

University of Sussex

Guidelines for Deans/Heads of Units and Principal Investigators

This document sets out the University's provisions for the career management of research faculty, which give effect to the recommendations of the Concordat between the CVCP, the Research Councils and the Royal Society. The Concordat is based on several principles that aim to ensure: the active personnel and career management of research faculty; acceptance of the need for appraisal, in-service training and career guidance; rewards that are in line with those for established staff; and understanding between the Research Councils and the universities of their respective roles and responsibilities. A copy of the Concordat is available from the Research Grants and Contracts Office and is also available from the [Research Careers Initiative](#).

[Code of Practice for Research.](#)

Responsibility for the career management of research faculty lies with the Dean/Head of Unit. It is delegated to the appropriate Principal Investigator, but responsibility remains with the Dean/Head of Unit in respect of the Principal Investigators themselves. References below to Principal Investigators include reference to the Dean/Head of Unit where appropriate.

1. Recruitment

Deans/Heads of Units may recommend appointments as research faculty without advertisement in the following circumstances if the individual has appropriate qualifications and experience. Appointments under ii) and iii) would depend on proven experience:

- i. To provide research training and continuing development for researchers at an early stage of a research career. This would apply to undergraduate or research students of this or another university.
- ii. For the planned career development of existing research faculty. This would apply to the re-appointment of an existing member of the research faculty to the same or a different project.
- iii. To allow the return to research of a former member of the research faculty who has taken time out of his or her university research career.

In other circumstances appointments are made following advertisements, according to the usual procedures.

Appointments of people who are nationals of countries that are not part of the European Economic Area require a work permit, and work permits are only granted if the post has been advertised and there was no suitable applicant of EEA nationality.

2. Salaries and Conditions of Service

Appointments of research faculty are on the salary scales and Conditions of Service of Research and Analogous Faculty.

3. Supervision of Careers of Research Faculty

It is the responsibility of the Principal Investigator to supervise the careers of their research faculty to ensure that research faculty gain the maximum benefit from the

Research Council. Promotions to grade III or IV are only made if the University has obtained references and approval has been given by the Vice-Chancellor in the case of appointments to grade III or the Standing Committee on Career Progress and Titles in the case of grade IV appointments.

9. Bridging Funds

The Dean/Head of Unit may authorise an extension of appointment, to be funded from School/Unit funds if such funds are available and if further external funds are expected, in the light of the School/Unit's academic needs.