

## **ORDINANCE 20**

### **ACADEMIC STAFF**

#### **DEFINITION**

'**Academic staff**' includes all staff employed under Academic Terms and Conditions, as defined in their contracts of employment.

In the case of academic staff employed in any areas of the University other than the School of Advanced Study or the University of London International Academy, the panels described in the Annexes shall be constituted by analogy with the arrangements set out in Annex 2.

#### **DISCIPLINE**

1. Disciplinary action will be taken in accordance with the procedures laid down in the University's Disciplinary Procedure, as published by the Human Resources Division and amended from time to time.
2. Panels to hear disciplinary charges and appeals for academic staff shall be constituted as set out in the Annexes to this Ordinance.

#### **GRIEVANCE PROCEDURE**

3. Academic staff and their managers shall always seek to resolve work-related problems informally wherever possible.
4. Where this is not possible, Academic staff may use the University's Grievance Procedure as published by the Human Resources Division and amended from time to time.
5. Panels to hear grievances and appeals for academic staff shall be constituted according to the Annexes to this Ordinance.

#### **REDUNDANCY**

6. Where the University has identified a potential need for a reduction in the numbers of staff in the University as a whole or in any Division, department, Institute or other organisational unit, it will follow the University Redundancy Procedure as published by the Human Resources Division and amended from time to time, along with the following provisions for academic staff.
7. When a risk of redundancies has been identified the University shall establish a Redundancy Committee which shall be constituted as set out in the Annex to this Ordinance. The Redundancy Committee shall report to the Vice-Chancellor before any decisions to implement redundancies have been made. The report shall include a final recommendation to the Vice-Chancellor on those staff who are selected to be dismissed by reason of redundancy.
8. When academic staff are identified as being at risk of redundancy the University shall:
  - 8.1 ensure full and timely consultation with individuals and their representatives;
  - 8.2 consider ways to avoid or minimise redundancies;
  - 8.3 develop and make public the criteria for selection of academic staff at risk of redundancy;

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- 8.4 ensure there is a fair procedure for academic staff to make written and oral representations during the selection process.

### **Appeals**

9. Any member of the academic staff who is selected for dismissal by reason of redundancy may appeal to an Appeals Panel which shall be constituted for this purpose as set out in the Annexes to this Ordinance. Staff may appeal on one or more of the following grounds:
- 9.1 that the procedures have not been followed;
  - 9.2 that the published criteria for selection for redundancy have not been applied correctly;
  - 9.3 that new and relevant information has become available since the decision was made.
10. Appeals must be made in writing to the Director of Human Resources within fifteen working days of the meeting at which the employee was informed of their proposed dismissal by reason of redundancy.
11. The Appeal Hearing shall be held before the effective date of redundancy. The member of staff may be accompanied at the hearing by a Trade Union Representative or work colleague. The outcome of the Appeal Hearing shall be sent to the member of staff by letter, shall set out the reasons for the decision and shall be full and binding on both parties.

### **FIXED TERM CONTRACTS**

12. The use of a fixed-term contract must be objectively justified (for example, to cover a peak in demand or by clear limitations on funding from an external body).
13. When a fixed-term contract of more than one year's continuous employment is due to end, managers shall consider the potential to:
- 13.1 renew or extend the contract on a fixed term basis;
  - 13.2 convert to a permanent contract;
  - 13.3 redeploy the member of staff concerned.
- Any decision not to renew, extend or convert to a permanent contract must be objectively justified.
14. Any member of staff whose fixed-term appointment is not renewed, extended or converted to a permanent contract may ask for that decision to be reviewed by an Appeal Panel which shall be constituted as set out in the Annexes to these Ordinances.

14 July 2010

## **ORDINANCE 20 ANNEX 1**

### **CONSTITUTION OF PANELS**

#### **School of Advanced Study**

##### **REDUNDANCY COMMITTEE**

1. When required under paragraph 7 of Ordinance 20, the Vice-Chancellor shall establish a Redundancy Committee which shall consist of at least five members including:

One member of the Collegiate Council who shall be chair;

Two Directors of Institutes of the School of Advanced Study which are not affected by the proposed reductions in staff (in the event of redundancies affecting the whole School, the Directorate will nominate two Directors);

One member of the academic staff from elsewhere in the School of Advanced Study;

The Director of Human Resources or his/her nominee who will present the cases for redundancy.

##### **DISCIPLINARY PANEL**

2. The Disciplinary Panel set up in accordance with paragraph 2 of Ordinance 20 shall be established and chaired by the Dean of the School of Advanced Study in consultation with the Director of Human Resources and shall consist of four members (including the chair) none of whom shall previously have had involvement in the case, including:

At least one Director of an Institute of the School of Advanced Study, or a member of academic staff senior to the member of staff concerned;

At least one Director or Head of Responsibility Centre from elsewhere in the University.

3. If the disciplinary case concerns the Dean of the School of Advanced Study, the Panel shall be established by the Vice-Chancellor and shall comprise two members of the Collegiate Council.
4. Panels constituted to hear cases where the member of staff claims that the action taken against them results from their exercise of academic freedom as defined in Statute 20.1 shall, if the member of staff requests it, include at least one member with particular knowledge of the academic area involved.

