

## **New Research Staff Career (NRSC) migration and assessment process and criteria**

### **Migration to New Research Staff Career (NRSC)**

The ACAS agreement between the School and UCU, dated 6 November 2014, states the following:

- Three tiers of an NRSC will be introduced in the academic year 2015-16, which will apply to research staff in bands 7-10.
- The pay bands and respective minimum salaries of the three NRSC grades will be aligned to the three pay bands under the NAC.
- Migration to the NRSC should not imply any greater sense of permanency than an individual's contract currently allows.

As a consequence, pay alignment will be as follows:

<b>Current Role</b>	<b>Upon migrating to the NRSC</b>
<b>Research Fellows (band 7)</b>	<ul style="list-style-type: none"><li>• May take the title Assistant Professorial Research Fellow</li><li>• Salary minimum £51,908 (step 39.5)</li></ul>
<b>Senior Research Fellows (band 8)</b>	<ul style="list-style-type: none"><li>• May take the title Associate Professorial Research Fellow</li><li>• Salary minimum £61,895 (step 45.5)</li></ul>
<b>Principal Research Fellows (band 9)</b>	<ul style="list-style-type: none"><li>• May take the title Associate Professorial Research Fellow</li><li>• Salary minimum £67,589 (step 48.5)</li></ul>
<b>Professorial Research Fellows (band 10)</b>	<ul style="list-style-type: none"><li>• Salary minimum £83,002 (step 55.5)</li></ul>

### **Migration Procedure**

1. For the purposes of migration to the New Research Staff Career (NRSC), research staff at bands 7 to 10 can fall into one of two categories: category A or B.
2. Staff in category A include researchers at bands 7-10 who have been recruited to a School post on the basis of an externally advertised position for which they have been interviewed by a School selection panel. Staff in category A also include researchers who were appointed to LSE through a single nomination or a named researcher process, but who have subsequently been promoted via School processes to bands 7, 8, 9 or 10.
3. Staff in category B are researchers at bands 7-10 who were appointed to LSE through either a single nomination or a named researcher process, and who have not subsequently been through a promotion process to a higher grade. Where the School has no evidence of either open recruitment or promotion (as defined in paragraph 2), staff are initially placed in category B. As indicated in paragraph 4, staff in category B will be invited to let the School know if and why (based on written documents) they believe they should fall into category A.
4. Human Resources (HR) will invite all research staff at bands 7-10 to opt into the NRSC. Staff who do not wish to opt in should let HR know by the specified date. If staff opt out of migration, they will remain at their current bands and may seek future promotion through either the existing career structure or the NRSC (NRSC promotion criteria and guidance to be

determined later). The invitation from HR will explain into which category HR have placed the member of staff and the reasons they have been placed in this category. There will be separate invitation letters for categories A and B. Staff identified by Human Resources (HR) as falling into category B are invited to let the School know within a specified period if and why (based on written documents) they believe they should fall into category A instead. In the first instance, they should consult with their Line Manager and/or Research Centre Director/Head of Department. UCU members are advised to contact UCU if they believe that they should not be in category B. The VCAC will decide on contested cases with advice from HR. Staff initially placed in category B will be informed by HR if their category is subsequently changed to category A.

5. In the initial letter of invitation to Category A, staff will be invited to automatically migrate to the relevant NRSC band. They can opt out of automatic migration if they so wish. If they opt out, they will remain outside the NRSC at their current bands and may seek future promotion through either the existing career structure or the NRSC (NRSC promotion criteria and guidance to be determined later). Category A staff will be informed that, if they migrate, they will be agreeing to accept, work to and be evaluated against the NRSC role profiles. They will also be informed that when the funding for their current post runs out, they will need to apply for and attract research funding at the higher salary level.
6. In the initial letter of invitation to Category B, staff will be invited to be assessed by the Promotions Committee (PC) for potential migration to NRSC. They can opt out of assessment if they so wish, in which case they remain at their current bands and may seek future promotion through either the existing career structure or the NRSC (NRSC promotion criteria and guidance to be determined later). Category B staff will be informed that, if the PC approves their migration, then they will be agreeing to accept, work to and be evaluated against the NRSC role profiles. They will also be informed that when the funding for their current post runs out, they will need to apply for and attract research funding at the higher salary level.
7. Category B staff are to be assessed against the agreed upon NRSC role profiles of the grade they are potentially migrating to, subject to paragraph 9 below.
8. All evaluation of cases will be undertaken by the Promotions Committee (PC) and will include the reading of work internally. External references will not be required
9. The PC will be asked to take a decision on whether the member of staff is either already fulfilling the requirements of the new role profile or has demonstrated that s/he is suitably qualified and competent to fulfil the requirements of the new role profile, taking into account the individual's qualifications and experience.
10. The member of staff will be asked to submit a CV on an adjusted version of the School's CV template (form NRSC/2). Band 7 staff will need to submit 2 writings, which need not be published. Bands 8-9 staff will normally need to submit 4 writings, though this is not a binding requirement and overall quality is more important than quantity. The normal expectation is that these have been published or have been accepted for publication. Band 10 staff will need to submit 4 writings and the normal expectation is that these have been published or have been accepted for publication. The normal expectation is that writings are in English.
11. Where possible, candidates should give priority to writings where they have made the leading or major contribution as candidates should recognise that the Committee is looking

