

New Research Staff Career:
Categorisation of research staff for the purposes of migration

Introduction

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 B¹.

1. 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.
2. 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. (...) 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.

Researchers in Category A can automatically migrate to the NRSC. Researchers in Category B will be invited to be assessed by the Promotions Committee for potential migration to the NRSC.

How was my category determined?

The Human Resources Division has reviewed each individual personal file to assign all research staff at Bands 7-10 to a category. In those cases where personal files did not contain the necessary information, HR also checked electronic recruitment and promotion records.

Evidence sought by HR includes:

- Evidence of an external recruitment process, e.g. an advert or short-listing information;
- Evidence of a promotion request having been made and approved, e.g. an email from the (then) Vice-Chair of the Appointments Committee confirming his or her approval or a letter to the individual confirming promotion;
- A single nomination or named researcher request;
- Email correspondence between the Research Centre/Department and HR that indicates how the role was filled.

In some instances – particularly for individuals in post for longer than 10 years – there may be little evidence of the recruitment procedure followed. Where evidence is scant, HR have made a categorisation decision based on the balance of the evidence that there is, or isn't. In some cases this will have resulted in placement in

¹ As agreed by the School and UCU, and set out in the document entitled 'New Research Staff Career (NRSC) Migration and Assessment Process and Criteria', which was approved by Appointments Committee on 23 February 2015 and available on the intranet at www.lse.ac.uk/nrsc

Category A, in others this will mean being placed in Category B. If you are in Category B and think that the wrong judgement has been made, you are able to challenge this decision.

What if I believe I was assigned to the wrong category?

It is assumed that only people in Category B might wish to contest their categorisation.

If you are in Category B but believe you were hired through an open recruitment process, or were assessed through the research staff promotions procedure for your current role, you should contact the HR Division by 27 March 2015.

You should email hr.nrsc@lse.ac.uk, stating clearly the grounds for your challenge and providing as much *relevant* factual information about your employment history at LSE as you are able to (e.g. date of promotion, interview panel details). If you have documents such as emails or letters from HR, please provide these with your email. In the first instance, you should consult with your Line Manager and/or Research Centre Director/Head of Department. UCU members may also seek advice from UCU if they believe that they should not be in category B.

What happens after I challenge my categorisation?

HR will re-examine their records alongside any evidence that you have provided, and the Vice-Chair of the Appointments Committee (VCAC) will make the final decision about each case.

Decisions will be communicated by HR as soon as possible, and in any case no later than 10th April 2015.

Once the VCAC has made a decision, there is no further right of appeal. If you are moved to Category A as a result of the VCAC's decision, you will receive a new letter inviting you automatically to migrate to the NRSC. If you remain in Category B, you will have until 1 May 2015 to submit your CV, writings and optional Individual Circumstances Form to hr.nrsc@lse.ac.uk for reviewed by the Promotions Committee in Summer Term 2015.

Examples of categorisation decisions

Please note that this list is for illustration purposes only and is non-exhaustive.

1. Recruited to a Research Officer post via single nomination, but subsequently promoted to Research Fellow – Category A
2. Appointed through the Marie Curie Research Fellow scheme – Category B
3. Responded to an external advert and interviewed for current Band 8 position - Category A
4. Single nomination or named researcher to current role – Category B
5. Named researcher to a Research Fellow role, but subsequently promoted to Senior Research Fellow – Category A
6. Previously worked with LSE in a 'visiting' capacity and then moved to an equivalent contract of employment – Category B