a more limited range of duties eg predominantly teaching. This will be reflected in the role title and grade.

Various other academic offices are established in certain Faculties and Departments to meet specific academic needs.

Academic-related staff

A wide range of administrative, computing, technical, library, and other specialist roles exist in the University. Posts are advertised as they arise and applicants are selected on the basis of their ability to meet the requirements of the role.

Posts are normally permanent, and in some cases designated as University offices, although fixed term appointments may be made where there is objective justification for the temporary nature of the post.

Contract research staff

Appointment of those carrying out research directly funded by an external agency (eg Research Councils, charities, etc) is usually for a specified period, to correspond with the requirements of the research project.

The title on appointment (Research Assistant or Associate or Senior Associate) will depend on the nature and grade of the role and, in the case of Senior Research Associate, approval by the Faculty Board. More senior appointments (Principal Research Associate and Director of Research) require approval by the Pro-Vice Chancellor (HR).

Further information

- Appointments procedures (Employment Guidance) [Cambridge only]
- Probation [Cambridge only]
- Contract research Staff (Career Management scheme)

Responsibilities and Duties

All staff have certain defined responsibilities and duties. For those holding a University office, these are set out in general terms in Statute D (in particular D,II,4) and in any special regulations for the office held. More specific details are set out in the role description for the post and in any further particulars received during recruitment.

Generic role profiles for academic and contract research staff have been developed, in consultation with members of the University and employee representatives.

For other roles, a detailed description of the duties is compiled for each office or post, using the standard format of Form PD33. You should receive a copy of the PD33 for your post, from your institution, on taking up appointment.

Staff also have a duty to observe the University's required practice and behaviour relating to: health and safety; bullying and harassment; unlawful discrimination; use of IT; conduct in research, public interest disclosure etc.

Sources of information

- Role profiles
- Statute D

Promotion

Promotion is the appointment of existing members of staff to another post or office at a higher grade than the one previously held. This may be the result of either a successful application for an advertised vacancy, or, where appropriate, personal promotion.

Academic staff

An annual exercise is conducted to consider applications for promotion to the office of Professor, Reader, or Senior Lecturer. The exercise requires submission of specified documentation to support applications, which is then considered by specially convened promotions committees. Each office has designated criteria against which applications are evaluated. The exercise is rigorous and decisions are driven by academic judgment.

Academic related staff

Progression to a higher grade, other than by means of a successful application for an advertised vacancy, occurs only where the duties of the underlying role have changed enough to merit regrading. The updated role description (form PD33) is assessed by Human Resources using the HERA role analysis scheme to determine the new grade. Details of the scheme are published on the Human Resources Division website.

Contract research staff

Promotion within the scope of an existing research project requires a recommendation, supported by the research sponsor and head of institution, that the responsibilities undertaken by the member of staff matches the generic role profile for the higher grade. Promotion to Senior Research Associate requires approval by the relevant Faculty Board.

In cases where promotion is sought to higher grades, evidence is needed of achievement equivalent to the research/scholarship criteria used to consider applications for promotion to the equivalent grades of Reader (Principal Research Associate) or Professor (Director of Research).

Sources of information

- Second report on pay and grading
- Senior academic promotion
- Regradings
- Senior unestablished appointments [Cambridge only]

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Pay

Your pay will depend on the grade of your post.

Any adjustment to pay must be recommended by the head of your institution and authorised by Human Resources.

Payment of salaries for all staff is monthly and in arrears, no later than 26th of each month.

Pay scales

Following the implementation of the new grading structure from January 2006, each post is assigned to a specific grade, within the grading structure 1–12. Each grade contains a number of salary points, some of which are service-related, with others designated 'contribution points'. Appointment is at a specific salary point in the range for the grade of post.

Progression within grades

Progression through the service related points on each grade will normally be by automatic annual progression, with the possibility in most grades of accelerated incremental progression in recognition of outstanding and sustained contribution. Progression to and through 'contribution points' will not be automatic and will be based on assessment of the contribution of individuals in their roles. Details of schemes for considering the award of contribution increments for academic-related and contract research staff are published by Human Resources.

Some academic offices (eg Reader, Senior Lecturer, and Lecturer) have access to a designated range of salary points within a particular grade. Recognition of contribution would be achieved by promotion to a higher grade.

Details of the grading structure and single salary spine are published on the HR website.

Annual pay review

The annual pay review date for all staff is 1 August. The salary spine is then adjusted to take account of nationally agreed pay settlements.

Additional pay

If you carry out any work that falls outside the scope of your normal responsibilities and duties, you may be eligible to receive an additional payment. Details are set out in the regulations on Stipends in Statutes and Ordinances.

Hours of Work

Your expected hours of work are normally agreed between you and your head of institution, in accordance with what is appropriate to your duties.

Working Time Regulations

All members of staff fall under the scope of the EU Working Time Regulations (WTR), 1998. Your contract of employment spells out their effect on your working hours and holiday entitlement. Individuals may voluntarily work more than the statutory maximum of 48 hours per week.

If in doubt, consult the head of your department or institution for clarification of your particular terms and conditions of employment.

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Flexible Working Arrangements

All staff are now legally entitled to request a permanent variation in their working arrangements (eg part-time working). The Flexible Working Policy sets out details and procedures.

You should initially discuss your plans with your institutional head or administrator.

As described below, there is also provision for Graduated return from maternity leave, as well as the Career-break scheme.

