





## Senior Lecturer – MPharm Programme Director

Department	Strathclyde Institute of Pharmacy and Biomedical Sciences (www.strath.ac.uk/science/strathclydeinstituteofpharmacybiomedicalsciences/)			
Faculty	Faculty of Science (www.strath.ac.uk/science/)			
Staff Category	Academic	Reference No	649544	
Reports To	Head of Department/Institute	Grade	9	
Salary Range	£57,696 - £64,914	Contract Type	Open Contract	
FTE	I FTE	Closing Date	14/10/2024	
Working Arrangements	Fully On-site. Due to the nature of this role, it is based fully on-site.	On Site Facilities	Car parking, sports centre, catering.	
Holidays	31 days + 11 statutory days Option to purchase additional holidays.			
Pensions	Contributory pension scheme available to all staff including generous employer contribution.			
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.			
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.			
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.			

## **Job Advert**

The Strathclyde Institute of Pharmacy and Biomedical Sciences (SIPBS) is a leader in research, teaching and knowledge exchange. Strathclyde's Allied Health submission was rated 100% world-leading for its research environment, ranked 11th (of 91) in the UK for its overall Research Quality and Research Power and is the highest-performing Scottish institution (THE). Our MPharm and Biomedical Sciences undergraduate degrees are highly rated in the UK, with Pharmacology & Pharmacy ranked 3rd in the UK (Complete University Guide 2025) and Top 15 in the UK for Biomedical Sciences (Complete University Guide 2025).

We are inviting applications from suitable candidates for the position of MPharm Programmes Director. The successful candidate can be appointed to within either our academic (Senior Lecturer) or teaching (Senior Teaching Fellow) job families. Our MPharm Programme is a prestigious programme accredited by the pharmacy regulator, the General Pharmaceutical Council (GPhC). The successful candidate will lead our MPharm and related programmes in a continual review, refresh, and revise process to ensure continued accreditation, represent SIPBS on various internal and external committees, and be part of the SIPBS Leadership Team.

In attracting the best possible candidates for this role, we expect individuals to be fully committed to providing an outstanding student experience and to embrace the University's progressive values: people-oriented, collaborative, bold, ambitious and innovative.

To be considered for this position, you will have a doctoral degree in a relevant discipline (or equivalent professional experience. Candidates must also have personal attributes which align with the University's values. As part of the application process, please specify within your application which job family our academic (Senior Lecturer) or teaching (Senior Teaching Fellow) you are applying for. If you are applying as a Lecturer, please also complete a research plan as part of your application.

## Job December

#### **Brief Outline of Job:**

To lead the design, development and delivery of our MPharm and related teaching programmes to meet the requirements of accreditation by the regulator – the General Pharmaceutical Council; undertake student assessment activities; to lead a research programme of national/international excellence; to lead professional and knowledge exchange activities; and to carry out senior administrative tasks assigned by the Head of Department/School.

#### Main Activities/Responsibilities:

- I. Lead the MPharm and associated programmes as Programme Director
- Lead individual and collaborative research activities, building on an established and distinctive programme of research and disseminating results through regular and sustained publications in high impact journals, books and conference proceedings.
- Lead and secure, as Principal- or Co-Investigator, proposals to appropriate external bodies for research funding and manage grants awarded.
- 4. Manage research groups as project leader, providing leadership, support and guidance to research staff and students and academic colleagues as appropriate
- Lead and manage the design, development and delivery of a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-led approach to student learning.
- 6. Design and manage processes in relation to student assessment, examination and feedback activities.
- 7. Lead the development of knowledge exchange activities by, for example, establishing research and/or educational links with industry and influencing public policy and the professions.
- 8. Carry out Department/School, Faculty and/or University senior administrative and management functions, for example by convening or participating in relevant committees.
- 9. Contribute to the strategic development of the Department/School through, for example, developing new research directions and/or educational courses.
- 10. Engage in continuous professional development.

## **Person Specification**

#### **Educational and/or Professional Qualifications**

 $(E=Essential, i.e.\ a\ candidate\ must\ meet\ all\ essential\ criteria\ to\ be\ considered\ for\ selection,\ D=Desirable)$ 

- El Good honours degree and PhD (or equivalent) in appropriate discipline
- DI Membership of relevant Chartered/professional bodies (including the Higher Education Academy)

#### **Experience**

- E2 Research interests consistent with the strategic direction of the Department/School
- E3 A sustained track record of published research in high quality publications demonstrating standards of excellence and a growing national reputation
- E4 Teaching experience at undergraduate and postgraduate levels, including experience of developing and managing large teaching programmes

D2 Experience of multi/inter-disciplinary research

#### Job Related Skills and Achievements

- E5 Track record of securing research funding and managing research projects
- E6 Ability to play a senior role within an academic team environment and motivate and manage staff, with experience of leading teams of less experienced staff and research students
- E7 Reader Level Only Evidence of a profile as an externally recognised authority with an established national and emerging international reputation
- D3 Proven staff, budget and project management skills
- D4 Track record in knowledge exchange related activities

#### **Personal Attributes**

E8 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

# Senior Teaching Fellow – MPharm Programme Director

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Holidays	31 days + 11 statutory days Option to purchase additional holidays.			
Pensions	Contributory pension scheme available to all staff including generous employer contribution.			
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.			
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.			
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.			

## **Job Description**

#### **Brief Outline of Job:**

To lead the design, development and delivery of our MPharm and related teaching programmes to meet the requirements of accreditation by the regulator – the General Pharmaceutical Council; undertake student assessment activities; to lead

scholarship, professional and knowledge exchange activities; and to carry out senior administrative tasks assigned by the Head of Department/School.

