9. A **member of the library faculty** may undertake such professional or outside activities as are normally associated with library posts in universities, provided that these activities in the aggregate do not, in the opinion of the Librarian, adversely affect the proper performance of the member's University duties.

(See paragraphs 20 and 21 below for other provisions relating to outside activities.)

10. In the case of **members of the library faculty**, within the limitation of its available resources, the University will

(a) provide adequate facilities, secretarial assistance and materials for all his or her duties;

(b) seek to provide for the use of a full-time member and of such part-time members as require full-time facilities, accommodation in a room suitable for the performance of his or her duties.

Paragraphs 11-14 Below Apply to Members of the Research and Analogous Faculty

11. (a) A **member of the research and analogous faculty**

27. In the case of **members of the administrative faculty, library faculty, other related faculty or teaching faculty**, a review of salaries and gradings is made annually: the criteria and procedures of the review will be as published by the University from time to time. Salaries of research and analogous faculty may be reviewed at any time by the Head of School in discussion with the principal investigator, subject to the agreement of the grant-awarding body to pay any increase.

28. (a) A **member of the administrative faculty or library faculty** who, for any reason other than the annual leave of another member, is called upon formally to undertake for at least four weeks the full duties and responsibilities of another member on a higher grade, is entitled to receive an acting allowance at a daily rate for the whole period during which such full duties are undertaken calculated on the difference between his or her salary and the salary he or she would have received if he or she had been promoted to that higher grade.

(b) In a case where a **member of the administrative faculty or library faculty** does not undertake the full duties of the higher grade (eg where the duties are shared between more than one member) or where he or she undertakes the full duties of another member who is not on a higher grade, there is no entitlement to an acting allowance, but an honorarium (of an amount dependent upon the circumstances of each case and determined by the Vice-Chancellor at his or her absolute discretion) may be paid if the period is extended and the additional duties and responsibilities are exceptionally onerous.

SECTION IV TENURE

29. A **member of the administrative faculty or other related faculty** who is appointed on grade 7 or 8 is initially appointed on probation for a period of two years unless this condition is waived or reduced in the letter of appointment or unless his or her appointment is temporary. A member appointed on a higher grade may initially be appointed on probation for a period of up to two years if he or she has not had previous relevant experience in a university. Temporary employment as a member of the University's administrative faculty or other related faculty shall contribute in full towards the probationary period. Early in the second year of the probationary period, or eight months before the termination date of the probationary period in the case of members appointed on probation for less than two years, consideration is given to confirming the member in his or her appointment or to extending his or her probationary appointment for up to one further year. If the appointment is not confirmed with effect from the expiry of the probationary period, or such extension of it, the appointment shall terminate. The member shall be informed of the University's decision at least six months before the expiry of the probationary period (or of any such extension). The procedures relating to such confirmation or extension will be as published by the University from time to time. The University will give help to the member during the period of his or her probation with a view to his or her fulfilling the requirements for confirmation of his or her appointment.

30. A **member of the library faculty** who is appointed on grade 7 or 8 is initially appointed on probation for a period of three years unless this condition is waived or reduced in the letter of appointment or unless he or she has been appointed to a temporary post or has been granted tenure in a Commonwealth University. Temporary employment as a member of the University's library faculty shall contribute in full towards the probationary period. Early in the third year of the probationary period, or eight months before the termination date of the probationary period in the case of members appointed on probation for less than three years, consideration is given to confirming the member in his or her appointment or to extending his or her probationary appointment for up to one further year. If the appointment is not confirmed with effect from the expiry of the probationary pr7V5(psmḫ)3( )5(r)-3(m)-3(1 0 0 1 69.504 149 Tm[ex)13(t)04 105.98 Tm[ex)13.

and subject thereto and to the provisions of the preceding paragraph 29 or 30 as appropriate the appointment shall subsist during the specified period (if any) stated in the letter of appointment.

SECTION V SUPERANNUATION

35. There is a national superannuation/pension scheme approved from time to time for academic and related staff in Universities. All eligible staff will be enrolled in the national superannuation scheme unless the member gives notification of membership of a personal pension scheme or the State Second Pension (S2P) prior to taking up appointment, or after taking up appointment subject to the notification requirements of the scheme. Members of the approved national scheme will be required to contribute the appropriate share of the contributions by monthly deductions from salary, the University contributing its own share. In cases where a member who is eligible for the national superannuation scheme has chosen a personal pension scheme or the S2P, the University will pay National Insurance contributions only.

SECTION VI HOLIDAYS AND HOURS OF WORK

Paragraphs 36-

and for dealing with the proceeds of the invention as may be published by the University from time to time.

SECTION XIV DATA PUBLICATION AND DISPERSAL

60. Information and data collected in the course of duty and reports and papers compiled and written by a member, and all rights thereto, remain the property of the University. Procedures and terms relating to decisions to publish, to the acknowledgement of credit in publications, and to the destiny of data collected during a member's participation in a research programme, shall be as published by the University from time to time.

February 2014