

**Guidance and Procedure for Appointment or Promotion within the School of Clinical Medicine to Senior Research Associate (SRA), CRUK –CI Junior Group Leader (JGL) or MRC Programme Leader Track (PLT)**

**1 Scope**

- 1.1 Wherever SRA is mentioned in the guidelines below, it is understood that the same applies to equivalent positions CRUK-CI Junior Group Leader (JGL) and MRC Programme Leader Track (PLT) who are also at the level of SRA.
- 1.2 This document details the process to be followed for appointment and promotion to a Senior Research Associate position within the School of Clinical Medicine.
- 1.3 It applies to clinical and non-clinical research appointments.

**2 Authority**

- 2.1 The authority to appoint to/promote to a SRA position is held by the Faculty Board of Clinical Medicine.
- 2.2 Appointment/promotion to a SRA position is noted at the Faculty Board of Clinical Medicine on the recommendation of either Heads of Department Committee (for promotions) or a sub-committee of that group (for appointments).

**3 Advice/Guidance**

- 3.1 Further advice is available from the Clinical School HR Team, or the Secretary of the Faculty Board. Advice on the award of an honorary consultant clinical contract (for clinical SRA appointments) can be obtained from the Clinical School Recruitment Team or the relevant Trust/NHS body.

**4 Criteria**

- 4.1 The criteria for the award of SRA status are normally:

(a)

- Will have achieved substantial experience and demonstrated the ability to take responsibility for significant aspects of research activity.
- At this level they will be initiating and taking responsibility for research projects and may be Principal Investigator leading a small team of researchers.
- Have demonstrated a trajectory that promises continued high level achievement whilst establishing national reputation.
- Have published sufficient high quality publications, ideally as first author that would lead the applicant to be returned as part of the REF exercise.
- Have made substantial contributions to writing research grants, or have written a successful Fellowship application, such that there is confidence that the individual will be able to secure independent funding for their research.
- Will have been invited to give papers at conferences and participating in peer reviews.
- Demonstrated some experience of direction and supervision of postgraduate students and willingness to supervise postgraduate research projects; **and**

- (b) For clinical SRAs, on award of the position the candidate must hold an honorary consultant clinical contract within the relevant partner Trust/NHS body; **and**

- (c) The candidate should meet at least one of the following 3 criteria (one box ticked on form only):
- i. is an **independent research worker** (already holds research grants and publications that would lead the applicant to be returned as part of a REF exercise); or
  - ii. is unequivocally on a rapidly **rising research trajectory** (can confidently be expected to reach (c) i. (above) within 12 months of SRA appointment (NB: Heads of Department will be expected to justify why early advancement to SRA is appropriate in each case on the application form) and is able to demonstrate research independence will be achieved within 12 months; or
  - iii. provides **key specialist expertise** (undertakes a role of significant responsibility and/or with a requirement for specific technical expertise evidenced through supervision and/or training other staff, including academic and technical staff (for example, running a research facility for the Department or School) or has key skills which it would be difficult to replace and for which there is evidence that an appropriate market level is SRA.

Please also refer to the generic role profile for the University of Cambridge Senior Research Associates which is available at: <https://www.hr.admin.cam.ac.uk/pay-benefits/grading/grading/role-template-library/generic-role-profiles>

## 5 **Approvals Process**

- 5.1 For new appointments or time sensitive promotions consideration will be every 2 weeks at the Regius business meeting.
- 5.2 For standard promotions consideration will be at the Heads of Department Committee so paperwork needs to be submitted a minimum two weeks ahead of the meeting.
- 5.3 For time sensitive appointments where there are exceptional circumstances, for example following a recruitment process where an offer of employment is needed quickly, consideration may be via Chair's action.
- 5.4 The earliest date of award would normally be the date the proposal is approved by the Chair of the Faculty Board. However, exceptionally, and where the award is related to a recruitment process, the effective date may be backdated with agreement of the Chair of the Faculty Board.
- 5.5 The recommendation from the Heads of Department Committee (or sub-group) to appoint, or otherwise, is provided to the Secretary of the Faculty Board who makes arrangements for the decisions to be reported and the next Faculty Board.

## 6 **Administrative Process**

- 6.1 Application for appointment or promotion to a SRA position should be made by the Head of Department using the School of Clinical Medicine "*Senior Research Associate / CRUK-CI Junior Group Leader (JGL) / MRC Programme Leader Track (PLT) Appointment / Promotion Proposal Form*".
- 6.2 The completed application form, CV and references should be submitted by the Department to the Clinical School HR Staff Hub Team. Please note that a minimum of 2 references are required, one of which must be external to the University of Cambridge/Cambridge College.
- 6.3 The Clinical School HR Assistant will arrange for the Head of HR to review the application obtain the relevant approval following consideration at one of the approval processes listed above.

- 6.4 The Clinical School HR Assistant will notify (via email) the relevant Head of Department and Business and Operations Manager /Departmental Administrator whether the application has been successful.
- 6.5 The Clinical School HR Assistant will notify the Clinical School HR Staff Hub Team (if new appointment) to allow them to issue the relevant offer letter.
- 6.6 For clinical SRA appointments, the employing Department must finalise arrangements for an honorary contract to be awarded with the relevant Trust or body and provide confirmation to the Clinical School HR team. SRA and honorary clinical consultant contracts are interdependent and must commence on the same date. Appointment/promotion cannot be implemented until an honorary consultant contract has been confirmed.
- 6.7 For promotions on completion of the process, the employing Department submits all papers to the contracts team, to include confirmation of approval by the Faculty Board. The contracts team will then process the promotions contractual paperwork.

## 7 **Advertisement to fill a SRA Position**

- 7.1 SRA status is awarded on the basis of individual merit. It is appropriate to state in the advert/further particulars that it is intended that an appointment is made at SRA (or equivalent) level, subject to meeting the relevant criteria and approval by the Faculty Board. Please note that Faculty Board approval is required before any job offer at SRA (or equivalent) level can be made.

## 8 **Salary**

### 8.1 **Non-Clinical SRAs**

The starting salary on the SRA scale is to be agreed between the Department and the Clinical School HR Team in line with the salary determination guidance **prior to an offer being made**. Please note that, depending on the salary level at which you intend to appoint, you may need to obtain central approval (normally by submitting an [HR4 Salary Case for Approval form](#) to your HR Adviser) **before** you make an offer of employment.

Anyone promoted to a higher graded and similar type of post within the University should either move to step one of the higher grade or by two increments, whichever is the greater.

### 8.2 **Salary - Clinical SRAs**

A clinical SRA is paid on the NHS honorary consultant salary scale at a level dependant on their seniority. The Clinical School HR Staff Hub Team will confirm the appropriate starting salary on the honorary consultant's salary scale.

***Completed Applications should be submitted to:-***

Clinical School HR Staff Hub Team

Email: [cshrstaffhub@admin.cam.ac.uk](mailto:cshrstaffhub@admin.cam.ac.uk)