#### Main Activities/Responsibilities:

- I. Lead the MPharm and associated programmes as Programme Director
- Lead and manage the design, development and delivery of a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-informed approach to student learning.
- 3. Design and manage processes in relation to student assessment, examination and feedback activities.
- Lead individual and collaborative scholarship activities with confirmed national impact, developing and producing
   learning resources and strategies and disseminating results through publication in professional journals, textbooks and/or presentation at external conferences as appropriate to the discipline.
- 5. Manage teaching teams and provide leadership for the teaching area, providing leadership, support and guidance to colleagues and supervising students as appropriate.
- 6. Lead the development and submission of proposals to secure funding for teaching development activities
- 7. Lead the development of knowledge exchange activities by, for example, establishing educational links with industry and influencing public policy and the professions.
- 8. Carry out Department/School, Faculty and/or University senior administrative and management functions, for example by convening or participating in relevant committees.
- 9. Contribute to the strategic development of the Department/School through, for example, developing new educational strategies and/or courses and by anticipating and planning for new directions for themselves and teaching teams.
- 10. Contribute to cognate research activities by providing specialist input based on professional expertise, experience and qualifications/registration.
- Engage in continuous professional development, which may include establishing, in a developing capacity, a personal portfolio of research activity.

## **Person Specification**

#### **Educational and/or Professional Qualifications**

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E9 Good honours degree and PhD (or equivalent professional experience) in appropriate discipline.
- D5 Membership of relevant Chartered/professional bodies (including the Higher Education Academy).

#### **Experience**

- E10 A sustained track record of teaching at undergraduate and postgraduate level and of developing and managing teaching programmes, demonstrating standards of excellence and a growing national reputation.
- EII Experience of undertaking and co-ordinating student assessment activities.
- E12 Experience of leading curriculum development activities, evidenced by the development of new/novel teaching materials, methods and/or programmes.

#### **Job Related Skills and Achievements**

- E13 Sustained track record of scholarship activities with impact on national educational strategies, programmes or methods, including contributions to regional/national/international professional/practitioner publications and conferences.
- E14 Proven track record of securing funding for teaching, scholarship and/or knowledge exchange activities.
- E15 Ability to play a senior role within a team environment and motivate and manage staff, with experience of leading teams of less experienced staff and students.
- D6 Proven staff, budget and project management skills.
- D7 Track record in knowledge exchange related activities.

#### **Personal Attributes**

E16 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

## **Application Procedure**

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job as well as a Research Plan outlining your research strategy for the next 5 years (**Lecturer applicants only**). Applicants should also complete the Equal Opportunities Monitoring Form.

#### Other Information

Further information on the application process and working at Strathclyde can be found on our website (<a href="http://www.strath.ac.uk/hr/workforus">http://www.strath.ac.uk/hr/workforus</a>).

Informal enquiries about the post can be directed to Professor Yvonne Perrie, Head of SIPBS (Yvonne.perrie@strath.ac.uk).

#### **Conditions of Employment**

Conditions of employment relating to the Academic and Teaching staff category can be found at: Conditions of Employment.

#### **Rewards and Benefits**

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found <a href="https://example.com/here">here</a>.

#### **Basic Disclosure**

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

#### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

#### Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

#### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from <a href="Payroll and Pensions">Payroll and Pensions</a>.

#### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

#### **Interviews**

Formal interviews for this post will be held in November 2024.

#### **Equality and Diversity**

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

#### **University Values**

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.

## **Conditions of Employment**

Non-Professorial Academic Staff



#### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at <a href="https://www.strath.ac.uk/publicinterestdisclosure">www.strath.ac.uk/publicinterestdisclosure</a>. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff. The probation period for posts in this staff category is 12 months. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at <a href="https://www.strath.ac.uk/hr">www.strath.ac.uk/hr</a>.

#### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on I April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

#### 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The duties are: research, teaching, knowledge exchange and administrative activities organised by agreement with the Head of Department/School/equivalent to produce a reasonable balance of commitment between these duties. The University Court recognises that Academic Staff carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

#### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. These additional days count against the annual leave entitlement.

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

#### 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than I year	I month	I month
I year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at <a href="https://www.strath.ac.uk/staff/policies/hr">www.strath.ac.uk/staff/policies/hr</a>

#### 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from I April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <a href="https://www.uss.co.uk/for-members/youre-a-new-joiner">https://www.uss.co.uk/for-members/youre-a-new-joiner</a>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – <a href="https://www.uss.co.uk">www.uss.co.uk</a>

#### 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

#### 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at <a href="https://www.strath.ac.uk/hr">www.strath.ac.uk/hr</a>.

#### 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at <a href="https://www.strath.ac.uk/hr">www.strath.ac.uk/hr</a> or on request from Human Resources.

#### 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Ordinance 4.3 shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of three months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2024

## **Conditions of Employment**

**Teaching Staff** 



#### 1. GENERAL CONDITIONS

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The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at <a href="https://www.strath.ac.uk/publicinterestdisclosure">www.strath.ac.uk/publicinterestdisclosure</a>. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <a href="http://www.strath.ac.uk/staff/policies/hr/">http://www.strath.ac.uk/staff/policies/hr/</a>.

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Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

#### 3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

#### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.** 

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The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – <a href="https://www.uss.co.uk">www.uss.co.uk</a>

#### 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

#### 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at <a href="https://www.strath.ac.uk/hr">www.strath.ac.uk/hr</a>.

#### 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at <a href="https://www.strath.ac.uk/hr">www.strath.ac.uk/hr</a> or on request from Human Resources.

#### 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2024