

# Academically Advanced Socially Progressive

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## Academic or Teaching post in Criminal Law and Criminal Justice

<b>School</b>	Law ( <a href="http://www.strath.ac.uk/humanities/lawschool/">www.strath.ac.uk/humanities/lawschool/</a> )		
<b>Faculty</b>	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
<b>Staff Category</b>	Academic	<b>Reference No</b>	727781
<b>Reports To</b>	Head of Strathclyde Law School	<b>Grade</b>	7-9
<b>Salary Range</b>	G7 £37,174 - £45,413, G8 £46,735-£57,422, G9 £59,131-£66,537	<b>Contract Type</b>	Open Contract
<b>FTE</b>	1 (35 hours/week)	<b>Closing Date</b>	25/07/2025
<b>Working Arrangements</b>	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
<b>Work Location</b>	Strathclyde Law School, John Anderson Campus, Glasgow		



## Job Advert

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The University of Strathclyde is an international technological university that is socially progressive and a place of useful learning. It is a two-time winner of the Times Higher Education Awards University of the Year (2012, 2019) and a four-time winner of the Queen's Anniversary Prize (1996, 2019, 2021, 2023).

Strathclyde Law School is one of the UK's leading law schools, ranked 6<sup>th</sup> in the UK (Times, 2025), and is a top 200 Law School globally (THE World Rankings: Law, 2025). We celebrated our sixtieth anniversary in 2024 with a programme of investment.

We are seeking a dynamic individual to join our criminal law and justice team and play a leadership role in teaching, research and knowledge exchange activities related to criminal law and justice. We are offering this post on either an academic teaching and research track as Lecturer (grades 7-8) or Senior Lecturer (grade 9), or a teaching focused track as a Teaching Associate (grade 7), Teaching Fellow (grade 8) or Senior Teaching Fellow (grade 9). The level and track of any appointment made will be based on the skills and experience of the successful candidate.

This is a great opportunity for the right candidate to progress their career and specialism within a leading law school.

## Job Description

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### Brief Outline of Job:

Depending on level and track, to lead or pursue a research or scholarship programme of national excellence; to lead or implement the design, development and delivery of a range of teaching programmes and undertake student assessment activities; to lead or engage in professional and knowledge exchange activities; and to carry out administrative tasks assigned by the Head of School.

For appointment as a Lecturer or Senior Lecturer, the successful candidate will have an appropriate and growing reputation in the field of criminal law and will contribute to the collegial, supportive and energetic research and teaching culture in Strathclyde Law School. It is expected that the successful candidate will contribute to external research audits such as the REF. The successful candidate will lead and contribute to teaching, particularly in the fields of criminal law in Scotland, although the ability to contribute to the wider teaching portfolio in related fields (such as evidence and criminal justice) would be an advantage. The successful candidate will be expected to participate in the development of new teaching initiatives and curriculum development.

For appointment as a Teaching Associate, Fellow or Senior Fellow, the successful candidate will have an appropriate and growing reputation in the teaching of criminal law and will contribute to the collegial, supportive and energetic scholarship and teaching culture in Strathclyde Law School. The successful candidate will lead and contribute to teaching and teaching policy/strategy, particularly in the fields of criminal law in Scotland, although the ability to contribute to the wider teaching portfolio in related fields (such as evidence and criminal justice) would be an advantage. The successful candidate will be expected to participate in the development of new teaching initiatives and curriculum development.

Strathclyde Law School delivers its teaching primarily at our campus in Glasgow, although it offers blended-learning, online and overseas study opportunities.

### Main Activities/Responsibilities (Lecturer or Senior Lecturer):

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1. To lead a research programme of national excellence, establishing a distinctive programme of research/scholarship and disseminating results through regular publications in high impact journals, books and/or conference proceedings.
  2. Depending on level, apply for or lead and secure as Principal- or Co-Investigator, proposals to appropriate external bodies for research funding and manage grants awarded
  3. Depending on level, manage research groups as project leader and/or supervise research students as required, providing leadership, direction, support and guidance
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| 4.    | Depending on level, lead, manage or implement the design, development and delivery of a range of teaching programmes at undergraduate and postgraduate levels, including leading or contributing to curriculum review and enhancement activities, in a manner that supports a research-led approach to student learning |
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| 5.    | Depending on level, design, manage or contribute to processes in relation to student assessment, examination and feedback activities  |
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| 6.    | Depending on level, lead or contribute to the development of knowledge exchange activities by, for example, establishing research and/or educational links with industry and influencing public policy and the professions  |
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| 7.    | Carry out Department/School, Faculty and/or University senior administrative and management functions, relevant to the level of appointment, for example by convening or participating in relevant committees   |
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| 8.    | Contribute to the strategic development of the Department/School at an appropriate level through, for example, developing new research directions or delivering relevant citizenship portfolios   |
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| 9.    | Engage in continuous professional development   |
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### **Main Activities/Responsibilities (Teaching Associate, Fellow or Senior Fellow):**