For more information and advice, contact your HR team.

- Summary of leave
- Flexible working policy
- Application form (FLEXAF)
- HR contacts

Career break scheme

The career break scheme is an extension of the flexible working arrangements for those with domestic responsibilities, provided that your institutional head supports the request. In brief, the scheme covers leave:

- after the end of maternity leave
- if you have exceptional family responsibilities, or wish to spend more time with young children
- if you have an elderly dependant relative in need of full-time care
- other unforeseen domestic situations.

The maximum period for any career break (including after maternity leave) is two years. Full details are given in the Notice in Reporter, 15 December 1999: Flexible working arrangements.

- Flexible working arrangements

Leave

Annual leave

A summary of annual leave entitlement by staff group can be found here.

Sickness Absence Reporting Procedure

If you cannot attend work due to ill-health you should notify your manager (or a designated person within your Institution) of your absence by telephone as soon as possible on the first day of absence and, normally, before the start of their normal working day. Full details of the sickness absence reporting procedure can be found in the Sickness Absence Policy.

On your return to work you should complete a Self-Certification Form (CHRIS 62) for absences up to seven calendar days. For absences of eight calendar days or more you must provide a Statement of Fitness for Work (or 'Fit Note') from a doctor. Further information regarding sickness absence certification can be found in the Sickness Absence Policy.

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Sources of Information

Management of Sickness Absence

- Sickness Absence Policy
- Statute C for University Offices

Sick Pay Entitlement

- Occupational Sick Pay
- Statutory Sick Pay

Support

- Occupational Health
- Staff Counselling Service
- Stress at Work

Maternity Leave

All pregnant staff are currently entitled to 52 weeks maternity leave, during which you receive full pay (including Statutory Maternity Pay) for the first 26 weeks and statutory maternity pay for the following 13 weeks. The remaining weeks of maternity leave are unpaid.

Staff seeking maternity leave are advised to follow the guidance set out on the Human Resources Division website:

- Maternity policy

Graduated Return from Maternity Leave

The Graduated Return Scheme requires that a member of staff must return at a minimum of 20% of full-time and increase back to full time within 12 months. For more information, see the University Maternity Policy and Procedure (above) or contact the Human Resources Division.

Adoption Leave

A member of staff who adopts a child may be entitled to adoption leave and pay (including Statutory Adoption leave and pay, where applicable). Only one of the adoptive parents may take adoption leave. Couples who adopt jointly may choose which partner takes adoption leave. The other member of the couple may be entitled to paternity/co-parent leave and pay. For more information, see the University adoption policy and procedure or contact the Human Resources Division.

- Adoption leave policy and procedure
- Adoption leave application form: CHRIS/64
- Contact the Human Resources Division: http://www.hr.admin.cam.ac.uk/contact-us

Paternity/Co-Parent Leave

The following Staff, who have or expect to have responsibility for the child's upbringing, are

entitled to a maximum of 12 weeks' paid paternity/co-parent leave, regardless of their length of service and entitlement to statutory paternity benefits:

- Biological father of the child.
- Spouse, civil partner or partner of the mother or birth parent who themselves expects to have responsibility for the child's upbringing.
- Employee who is adopting a child but is not taking adoption leave.
- Employee who is having a child via surrogacy but is not taking adoption leave.

The paternity/co-parent leave and pay available consists of any statutory leave and pay that the employee is entitled to and a contractual paternity leave and pay provision. Full details and the steps eligible staff must take to give notice of their entitlement are set out in the University Paternity/Co-parent Leave Policy and Procedure.

- Paternity/Co-Parent Leave Policy and Procedure
- Paternity/Co-Parent Leave Application Form (CHRIS/65)

Shared Parental Leave

Shared Parental Leave (SPL) gives eligible parents flexibility to choose how they use their family leave entitlement in the year following their child's birth or adoption. SPL can be used where both parents work at the University or where one parent works for the University and the other parent works for another employer or is self-employed (subject to eligibility criteria).

Full details and the steps eligible staff must take to give notice of their entitlement are set out in the University Shared Parental Leave Policy and Procedure.

- Shared Parental Leave Policy
- Shared Parental Leave Forms

Compassionate leave

If you need time off work because of the death or serious illness of a dependant or close relative, you should talk to your local administrator. You may be allowed paid compassionate leave of up to a maximum of 5 working days, depending on the circumstances.

In exceptional circumstances where longer periods of leave are required, a longer period or a combination of compassionate, annual and/or unpaid leave may be agreed to meet the particular circumstances of the case and subject to the operational needs of the work area.

Full details of the University's provisions on compassionate leave can be found in the University's Special Leave Policy. Advice is also available from the Human Resources Division.

- Special Leave Policy
- Special Leave (Paid and Unpaid) Application Form CHRIS/68
- Summary of leave
- Contact the Human Resources Division

Emergency leave

If you are faced with an unforeseen emergency involving dependents, for instance an unexpected disruption in childcare arrangements, you may be allowed to take paid leave of up to 5 working days in any rolling 12-month period (pro-rated for part-time employees), with

a limit of 2 working days' paid leave permitted on any single occasion. Where paid leave is exhausted, you may have a statutory right to reasonable time off (unpaid) to deal with unforeseen emergencies involving dependants.

