

# OXFORD UNIVERSITY GAZETTE

SUPPLEMENT (1) TO NO. 4703 WEDNESDAY, 14 JULY 2004

## EMPLOYMENT REGULATIONS

### COUNCIL OF THE UNIVERSITY

#### Changes in Regulations

Council has made the following regulations to come into effect on **29 July 2004**, to replace sections I-II and IV-IX Chapter VII of *Statutes*, 2000. They set out a basic legislative framework for the employment of all staff groups, and simplify and re-order material and remove obsolete and redundant material. For ease of reference Council Regulations 27 of 2002, concerning the dates of retirement of University employees, have been deleted and their substance incorporated here as Regulation 7. No changes have been made to these regulations. The regulations describing the sabbatical leave scheme clarify the provisions made in Chapter VII of *Statutes* (2000), but make no substantive changes to those regulations. The regulations concerning the holding of outside appointments set out in detail in legislation for the first time the rules which apply to staff wishing to hold outside appointments. The only substantive change to the material (which has hitherto been disseminated as Personnel Services procedures) is the inclusion of explicit rules concerning the holding of executive directorships. The material in Section III of Chapter VII detailing particular provisions for individual professorships, readerships and lecturerships, etc. has been retained with the intention that in due course information about the detailed composition of electoral boards and the duties of postholders will be maintained by divisions, and that material concerning trusts and benefactions will be included in legislation to be drafted.

#### Academic and Other Posts

**1** In Council Regulations 24 of 2002, concerning academic and other posts (*Statutes*, 2000, pp. 361–532), as subsequently amended, and redesignated as regulations by Decree (5) of 11 July 2002, *Gazette*, Vol. 132, p. 1461), delete the following sections, sub-sections, and regulations.

Section I – section II, and sections IV – IX.

**2** Delete Council Regulations 27 of 2002, concerning the retirement dates of University employees (*Gazette*, Supplement (1) to No 4629, p. 1450, 10 July 2002).

**3** The following regulations shall constitute Council Regulations 3 of 2004.

#### Council Regulations 3 of 2004

##### REGULATIONS FOR THE EMPLOYMENT OF UNIVERSITY STAFF

*Made by Council on 14 July 2004*

### *General provisions*

1. Responsibility, under Council, for matters relating to the employment of University staff (including the grant of sick leave) shall, except to the extent that Council may decide otherwise, rest with:

- (1) divisional boards, in respect of academic staff as set out in regulation 1 (5) of Council Regulations 17 of 2002;
- (2) departments and institutions, in respect of all other staff; and
- (3) PRAC in respect of the establishment of new statutory posts;

in each instance subject to the statutes and regulations, including the financial regulations, and to relevant policies and guidelines issued from time to time by the Personnel Committee of Council (referred to in these regulations as “the Personnel Committee”).

2. Terms and conditions of employment for all staff shall be as determined from time to time by the Personnel Committee, having regard to the University’s Equal Opportunities Policy and Race Equality Policy.

3. Salary payments, including payments on discretionary points on relevant salary scales, and any other payments for recruitment, retention, merit, and other purposes, may only be made in accordance with detailed provisions made by the Personnel Committee.

4. (1) Subject to statutory provisions, University sick pay shall be available in appropriate circumstances for the minimum periods specified in Table 1 below, according to length of service with the University, and in accordance with rules set by the Personnel Committee from time to time:

TABLE 1: UNIVERSITY SICK PAY

<i>Service</i>	<i>Full pay (inclusive of any university sick pay given in the twelve months preceding the latest period of sick pay)</i>	<i>Half pay</i>
First three months	2 weeks	2 weeks
Remaining nine months of first year	2 months	2 months
Second and third years	3 months	3 months
Fourth and fifth years	5 months	5 months
After fifth year	6 months	6 months

- (2) (a) In the case of employees whose entitlement to Statutory Sick Pay in accordance with the appropriate legislation is exhausted, or who are not eligible for Statutory Sick Pay, the University shall (except in the case of CUF lecturers)

make deductions from full pay of the amount of any state incapacity benefit and other linked benefits claimed.

(b) Deductions from half pay shall only be made in cases where the total amount of half pay plus benefits exceeds full pay, in which cases a deduction of an amount equal to the excess shall be made.

(c) All such deductions shall be subject to the statutory three-day waiting period.

5. Arrangements for the grading, regrading, and promotion of staff, and for the conferment of appropriate titles on suitably qualified individuals, shall be subject to policy and practice as determined from time to time by the Personnel Committee.