for evidence of a leading or major contribution across the writings submitted. The PC recognises that co-authorship is the norm for some disciplines and where this is the case, jointly authored work will be considered of equal standing. Candidates are required to provide a numerical indication in percentage terms of their contribution(s) to joint work on the CV, alongside the requirement to state the respective contributions of co-authors in regard to the initiation, conduct and direction of the work. Candidates should also provide details of the degree of intellectual contribution made to the work (e.g. indicating their involvement in the formulation of key themes, concepts and theories). The statement should not exceed 200 words.

12. The School expects that if staff members' individual circumstances are affecting their day-to-day activities or performance the individual would have raised these at the earliest opportunity with their Department or Centre and the Department or Centre will have addressed these issues, with the advice of Human Resources, as soon as reasonably possible. Furthermore, the School expects that most circumstances do not need to be stated on a form as through discussions locally these can be resolved. However, in line with existing Committee procedure, if the circumstances are exceptional then the Promotions Committee will, where necessary, consider the effect of a candidate's individual circumstances where information has been provided by the candidate. The member of staff may therefore submit an adjusted version of the Optional Declaration of Individual Circumstances Form NRSC/4 directly to HR, in confidence. The information provided on this form, along with advice from the Department's HR Partner, will inform the VCAC's advice to the Promotions Committee as to the severity of the circumstances. The details of the circumstances will not be disclosed to the Promotions Committee.
13. HoDs will be asked to submit a statement based on an adjusted version of the HoD statement form used by the PC (form NRSC/1) in which they state their recommendation to the PC with reasons given. HoDs must state whom they have consulted in forming their recommendation and whether those consulted supported or did not support migration to NRSC. In particular, for research staff located in Departments, HoDs should consult the Professoriate. For research staff located in Research Centres, HoDs should collaborate with the Research Centre Director on the production of the statement and should consult with the Department's Professoriate, and the statement should be signed by both the RCD and the HoD. The Head of Department should also have consulted with any other relevant colleague (e.g. Principal Investigator or research group leader). The HoD statement should be no longer than 2 to 3 pages.
14. In accordance with its normal procedures for academic staff, all submitted writings will be read by a member of the Promotions Committee from a related department or discipline (or a member of the Appointments Committee) with a second member of the Committee appointed to each case in the role of 'Monitor'. All readers are required to submit a short written review of the writings to the Promotions Committee. Their views serve as a basis for discussion by the Promotions Committee. The identity of the reviewer(s) and the contents of their written reports are not revealed to the candidates. The VCAC or the Promotions Committee may decide that member(s) of the Promotions Committee (or a member of the Appointments Committee) in addition to the nominated Committee member should read the writings.

15. Internal Readers read candidates' submitted writings and apply the grading criteria agreed by the Promotions Committee as part of their summative evaluation of cases using the grading scale A-D where,

- A      Excellent case
- B      Good case
- C      Borderline case – merits full discussion in Committee.
- D      Case looks inadequate – merits full discussion in Committee.

The purpose of the monitoring role is to ensure equity of treatment in the consideration of cases. The Monitor does not read the candidate's submitted writings as a matter of routine, although copies of writings are provided on request. The Monitor will provide a brief comment on the case. The comments of the Monitor are in addition to close reading of the cases by the appointed Internal Reader. Should the Internal Reader award a grade of C or D to the candidate, then the Internal Monitor automatically becomes the Second Internal Reader, in which case he/she will also read the candidates' submitted writings.

16. If a majority of the members of the Promotions Committee approves the migration, the member of staff migrates to the NRSC band for which they were being considered.
17. Unsuccessful candidates will be sent a personal letter setting out the reasons for the PC's decision. Unsuccessful candidates are encouraged to seek a meeting with the Deputy Director and Provost in his/her capacity as Chair of the PC or with the VCAC, to discuss their case. There is no right of appeal (this does not affect the member of staff's rights under the Academic Annex). The candidate's HoD and, where applicable, the candidate's Research Centre Director, will also be informed of the reasons for the Committee's decision.