You may also request up to 1 day of unpaid leave to deal with severe and un-expected domestic emergencies unrelated to children or dependants, which necessitates your presence at home, for instance a burglary, fire or flood at your home.

Full details of the University's provisions on emergency leave can be found in the University's Special Leave Policy. Advice is also available from the Human Resources Division.

- Special Leave Policy
- Special Leave (Paid and Unpaid) Application Form CHRIS/68
- Summary of leave
- Contact the Human Resources Division

Ordinary Parental Leave

You may be entitled to take up to 18 weeks' unpaid leave to look after your child until their 18th birthday.

If you need to take such leave, you should inform your head of institution as soon as possible. Full details of the University's provisions on unpaid parental leave can be found in the University's Ordinary Parental Leave policy and procedure. Advice is also available from the Human Resources Division.

- Ordinary Parental Leave: policy and procedure
- Parental Leave Application Form CHRIS/66
- Summary of leave
- Contact the Human Resources Division

Leave for academic or professional reasons

The University's policy on unpaid leave of absence for academic purposes is set out in the Notice on Leave of Absence granted under Statute D, II, 6 (b) in Statutes and Ordinances.

This type of leave is applicable if you are invited to take up a prestigious visiting appointment at another academic institution, or if you are awarded an externally funded research fellowship to undertake particular research. In such cases, the sponsor should fund your salary.

Secondment leave is available if you are asked to contribute to the work of another organisation (e.g. a government, national agency, charity, or commercial company), and the cost of your salary is met by the host organisation.

In all cases, the leave must be in the academic interests of the institution and supported by the Faculty Board.

Requests for approval of leave by the General Board or Council must be made to the Human Resources Division on the application form CHRIS/67 (formerly LAF1), which is available online.

- Summary of leave
- Leave Application Form CHRIS/67 for general use
- Statute D, II, 6 (b); Ordinances, Chapter XI

- Contact the Human Resources Division

Sabbatical Leave

All University officers falling under Schedule J are eligible for sabbatical leave under Statute D, II, 5. Certain other offices are also eligible for study leave. Your contract of employment will indicate if you are eligible.

Sabbatical leave frees staff from their teaching and administrative commitments to enable them to concentrate on their research and scholarship 'during one term for every six terms of service' while continuing to receive full pay. They are required to produce a report on the work carried out during their sabbatical, for submission to their institutional head soon after the end of their leave.

If you wish to take sabbatical leave, you must first discuss your plans with your institutional head (and with your head of house if you are a fellow of a College) to ensure that satisfactory arrangements can be made in your absence.

Requests for approval of leave by the General Board or Council must be made to the Human Resources Division on the application form LAF1, which is available online, and supported by your Faculty Board.

- Summary of leave
- Academic and Study Leave application form: CHRIS/67
- Statute D, II, 5; Ordinances, Chapter XI
- Contact the Human Resources Division http://www.hr.admin.cam.ac.uk/contact-us

Leave for Public Service or other reasons

Public Service or Unpaid Leave

Anyone called for Public Service (e.g. jury duty) or wishing to take unpaid leave for any reason not covered by the above should complete this form.

- Summary of leave
- Public Service or Unpaid Leave application form
- Contact the Human Resources Division

Grievances and Disciplinary Matters

The relevant procedures for the holders of University offices are as set out in Statutes and Ordinances, in Statute U, Chapter II, III and VI. There are also equivalent procedures in respect of unestablished staff. Details are included with contracts of employment and are available online (see below). Further advice is available from the Human Resources Division.

Detailed information on the University's policies and procedures relating to disciplinary action, grievances and appeals is available online at the web address at the end of this section.

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Grievances

If you feel you are being treated unfairly, first talk to your local administrator or head of institution to see if the problem can be resolved informally. If the problem persists or is very serious, you may wish to make a formal complaint under the relevant procedure for your staff category below.

- Disciplinary action, grievances and appeals

Bullying and Harassment

If you feel that you have been a victim of bullying or harassment, or are accused of such behaviour, please refer to the University's Dignity at Work Policy for further details

Preventing harassment and sexual misconduct towards students

The University's single comprehensive source of information (SCSI) brings together information for current and prospective students and staff about how the University prevents and responds to harassment and sexual misconduct. It includes clear information about the University's policies, how to get support, how to raise concerns, and what to expect from the processes followed by the University. Staff should familiarise themselves with the SCSI so they can help signpost students to appropriate support and resources and understand their responsibilities in creating and maintaining an inclusive community, where students, staff and other persons are able to report behaviour that may amount to harassment and/or sexual misconduct and know this will be taken seriously. A link to the SCSI is shared with students and staff in writing at least once a year and is included in key University materials, such as prospectuses, student handbooks and staff guides.

Disciplinary Procedures

In cases where the work performance or conduct of an individual member of staff is considered unsatisfactory, it may be necessary for the head of institution to instigate disciplinary action. The relevant procedures must be followed (see above) and the member of staff has the right to be accompanied at any formal hearing and to present their own case.

Specific guidance is available on the acceptable use of computer facilities, email and the Internet, as abuse of these can deal to disciplinary action.

- Statement of the University's policy and procedures relating to disciplinary action, grievances and appeals in respect of unestablished academic and academic-related staff

Misconduct in Research

Allegations of misconduct in research are rare but the University takes them very seriously. Proven misconduct in research is regarded as serious or gross misconduct or, in the case of officers, as good cause for disciplinary action under Statutes and Ordinances, Schedule to Statute C, Chapter III, Special Ordinance C(xii) and Special Ordinance C(xiii), and will normally merit dismissal. The University is committed to ensuring that allegations of misconduct in research are investigated with all possible thoroughness and vigour.

