

## **TERMS OF APPOINTMENT OF COLLEGE RESEARCH FELLOW**

This document sets out the current terms and conditions upon which the signatories have agreed that Emmanuel College shall appoint ..... as a Research Fellow:

1. This appointment is subject to the Statutes and Ordinances of the College, as they may be amended from time to time.
2. Your appointment will commence on 1<sup>st</sup> October 20... and will continue subject to the terms hereof until expiry of the fixed term which will expire on 30<sup>th</sup> September 20...
3.
  - (a)
    - (i) The current prime stipend for your office is:  
  
Pre PhD: £....; Post PhD: £.... if you are resident, and,  
Pre PhD: £....; Post PhD: £.... if you are non-resident.
    - (ii) The policy of the College is wherever appropriate and possible to adjust stipends proportionately to any cost of living increases in the stipends applied within the College, but no guarantee for the future can be given in this respect.
    - (iii) The stipend accrues from day to day and is payable monthly in arrears.
  - (b) Should you be appointed to a University Office or Post during your appointment as Research Fellow, your appointment will cease.
4. Details of the pension scheme offered by Universities Superannuation Scheme Ltd may be obtained from the Bursar.
5. The College's policy for College Research Fellows is to match the maternity and paternity leave and pay entitlement as provided by the University of Cambridge to its academic staff. The current entitlement is set out at <https://www.hr.admin.cam.ac.uk/policies-procedures/maternity-policy/statement-policy> . A Fellow must not undertake any remunerative employment or engagement during a period of maternity or paternity leave. The College's contributions to USS will be continued for the whole of the period of leave at the level of stipend that would have been received by the Fellow from the College had the Fellow not taken maternity or paternity leave. It is obligatory for the Fellow to maintain USS contributions during the period of leave. Stipend increments will accrue in the normal way.  
  
The College will agree to extend by a period of up to six months the term of appointment of a Research Fellow who has taken maternity, paternity or family leave.
6. Your appointment is not employment and this is not a contract of employment.
7. Role
  - (a) Your basic role is to engage in academic research in your subject.
  - (b) The appointment is regarded as whole-time in the ordinary sense of the words.
  - (c) You are free to undertake teaching work for Emmanuel or other Colleges or the University of Cambridge to a maximum of 6 hours per week during full term and/or to take on a reasonable amount of outside work, such as examining or consultancy. No substantial regular employment or other engagement, however, may be held in conjunction with the College post except by special permission. The Bursar must be informed of all work undertaken outside the University of Cambridge.
  - (d) You must either reside within 5 miles of Great St Mary's Church and be not habitually absent from home for more than two nights a week, or, reside within 20 miles of Great St Mary's Church and be usually in Cambridge for a substantial part of each weekday.
8. If you are unable to discharge the role of your office on account of sickness or injury, you should apply within 7 days to the Bursar for leave of absence in accordance with the Statutes and

Ordinances of the College. Your application should be accompanied by the certificate of a registered medical practitioner. During the period of any leave granted to you, you will continue to be paid either the full remuneration laid down in Paragraph 2 above, or such part of it as the Work and Stipends Committee shall in their absolute discretion from time to time determine, provided that there shall be deducted from any payment made to you an amount equal to the amount of any State benefit claimable by you or any Statutory Sick Pay payable to you.

9. If the incapacity referred to in paragraph 8 above is or may have been caused by negligence of a third party of which damage is or may be recoverable, you must immediately notify the College of that fact and of any claim, compromise, settlement or judgement made or awarded in connection with it and provide the College with all details it may reasonably require. Any payment of sick pay in these circumstances will be by way of loan and if required by the College you shall refund to the College such of those damages recovered as relate to loss of earnings less any costs borne by you in recovering those damages.
10. This is a fixed term appointment and accordingly there is no provision for the contract to be determined by you although it can be terminated by the College in accordance with the College Statutes and Ordinances.
11. Any changes in the terms of this appointment due to changes in the Statutes and Ordinances of the College will be entered in the College records which may be read by you in the Bursary at any convenient time during normal office hours.

We agree to the appointment on the above terms.

Date ..... Bursar .....  
(Bursar for the Master, Fellows & Scholars  
of Emmanuel College in the University of  
Cambridge)

Date ..... Signed: .....  
College Research Fellow

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