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| 1.    | Depending on level, lead, manage or input into the design, development and delivery of a range of teaching programmes at undergraduate and postgraduate levels, including potentially leading or inputting into curriculum review and enhancement activities as well as creating own teaching materials, in a manner that supports a research-informed approach to student learning |
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| 2.    | Depending on level, design, manage, undertake or input into processes in relation to student assessment, examination and feedback activities  |
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| 3.    | Depending on level, lead or contribute to individual and collaborative scholarship activities, which may include developing and producing learning resources and strategies, and disseminate results through publication as appropriate to the discipline   |
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| 4.    | Depending on level, manage or participate in teaching teams and provide leadership for or contributions to the teaching area, including student supervision as appropriate  |
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| 5.    | Lead or participate in the development and submission of proposals to secure funding for teaching development activities  |
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| 6.    | Lead or participate in the development of knowledge exchange activities by, for example, establishing educational links with industry and influencing public policy and the profession  |
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| 7.    | Carry out Department/School, Faculty and/or University administrative and management functions as appropriate to level, for example by convening or participating in relevant committees  |
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| 8.    | Contribute to cognate research or scholarship activities by providing specialist input based on professional expertise, experience and qualifications/registration  |
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| 9.    | Engage in continuous professional development   |
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## Person Specification (Lecturer or Senior Lecturer)

### Educational and/or Professional Qualifications

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

- E1 Good honours degree and PhD (or equivalent) in appropriate discipline, allowing for being close to completion of PhD for appointment at grade 7
- D1 Membership of relevant Chartered/professional bodies (including the Higher Education Academy)

### Experience

- E2 Research interests in the field of criminal law and/or related areas (such as criminal justice and evidence) consistent with the strategic direction of the Department/School
- E3 A level-appropriate track record of published research in high quality publications demonstrating standards of excellence suitable for inclusion in REF
- E4 A level-appropriate teaching and assessment experience at undergraduate and/or postgraduate levels, including for appointment at grade 9 experience of developing and managing large teaching programmes
- D2 Experience of multi/inter-disciplinary research

### Job Related Skills and Achievements

- E5 Ability to secure research funding, including experience of managing and/or contributing to grant applications as appropriate to level, and a track record of grant capture for grade 9
- E6 Ability to play a level-appropriate role within an academic team environment, including for grade 9 experience of leading teams of less experienced staff and research students
- E7 Ability to teach Scots criminal law as part of the core LLB curriculum
- D3 Track record in knowledge exchange related activity
- E8 For grade 9, proven track record of citizenship, including staff, budget and project management

### Personal Attributes

- E9 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

## Person Specification (Teaching Associate, Fellow or Senior Fellow)

### Educational and/or Professional Qualifications

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

- E10 Good honours degree
- E11 PhD in appropriate discipline, allowing for being close to completion of PhD for appointment at grade 7, or equivalent experience of legal practice
- D4 Membership of relevant Chartered/professional bodies (including the Higher Education Academy)

### Experience

- E12 A level-appropriate track record of teaching and assessment at undergraduate and/or postgraduate level, or the knowledge and skills to do so at grade 7.
- E13 At grade 9, experience of developing and managing teaching programmes, demonstrating standards of excellence and a growing national reputation

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E14 A level-appropriate experience of leading or contributing to curriculum development activities, including at grade 9 evidence of the development of new/novel teaching materials, methods and/or programmes

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

E15 Level-appropriate track record and experience of scholarship activities, such as contributions to regional/national/international professional/practitioner publications and conferences, including at grade 9 demonstrated impact on national educational strategies, programmes or methods

E16 At grade 9, proven track record of securing income and/or funding for teaching, scholarship and/or knowledge exchange activities.

E17 Ability to play a level-appropriate role within an academic team environment, including for grade 9 experience of leading teams of less experienced staff and students

E18 Ability to teach Scots criminal law as part of the core LLB curriculum

D5 Track record in knowledge exchange related activity

E19 For grade 9, proven track record of citizenship, including staff, budget and project management

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### **Personal Attributes**

E20 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

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## **Application Procedure**

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Applicants should visit Strathclyde's vacancies portal and complete an online 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. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk).

## **Interviews**

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Formal interviews for this post will be held on Monday, 11 August 2025

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

## **Other Information**

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

Informal enquiries about the post can be directed to, Stuart Kelly, Deputy Head of School, for an informal discussion of the role ([stuart.kelly@strath.ac.uk](mailto:stuart.kelly@strath.ac.uk)).

## **Conditions of Employment**

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Conditions of employment relating to the Academic staff category can be found at: [Conditions of Employment](#).

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Conditions of employment relating to the Teaching staff category can be found at: [Conditions of Employment](#).

## Rewards and Benefits

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Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
  - Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
  - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
  - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

## Basic Disclosure

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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

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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

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Where applicable, the successful applicant will be required to serve a 6 month, 9 month or 12 months probationary period depending on level of appointment.

## Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## 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](#).

## 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+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## 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.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



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# 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 [www.strath.ac.uk/policies/](http://www.strath.ac.uk/policies/). 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/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

### 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 1 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 11 public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for 4 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 5 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 5 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 1 year	1 month	1 month
1 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 [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).



## 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 1 April 2025 is £71,484 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: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. 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](mailto: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 SharePoint \(staff login required\)](#). Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk).

## 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 [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr) 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 2025

# Conditions of Employment

## Teaching 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 Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

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 [www.strath.ac.uk/policies/](http://www.strath.ac.uk/policies/). 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 [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

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### 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 1 April each year, when the employee has a minimum of 6 full months of service, 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

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 11 public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for 4 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 5 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 5 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 1 year	1 month	1 month
1 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 [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 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 1 April 2025 is £71,484 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: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. 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](mailto: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 SharePoint \(staff login required\)](#). Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk).

## 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 [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr) 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.

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