- Misconduct in research

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Use of University Property

All property belonging to the University or in the trust of the University that may come into your possession during the course of your appointment must be surrendered by you to your head of institution on termination of your appointment, or upon request at any other time during the course of your appointment.

You must not seek any unauthorised access to any information stored on the University's computer system (including disks) or other filing systems, or make unauthorised use of such information.

Confidentiality and "whistle-blowing" (public interest disclosure)

A member of staff may raise a concern under the Whistleblowing Policy where they have a reasonable belief that (a) one or more of the issues listed below has occurred, is occurring, or is likely to occur; and (b) that disclosing the matter is in the public interest.

- a criminal offence
- failure to comply with legal obligations
- financial or non-financial maladministration, malpractice, impropriety, or fraud
- academic or professional malpractice
- a risk to the health or safety of any individual
- environmental damage
- a miscarriage of justice
- sexual harassment (unwanted conduct of a sexual nature)
- attempts to suppress or conceal any information relating to any of the above

The Policy is not intended to apply to matters relating to personal grievances or discipline, except where such issues raise concerns in the public interest.

Redundancy and Redeployment

In the event that there is no longer a need for a job to continue (usually where a fixed-term contract is due to end), the University's policy is to attempt to redeploy any member of staff still employed in that capacity. If redeployment is not feasible, a redundancy payment will be made for those with a qualifying period of service. If you are in this position, you should first consult your head of institution, who may seek the assistance of the Human Resources Division in your redeployment.

Intellectual Property

You are required to observe the University's policies on intellectual property rights as may be decided by the Regent House from time to time. This includes, if your duties include externally funded research, any procedures and conditions agreed between the University and the sponsor funding your work and, if appropriate, in relation to any intellectual property rights arising from the research. You are reminded that, under UK patent legislation, applications for patent protection must be made before the research results supporting the application are publicly disclosed.

If your research is funded by any UK Research Councils or any other sources of external funding, any results of potential commercial interest must be submitted to Cambridge Enterprise as soon as possible. This is to ensure that your interests and those of the

University are properly safeguarded and that any procedures and conditions previously agreed between the University and the sponsor funding your research are followed.

It is important that you are aware of the commercial potential of your research results. Cambridge Enterprise can help you with feasibility studies and market research in areas of potential interest. It is also vital that you protect your intellectual property before publishing any research results. You can get advice on intellectual property rights, and on sponsors' requests for delays in publication of your results while patents are applied for, from Camrbidge Enterprise.

You should also consult the policy statement of ownership and intellectual property rights generated by externally funded research that you will have received with your contract of employment (online address given below).

Online information is available on the pages of Cambridge Enterprise, which manages the commercial development of University intellectual property (see web address below).

- Cambridge Enterprise
- Policy on intellectual property
- Patents
- Your contract of employment
- For further information, contact Cambridge Enterprise (tel. (7)60339, email: enquiries@enterprise.cam.ac.uk)

Professional Indemnity

For information on the University's insurance cover for its staff relating to their University work, see the entry under Insurance in the chapter on Financial matters.

- University Insurance notice
- Reporter 9 August 2000
- Contact: Finance Division

Private consultancy

If you are working in a private capacity, or acting as a consultant, you do so at your own risk, as such work is not covered by the University's insurances. You are strongly advised to take out personal insurance. However, professional indemnity cover may be obtained by channelling private work through the University's insurance company, Cambridge University Technical Services (CUTS) Ltd. For more advice, contact Cambridge Enterprise.

The University does not expect to be informed about remuneration from private work and consultancy. Such work, however, must not interfere with the performance of the duties of your office or post. If you are in any doubt about this you should consult your head of institution. If you undertake any work in a private capacity or act as a consultant, you should be clear that you undertake such work at your own risk, and that the University must not be involved in any such arrangements. University letterheads or other facilities must not be used.

- Consultancy advice
- Advice on working as a consultant is available from Cambridge Enterprise

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Notice of leaving

If you wish to terminate your appointment before its expiry date you should submit a written resignation to the University's signatory to your contract, providing the precise date on which your resignation will take effect and, if possible, brief details of your destination on leaving the University. Further details are given in your contract of employment regarding the length of notice that you are required to give to terminate your appointment.

Leave after termination of employment

If your employment terminates and you have not taken your accrued entitlement, you will be entitled to take the balance of holiday due before your service ends. In circumstances where your head of institution finds it impractical to grant you this entitlement before your service ends, you will be paid salary in lieu of annual leave under the Working Time Regulations. However, payment is not offered as an alternative to taking your holiday.

- Further information: your contract of employment

Retirement

The normal retirement date for each member of staff is now specified in their contract of employment. For those holding University offices, it is currently the end of September following the 67th birthday and for other staff, the end of September following the 65th birthday.

Members of staff may apply to retire earlier than their normal retirement date, but should first seek advice on how this might affect their occupational pension, if appropriate.

All staff are given advance notice of their impending retirement date and have a legal right to request that it be deferred. This is done by following the procedure set out in the University retirement policy.

