

**SENIOR RESEARCH INVESTIGATORS  
GUIDANCE FOR MANAGERS**

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## Overview

The title of Senior Research Investigator (SRI) is available for use by senior academic staff who are interested in continuing an association with the College following full retirement from the College or another Higher Education Institution, and with whom the College wishes to retain a collaborative relationship.

The member of staff must be research active, with their research being of sufficient quality and quantity to be returned in the Research Excellence Framework (REF). The title of SRI is not permitted in instances of part-time retirement with continued employment at either the College or another Higher Education Institution. SRIs may, however, be employed elsewhere providing their current employer has given permission for them to undertake research with the College.

Where departments intend to engage an SRI who is not a current College employee or where the SRI has a restricted entitlement to work in the UK, it is essential that recruiters/HR staff undertake document checks **before** the individual commences employment in order to ensure that they comply with Immigration, Asylum and Nationality Act 2006 requirements. For more comprehensive information please refer to the College's HR website for details on "[Evidence Of Eligibility To Work In The UK](#)".

## Contract

When issuing a new SRI contract, a seven-day (Sunday – Saturday) break in service is required between the end of the individual's current employment/contract and the start of the new SRI contract. College service will be counted as continuous with effect from day one of the new SRI contract. If an individual had previously partially retired/retired and is already in receipt of their pension, then a seven-day (Sunday – Saturday) break in service is also required between the end of the current contract and the start of their new SRI contract.

In the instance, where the individual's current employment ends in retirement (and the individual is a member of a College pension scheme), a short break in service (normally one month) is required prior to re-employment. The [Retirement Options webpage](#) contains further information on this subject. In this instance service will not be counted as continuous.

SRI contracts should ideally be issued on an annual basis, as one year fixed term appointments. If, in exceptional circumstances, appointments are offered for longer periods of time, departments should be aware that where staff have been employed continuously by the College for at least two years, they will be entitled to receive statutory redundancy pay, calculated on a pro rata basis based on their average pay over the period of employment.

The SRI contract template reflects the fact that SRIs must be employed at 0.2 FTE in order to be returned in the REF.

Contracts should be issued with core terms and conditions of service only. SRIs will receive College benefits (pro rated) and normal employment rights apply.

**NB: If an SRI is not being returned in the REF, the stipulation around 0.2 FTE mentioned within this guidance will not apply.**

## Remuneration

A flat rate is paid to all SRIs which will be confirmed in their employment letter. They will be employed at 0.2 FTE. Any salary or honoraria payment (e.g. for Supplementary

Departmental Posts, etc.) previously paid as part of the individual's substantive contract will cease on full retirement.

The salary paid to all SRIs will be reviewed annually to ensure compliance with salary payments across College.

With effect from the 1 August 2019 local pay award, the annual rate of pay will be adjusted annually in line with the percentage increase applied to the professorial minimum salary.

From 2018, SRIs will be included as part of the College's annual pay relativity exercise and departments will be required to review their contribution to assess if they should be put forward for a one-off payment or if their contribution is such that their contract and salary should be changed.

### Pension Scheme Auto-enrolment

As required by the Government, the Pensions Office will, after a three month postponement period, automatically enrol SRIs meeting the following criteria into a workplace pension scheme, if they are not already in such a scheme:

- the SRI is under State Pension age
- works or usually works in the UK
- will meet the earnings threshold which triggers automatic enrolment in the month

SRIs have the right to join the College pension scheme if they wish.

### Annual Leave

SRIs are entitled to receive 8 days pro rata occupational annual leave (consisting of 5 holiday days and 3 days mandatory days), based on 0.2 of the full time equivalent of 39/40 days.

Before making the appointment, the Head of Department/Division should discuss with individual whether or not they will be able to take their annual leave during their working time.

Where the individual is unable to take annual leave during their working time then they will receive an additional payment at the rate of 17.59% on top of their normal salary as payment for this entitlement.

### Role and Responsibility

In continuation of their research interests, SRI duties will involve:

- Undertaking 1 day per week (0.2 FTE) of research, which may be carried out on a day of their choice or worked in a more flexible manner by mutual agreement between the SRI and department.
- Ability to apply for research grants and contracts as a named principal investigator subject to the regulations specified by the Research Councils, or other sponsors, and College procedures.

- With the agreement of the Head of Department/Division, be able to supervise research students, again subject to the normal College procedures governing the appointment of supervisors.
- Providing expert advice internally and externally.
- Publishing research.
- Receiving support for their research at the College, in terms of access to equipment, facilities and resources, as agreed with their Head of Department/Division.

The SRI title may be given in addition to titles of Emeritus Professor or Reader, but not in addition to Distinguished Research Fellow or Visiting Professor or Reader.

Before making the appointment, the Head of Department/Division and the individual should agree what research-related activities will be undertaken and what support in terms of access to equipment, facilities and resources will be provided during the period of appointment. The HoD should confirm these details in writing to the individual, subject to the request for appointment being confirmed.

### Requesting an Appointment

The Head of Department/Division should send a request for appointment to the HR Staff Hub. The request should include:

- an up-to-date copy of the individual's CV
- a list of publications
- a supporting statement giving their justifications for the appointment
- the dates of appointment
- the preferred annual leave option
- evidence of eligibility to work (where the individual is not a current College employee or has a restricted entitlement to work in the UK)

Once the HR Staff Hub is in receipt of the appointment request, they will prepare a contract letter for signature by the Director of HR and Organisational Change.

- Once the letter is returned from the Director of HR and Organisational Change, it will be sent via the Department/Division if the individual is based at the South Kensington Campus or direct to the person if they are based on any other campus.

### Extensions and Termination of Contracts

Fixed term contracts should be reviewed towards the end of their duration to ascertain whether appointments should expire or be extended. Details of appointments that are approaching expiry will appear on the same report as the "contract expiries" listing each month which is circulated by the HR Systems team.

On receipt of this report, the HR Staff Hub will contact the Head of Department/Division by email to find out whether or not the appointment should be extended or will cease on its expected expiry date.

Extensions to contracts should ideally be issued on an annual basis, as one year fixed-term appointments.

Extensions to contracts can be signed by the HR Staff Hub.