##### **GRIEVANCE PANEL**

5. The Grievance Panel set up in accordance with paragraph 5 of Ordinance 20 shall be established and chaired by the Dean of the School of Advanced Study in consultation with the Director of Human Resources and shall consist of four members (including the Chair) including:

At least one Director of an Institute of the School of Advanced Study, or a member of academic staff senior to the member of staff concerned, who has had no involvement in the case; and

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At least one Director or Head of Responsibility Centre from elsewhere in the University who has had no involvement in the case.

6. If the Grievance is brought by the Dean of the School of Advanced Study, the Panel shall be established by the Vice-Chancellor and shall comprise two members of the Collegiate Council.
7. Panels constituted to hear cases where the member of staff claims that the grievance arises from their exercise of academic freedom as defined in Statute 20.1 shall include at least one member with particular knowledge of the academic area involved.

### **APPEAL PANELS**

8. Appeal Panels established under paragraphs 2, 5 and 9 of Ordinance 20 shall be set up by the Vice-Chancellor and shall comprise two members, neither of whom shall have had previous involvement in the case:

One member of the Collegiate Council who shall be chair; and

One Director or Head of Responsibility Centre from elsewhere in the University.

9. Panels constituted to hear appeals where the member of staff claims that the selection for redundancy, disciplinary action or grievance arises from their exercise of academic freedom as defined in Statute 20.1 shall include at least one member with particular knowledge of the academic area involved.

### **APPEALS OVER NON-RENEWAL OF FIXED TERM CONTRACTS**

10. The Panel set up in accordance with paragraph 14 of Ordinance 20 shall be established by the Dean of the School of Advanced Study in consultation with the Director of Human Resources and shall consist of three members, none of whom shall previously have had involvement in the case, including:

At least one Director of an Institute of the School of Advanced Study, or a member of academic staff senior to the member of staff concerned; and

At least one Director or Head of Responsibility Centre from elsewhere in the University.

1 August 2008

## **ORDINANCE 20 ANNEX 2**

### **CONSTITUTION OF PANELS**

#### **University of London International Academy**

##### **REDUNDANCY COMMITTEE**

1. When required under paragraph 7 of Ordinance 20, the Vice-Chancellor will establish a Redundancy Committee which shall consist of at least five members including:
  - One member of the Collegiate Council who shall be chair;
  - Two Directors of Institutes of the School of Advanced Study;
  - One member of the academic staff from elsewhere in the University; and
  - The Director of Human Resources or his/her nominee who will present the cases for redundancy.

##### **DISCIPLINARY PANEL**

2. The Disciplinary Panel set up in accordance with paragraph 2 of Ordinance 20 shall be established and chaired by the Chief Executive of the University of London International Academy in consultation with the Director of Human Resources and shall consist of four members (including the Chair), none of whom shall previously have had involvement in the case, including:
  - A member of academic staff of the University senior to the member of staff concerned; and
  - At least one Director or Head of Responsibility Centre from elsewhere in the University.
3. If the disciplinary case concerns the Chief Executive of the University of London International Academy, the Panel shall be established by the Vice-Chancellor and shall comprise two members of the Collegiate Council.
4. Panels constituted to hear cases where the member of staff claims that the action taken against them results from their exercise of academic freedom as defined in Statute 20.1 shall, if the member of staff requests it, include at least one member with particular knowledge of the academic area involved.

##### **GRIEVANCE PANEL**

5. The Grievance Panel set up in accordance with paragraph 5 of Ordinance 20 shall be established and chaired by the Chief Executive of the University of London International Academy in consultation with the Director of Human Resources and shall consist of four members (including the Chair), none of whom shall have had previous involvement in the case, including:
  - A member of academic staff senior to the member of staff concerned; and
  - At least one Director or Head of Responsibility Centre from elsewhere in the University.
6. If the Grievance is brought by the Chief Executive of the University of London International Academy, the Panel shall be established by the Vice-Chancellor and shall comprise two members of Collegiate Council.

## **ORDINANCE 20 ANNEX 2**

7. Panels constituted to hear cases where the member of staff claims that the grievance arises from their exercise of academic freedom as defined in Statute 20.1 shall include at least one member with particular knowledge of the academic area involved.

### **APPEAL PANELS**

8. Appeal Panels established under paragraphs 2, 5 and 9 of Ordinance 20 shall be set up by the Vice-Chancellor and shall comprise two members, neither of whom shall have had previous involvement in the case:

One member of the Collegiate Council who shall be chair; and

One Director or Head of Responsibility Centre from elsewhere in the University.

9. Panels constituted to hear appeals where the member of staff claims that the selection for redundancy, disciplinary action or grievance arises from their exercise of academic freedom as defined in Statute 20.1 shall include at least one member with particular knowledge of the academic area involved.

### **APPEALS OVER NON-RENEWAL OF FIXED TERM CONTRACTS**

10. The Panel set up in accordance with paragraph 14 of Ordinance 20 shall be established by the Chief Executive of the University of London International Academy in consultation with the Director of Human Resources and shall consist of three members, none of whom shall have had previous involvement in the case, including:

A member of academic staff senior to the member of staff concerned;

At least one Director or Head of Responsibility Centre from elsewhere in the University.

1 August 2011