Source of information

- Retirement Policy

Safety and Security at Work

Safe working practices

The University is legally obliged to provide a safe place for you to work. However, you are expected to take reasonable care for yourself and anyone else who may be affected by what you do (or do not do) at work. This includes co-operating with anyone having specific safety duties relating to safety management in your department, e.g. the Departmental Safety Officer (DSO), the Radiation Protection Supervisor, and the Biological Safety Officer.

On induction into your department you should be made aware of the Safety Office website on which you will find the University Safety Policy Statement. This website contains a wealth of general safety information.

In relation to health and safety your duties are to:

- take reasonable care for the health and safety of yourself and all other persons likely to be affected by your actions or omissions;
- co-operate with the University in measures for health and safety;

- comply with any request from your head of institution, to undergo any health check and monitoring that s/he may consider necessary in relation to your duties or any change in those duties;
- not interfere with or misuse equipment etc provided for health, safety or welfare.

Current details of these policies, and other information, are on the web pages of the Safety Office. Some safety courses are offered as part of the University's staff development Programme.

- The Safety Office
- University Safety Policy [University of Cambridge only]
- Safety Education and Development
- Contact the Safety Office at: (3)33301 or email: safety@admin.cam.ac.uk

Security - Estate Facilities

Security arrangements in the University aim to protect people and property around the University. These include the monitoring of alarms and closed-circuit TV systems in many of the University sites, as well as a 24-hour a day uniformed patrol and response service. The University Security Control Centre is staffed 24 hours a day all year round, providing a focal point for the reporting of serious incidents and implementation of emergency procedures. It helps all University employees and students with any security problem that might arise, including quickly responding to fire, intruder and building management systems alarms, as well as non-security emergencies. Many of the Security Patrollers are trained in emergency aid.

However, it is also the responsibility of every individual working in the University to be vigilant about security. Everyone should also take as much care of your personal belongings and the equipment in your department as you would at home. Computer theft, including lap-top/portable IT devices, is a particularly serious problem; if you notice a person or event that rouses your suspicions, please inform the University Security Control Centre immediately at any time, day or night.

If you have any questions about general aspects of security, whether relating to buildings or equipment, contact the Security Office.

If you see anything of a suspicious nature, please report it to the University Security Control Centre on (3)31818 (24/7).

- During Office hours contact the Senior Security Operations Manager or their Deputy on 01223 (7)63552/(3)30166
- or email: pjh71@admin.cam.ac.uk / cdh31@admin.cam.ac.uk
- Out of hours contact the University Security Control Centre 24/7 on:
    - (3)31818 (Routine calls)
    - 101 (3)32839 (Emergency)
    - (7)67444 (Emergency calls not on University network)
    - Email: (Non urgent enquiries) security@admin.cam.ac.uk

UNIVERSITY OF CAMBRIDGE

Health and welfare

Counselling

The Staff Counselling Service is available to all University employees. A separate and dedicated University Student Counselling Service is available for all undergraduate and graduate members of the University and the Theological Colleges.

Full details of the Service, which is based at 17 Mill Lane, are available online. You can make an appointment to see the staff counsellor or make an enquiry either by phone or email (see contact box below). Office opening times are 09:00 - 17:00, Monday to Friday; there is an answering machine at all other times.

- Counselling Service
- Contact the Counselling Service at: (7)62160; email: staffcouns@admin.cam.ac.uk

Stress at work

The University places a high value on maintaining a healthy and safe working environment for all its employees, and recognises that this duty of care extends to mental as well as physical health. The University is committed to identifying sources of stress in the workplace, and taking action to reduce this.

The Human Resources Division, Occupational Health and the Counselling Service have together drawn up a detailed policy on dealing with stress at work; this is available online. If you feel you need to discuss this issue, please contact your local administrator in the first instance. You may then be referred on to your HR Consultant, or Occupational Health. There is also an Employment Assistance Officer; see below.

- Policy on stress at work

The Disability Resource Centre

The Disability Resource Centre provides advice, information and support to students and staff with a disability. Centre staff are responsible for developing University disability policy and practice, working with the University Advisory Committee on Disability. Full details and further information and links are available online.

- Disability Resource Centre
- Contact the University Disability Adviser at: (3) 32301; Textphone: 766840; email: ucam-disability@lists.cam.ac.uk

Occupational health

The Occupational Health Service is based at 16 Mill Lane, Cambridge. Its main functions are to prevent ill health arising from work and to promote health at work. Staff are available between 08:30 and 16:30 Monday to Friday, by appointment, for confidential advice and consultation on all matters relating to work activities. The Service does not provide emergency treatment, and you should contact your institution's First Aider for this. The Service works closely with all the Safety Advisers.

The aims of the Occupational Health Service include:

- to assist the University in carrying out its duty of care towards staff by providing, monitoring and developing awareness of health issues (including ensuring that work

does not adversely affect health, and that an individual's health status does not put him/herself or others at risk at work)
- to assist the University in complying with relevant Statutory Regulations
- to assist the University in complying with its own policies and procedures
- to provide screening and vaccination for clinical and PGCE students
- to work closely with related services (e.g. the Safety Office, both Counselling Services, College Nurses, the Disability Adviser, and Community Medicine in relation to the Expedition Medical Service)
- to maintain confidential medical records so as to maximise the support that can be given to both individuals and managers.

To meet these aims, the Occupational Health Service will help identify and control work-related health hazards; provide health surveillance for certain staff groups; provide appropriate vaccinations; advise on an individual's fitness for work; develop strategies for prompt recognition and treatment of work-related injuries and illness; advise on rehabilitation and resettlement after illness or injury; promote health education programmes; inform and advise on travel medicine (including providing travel packs - for which there is a charge); and provide referrals for clinical psychology and physiotherapy.

Other advice and information relating to health and safety at work is available from the Codes of Practice and Policy Procedures listed below, which you can get from your local administrator. In addition the Training Directory produced by the Human Resources Division provides details of courses on specific issues, such as stress awareness, working with VDUs, hazards of cyanide and hydrofluoric acid. These are open to any member of staff for whom they may be relevant.

- Occupational Health
- Code of Practice for the use of VDUs in the University Laboratory
- Animal Allergy Policy and Procedures
- Laser Code of Practice; Protection Policy on Animal Bites and Scratches
- Cambridge University Guidelines on HIV and AIDS
- University Alcohol and Drug Abuse Policy
- Contact the Occupational Health Service at: (3)36597;
  email: OccHealth@admin.cam.ac.uk

Environmental issues

Although many environmental concerns are global, there is much that can be done locally to contribute to a more sustainable future. The University of Cambridge is committed to that goal. The web pages of the Environmental Office (part of Estate Management, EM) contain information on environmental aspects of the University's operations. As well as the University's environmental policy, this site links you to information on:

- the University's Transport and Environmental Plans
- guidance for disposal of chemical and other waste
- other related websites.
- Environmental Office
- Environmental policy
- Contact the Environmental Officer at: (3)39534; email: environment@admin.cam.ac.uk

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Data protection

The Data Protection Act 1998 sets out rules for processing personal information, and it applies to some paper records as well as those held on computer. The Act gives individuals certain rights, and also imposes obligations on those who record and use personal information to be open about how information is used and to follow eight data protection principles. Personal data must be processed following these principles so that data are:

- processed fairly and lawfully and only if certain conditions are met
- obtained for specified and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up-to-date
- not kept for longer than necessary
- processed in accordance with the subject's rights
- kept secure
- not transferred abroad without adequate protection.

Full details of your rights and responsibilities under the Data Protection Act are available online.

Security

All reasonable steps should be taken to ensure that personal data is secure. For details of suggested steps, see the DPA web pages given below.

All requests for access to data, including those from the police, should be directed to the University Data Protection Officer (contact details below).

- Data Protection Act
- Contact the University Data Protection Officer (Academic Division) at: (7)64142; email: data.protection@admin.cam.ac.uk

Personal data

- How we handle your personal data

Financial Matters

1. University financial regulations

All financial transactions taking place within the University — from dealing with invoices and cheques to the University's ethical policies relating to finance — are governed by the Financial Regulations approved by the University Council on the advice of the Finance Committee. If you have any queries on any financial matters, first see your local administrator.

- Finance Division
- Financial regulations
- **Contact:** your local administrator

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2. Pensions

The University participates in a number of pensions schemes including the Universities Superannuation Scheme (USS) and the National Health Service Pensions Scheme (NHSPS). Any member of staff employed in an academic or academic-related pensionable post is eligible for membership of USS. For more information, see the USS Guide for Members or visit the web page below.

- Pensions Section
- USS Ltd
- **Contact:** The Pensions Section (3)32214

3. Cambridge Research Office

The Research Office offers expert guidance in securing and administering sponsored research funding for our academics, administrators and sponsors, working together today to enable world class research tomorrow.

The Research Office is organised into School Teams which provide dedicated support to colleagues in the School Offices, Faculties and Departments. The four School Teams are:

- Arts & Humanities and Humanities & Social Sciences
- Biological Sciences
- Clinical Medicine
- Physical Sciences and Technology
- Cambridge Research Office

Cambridge Enterprise

Cambridge Enterprise is a wholly owned subsidiary of the University of Cambridge, responsible for the commercialisation of University intellectual property. Activities include management and licensing of intellectual property and patents, proof of concept funding and support for University staff and research groups wishing to provide expert advice or facilities to public and private sector organisations. Cambridge Enterprise provides access to angel and early stage capital through the Cambridge Enterprise Seed Funds and Cambridge Enterprise Venture Partners, and offers business planning, mentoring, specialist surgeries and other related programmes.

NB. Negotiation of research agreements is carried out by Research Services Division.

- Cambridge Enterprise
- Intellectual Property Rights Policy
- **Contact**: Cambridge Enterprise (7)60339, email enquiries@enterprise.cam.ac.uk

4. Insurance

Professional indemnity insurance and private work

The University has an insurance policy to provide cover for legal actions taken against it as a result of neglect, error, omission, breach of trust or infringement of copyright or patent occurring or committed in good faith by its staff, research students or visiting scholars in the course of their work for the University. Such errors etc. could arise out of advice, design, specification, report or research. Professional indemnity is covered in Section 4.0 of the University's Insurance Notice (see below).

Section 3.0 of the Insurance Notice covers Public Liability and personal indemnity to cover the defence of individuals acting on behalf of the University should they be subject to an action brought by a third party alleging such liability.

- University Insurance notice
- Reporter, 8 December 2004

5. Travel expenses

Most institutions have funds for allocating towards work-related travel expenses. If you wish to apply for part of these funds, your local administrator can tell you what is available. He or she can also tell you about mileage and subsistence allowances. Funds from the University's Travelling Expenses Fund and a Foreign Travel Fund are available in certain circumstances. Details are available online.

- Travelling Expenses Fund
- Reporter, Special Awards Issue (Michaelmas Term)
- Ordinances, Chapter XIII, Travelling Expenses Fund; Chapter XII, Foreign Travel Fund
- **Contact:** your local administrator or the Academic Division (3) 32284 (Travelling Expenses Fund)

6. Trust funds

Over 600 trust funds are available to members of the University for various purposes relating to their work or research. For more information, see the sources below. Certain trust funds are administered in departments or faculties; you can consult your local administrator about these.

- Reporter, Awards issue
- **Contact:** your local administrator

Facilities Available to You

There are a vast range of opportunities and facilities open to you as a member of the University. This section merely points to a few of the more obvious ones, directing you to their various websites. To get a better idea of the full range of facilities the University has to offer, use the A–Z index and other links on the University's central web pages.

The Accommodation Service

The University Accommodation Service helps those new to Cambridge who are looking for rented accommodation. The office is open each weekday (09:00 to 12:45 and 14:00 to 17:00). Its role is to help all University staff (including Visiting Scholars) find rented accommodation, including self-contained flats/houses, rooms in shared flats/houses, or rooms in a house where the owner lives.

Accommodation Service

The University and College Union (UCU)

The University and College Union (UCU) is the union for academic and academic-related staff, and at national level negotiates with universities on pay. It also plays a major role in

campaigning on university issues. The Cambridge University and College Union has its own website, given below.

- CUCU website
- CUCU Administrator admin@ucu.cam.ac.uk Tel:(7)64944

Careers service

The University Careers Service is based at Stuart House, Mill Lane. It exists to help students and graduates plan for their future, and provides a comprehensive careers guidance and placement service. It is open to all current Cambridge students (both undergraduates and postgraduates), and all academic and academic-related staff of the University, whether or not they are Cambridge graduates.

- Careers Service
- Leaflets available from Careers Service: (3)38283 (student enquiries); (3)38288 (others)

Catering facilities: The University Centre

Situated in Granta Place, Mill Lane, the University Centre is the catering and social centre for graduate members of the University of Cambridge. It is open to:

- alumni of the University of Cambridge (their membership cards are distributed by the Development Office)
- members of the Regent House
- registered graduate students
- staff on the University payroll, including retired staff in the USS and CPS pension schemes
- other students matriculated at the University of Cambridge who qualify for membership (e.g. PGCE, LLM, Clinical School, etc.)

Spouses of any of the above are also welcome to join. Visiting Scholars may also join for a small fee (£1 per month).

The Centre is open from 10:30 until midnight; and provides a wide range of facilities, details of which are given on the website. The Centre also has rooms available for hire for private functions; if you have a booking enquiry, contact the Conference Manager.

- University Centre
- Membership Secretary (3)37766
- Conference Manager (3)37752
- Reception.Manager@unicen.cam.ac.uk

- Conference.Manager@unicen.cam.ac.uk

Chaplain to the University Staff

The Reverend Peter Hayler is Chaplain to the University Staff based at Great St Mary's, the University Church. His work involves visiting Departments and helping people explore the relationship between work and faith. He offers spiritual and pastoral support to all Staff who do not have a formal College connection and thus access to a College Chaplain.

Peter is available to talk in confidence to anyone of any religious belief or none. He has an office in Great St Mary's and co-ordinates a Multi-Faith Chaplaincy Centre at Merton Hall Farmhouse on the West Cambridge site. For information about a number of Prayer and Study Groups that take place around the University please contact:

- Chaplaincy
- Contact the University chaplain on 741718; email: chaplain@gsm.cam.ac.uk

Childcare and Holiday Playscheme

Childcare Office

The University's Childcare Office offers a range of services for staff parents including a childcare information service, a regular parent email newsletter, and overseeing applications for the University Nurseries and Holiday Playscheme. The Childcare Information Adviser can provide information and advice on other childcare within the Cambridge area. Further information can be found at the web address below.

- Childcare Office website
- The Childcare Office is located at 21 Trumpington Street, Cambridge, CB2 1QA.
- Contact the Childcare Information Adviser on (3)32249;
  email childcare@admin.cam.ac.uk

University Nurseries

The University has three workplace nurseries for staff who hold a contract of employment with the University and are listed on the monthly central payroll.

- The University Nursery at Edwinstowe Close, off Chaucer Road, has 76 places.
- The University Nursery at West Cambridge on Charles Babbage Road, off Madingley Road, offers 101 places.
- Eddington Nursery at Eddington Avenue, Cambridge, offers 92 places

The University also offers two salary exchange schemes to save tax and national insurance on childcare costs at the University Nurseries and other registered or approved childcare facilities. For further details on these and the University Nurseries, including current costs and how to apply, see the web page below.

- Childcare Office website
- Contact the Childcare Information Adviser on (3)32249;
  email childcare@admin.cam.ac.uk

Holiday Playscheme

The University of Cambridge Holiday Playscheme is for children of rising five to 14 years. They can be cared for in the school holiday periods (excluding Christmas and Bank Holidays). Full details, including costs and activity timetables, can be found at the web address below.

- University Holiday Playscheme
- Contact the Playscheme Co-ordinator on (3)39905;
  email: playscheme@admin.cam.ac.uk

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University Information Services

University Information Services (UIS) provides computing facilities and related services in support of research and teaching in the University of Cambridge. It is run under the aegis of the IT Syndicate and has detailed rules and guidance on the acceptable use of IT facilities, developed in conjunction with the Human Resources Division. For full details of the above and the facilities offered by the University's Information Service, see the web addresses below.

- University Information Services
- Guidelines on use of IT
- Contact University Information Services on: (3)34600;
  email: reception@uis.cam.ac.uk

Continuing Education

The University of Cambridge Institute of Continuing Education (ICE) delivers high quality and distinctive educational programmes for adult learners in a broad range of liberal arts and vocational topics, predominantly studying on a part-time basis, for either personal enrichment or professional development. ICE aims to ensure that the expertise and resources of the University of Cambridge are made available to all students, irrespective of their previous educational achievements.

ICE's role is to form and sustain accessible, welcoming and diverse communities of learning and collaboratively design and deliver responsive short courses and award-bearing undergraduate and postgraduate programmes in close partnership with the Collegiate University.

To find out more about courses at ICE and funding options available to University of Cambridge staff visit our website: http://www.ice.cam.ac.uk

Staff Counselling Service

The Staff Counselling Service offers confidential personal counselling to help solve personal or work-related problems away from the work environment. College staff may be seen once for assessment and onward referral in the Student Counselling Service.

Address: 2–3 Bene't Place, Lensfield Road, Cambridge, CB2 1EL
Tel: (3)32865
Email: reception@counselling.cam.ac.uk
Web: www.counselling.cam.ac.uk

The Language Centre

The Language Centre was established as an academic service in 1990. It is located in Downing Place. Since January 2000 the Centre's mission has been to provide language-learning opportunities for all members of the University and for the staff of the University. Within that context, the Centre has various roles, including responsibility for taught courses for non-specialist language learners. For more details on these roles, and the facilities and courses offered, see the Centre's website.

- Language Centre
- Contact the Language Centre on (3)35058; email: enquiries@langcen.cam.ac.uk

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Libraries and museums

The University is famous for its Colleges and buildings. However, its libraries, museums and collections also hold many treasures that give an exciting insight into some of the scholarly activities, both past and present, of the University's academics and students. To visit the websites of these dozen or so different collections (which include the University Botanic Gardens and the Herbarium), go to the web address below.

- Libraries and museums

Car parking and 'park & cycle'

University employees are not automatically entitled to free parking spaces. There are 17 University sites in central Cambridge at which the demand for staff parking far outweighs the available space. The need for a parking badge is determined by a strict order of priorities, with disability and antisocial working hours placing individuals high up on the list. For full details on how car parking spaces are allocated, see the web address below. Further information and advice on parking regulations within the University is available from the contact below.

- Car parking
- Contact the Parking administrator at: (7)66743; email: jlw38@admin.cam.ac.uk

Park & Cycle

The Park & Cycle facility is located at the West Cambridge Site, off Clerk Maxwell Road. The scheme works like the Park and Ride Schemes but instead of buses you use bikes. University staff, working at sites in central Cambridge, can park their car in one of the 292 spaces, and then collect their bike from their individual secure locker and cycle the last mile to work.

The facility was officially opened on 26 April 2001 by Anne Campbell MP. For details and FAQs about the scheme, go to the web address below. You can also download an application form for a 'Park and cycle' space from the web, or request one from the parking administrator (details below).

- Park & Cycle
- Application form
- Contact the Parking administrator at: (7)66743; email: jlw38@admin.cam.ac.uk

Pdoc

Pdoc is a society run for post-docs by post-docs (i.e. contract research staff). It provides information, contacts and activities to help post-docs make the most of the opportunities Cambridge has to offer, both in terms of career development and socially.

- Pdoc

Society for Visiting Scholars

The Society for Visiting Scholars provides a termly programme of social activities for post-doctoral visiting scholars and their families. These include trips to Stratford-upon-Avon and the Houses of Parliament, as well as local visits to the Cambridge Colleges. For more

information, and how to book any of these trips, contact the Accommodation Service (whose offices the Society shares) at 12 Mill Lane. The Society's web page is given below.

- Society for Visiting Scholars
- Accommodation Service
- Contact the Society for Visiting Scholars at: +44 1223 358072 or (3) 33316; email: accommodation_service@admin.cam.ac.uk

Sports and recreational facilities

The name of Cambridge is synonymous worldwide with its major sporting occasions, and particularly those of the Boat Race and the Varsity Rugby Match. A rich heritage of sporting activity at the University is the foundation for the enormously diverse range of sports available today. University sport includes the activities of the University sports clubs, the sports clubs of the Colleges, and the individual sportsmen and women. For full details of all the sports opportunities available to you, and clubs and associations, go to the sports website below.

- Sports website

Glossary

The following terms are used throughout the Staff Guide:

Staff
Any person who holds a University office or post and has a University contract of employment.

Institution
All academic and academic-related departments, including administrative units, libraries, museums and any other individual sections or units of the University.

Head of institution
This could be a Head of Department, Director, Chair or Secretary, depending on the institution in which you work.

Local administrator
Whoever is responsible for administration of the topic or issue under discussion: e.g. Departmental Secretary or head of administrative section.

Principal investigator
The named holder of a University-registered research grant.

University office
A University post regulated by specific Statutes and Ordinances.

A full glossary of terms used within the University is available online