6. No member of staff (with the exception of CUF lecturers) may hold any other appointment without the express permission of the relevant head of department, chairman of faculty board, or head of division, as appropriate, subject to the provisions of Council Regulations 5 of 2004.

7. (1) Every employee of the University specified in section 13 of Statute XIV shall retire not later than the 30 September immediately preceding his or her 66th birthday, and every other employee of the University shall retire not later than the 31 July immediately preceding his or her 66th birthday, subject to paragraphs (2)-(4) below.

(2) Any person may elect to retire on, or at any time after, his or her 60th birthday.

(3) Council may make arrangements to provide for the continued employment in special cases of a person who wishes to remain in the employment of the University and whose services for the University it desires to retain, but no person shall continue in the regular employment of the University after:

(a) if subject to the jurisdiction of the Visitation Board, the 30 September immediately preceding his or her 71st birthday; or

(b) if not subject to the jurisdiction of the Visitation Board, the 31 July immediately preceding his or her 71st birthday.

(4) (a) Any person who

(i) is subject to the jurisdiction of the Visitation Board, and

(ii) at 1 July 1985 held an appointment (whether or not of the University) with entitlement to hold office at least until his or her 67th birthday (or any such person then holding an appointment to which he or she was appointed on the basis that if subsequently reappointed he or she would be eligible to hold office at least until that age), and

(iii) has continuously since then held an appointment or appointments with such entitlement,

shall not be required to retire before the 30 September immediately preceding his or her 68th birthday.

(b) In determining whether such appointments have been held continuously, any interval between a successful application for, and the taking up of, an appointment shall be disregarded.

(c) Appointments accepted by, but not taken up until after, 1 July 1985 shall be deemed to be held at that date.

*Particular provisions for academic staff*

8. In fulfilling their responsibilities under regulation 1 above, divisional boards shall have particular regard to the following provisions.

(1) The duties and terms and conditions of employment of all members of the academic staff (in general and in particular cases) shall be as determined by the relevant divisional board in the light of policy and practice as set from time to time by the Personnel Committee.

(2) It shall be the duty of every holder of an office the duties of which include teaching or research and to which appointment is made by, or is subject to the approval of, a divisional board to act as an examiner or assessor as and when requested to do so by a competent body unless he or she can show reasonable cause, to the satisfaction of the Vice-Chancellor and Proctors, why on a particular occasion he or she should not do so; except that that this duty shall not apply to:

(a) any holder of the title of university lecturer, faculty lecturer, or CUF lecturer who is not in receipt of any stipend from the University and who is in the first three years of his or her non-stipendiary office;

(b) the holder of any other non-stipendiary office in the University;

(c) the holder of any relevant stipendiary office in the University who was appointed to that office (with tenure to the retiring age) before 1 October 1972.

(3) It shall be the duty of every holder of an office the duties of which include teaching or research and to which appointment is made by, or is subject to the approval of, a divisional board (other than instructors and lecturers), of every holder of the title of clinical lecturer, and, with effect from the beginning of the fourth year of his or her non-stipendiary office, of every holder of the title of university lecturer, faculty lecturer, or CUF lecturer to act as the supervisor of a graduate student as and when requested to do so by a competent body unless he or she can show reasonable cause, to the satisfaction of the competent body concerned, why on a particular occasion he or she should not do so; except that this duty shall not apply to:

(a) the holder of any relevant stipendiary office in the University whose appointment was made or advertised before 1 April 1986;

(b) the holder of any non-stipendiary office on whom the relevant university title was conferred before 1 April 1988.

9. The following shall hold the title of Professor Emeritus:

- (1) any person who has retired over the age of 60 from a professorship, including a personal or titular professorship;
  - (2) any person who has retired from a professorship and on whom the title has been conferred by resolution of Council.
10. The following shall hold the title of Reader Emeritus:
  - (1) any person who has retired over the age of 60 from a readership, including a personal or titular readership;
  - (2) any person who has retired from a readership and on whom the title has been conferred by resolution of Council.
11. Sabbatical leave, or equivalent dispensation from prescribed duties for CUF lecturers, may be granted by divisional boards subject to the provisions of section 9 of Statute XIV, and in the light of policy and practice as determined from time to time by the Personnel Committee, subject to the provisions of Council Regulations 4 of 2004.
12. Special leave (with or without stipend) and complete or partial dispensation from prescribed duties, outside the provisions of regulation 11 above, may be granted by divisional boards in the light of policy and practice as determined from time to time by the Personnel Committee.
13.
  - (1) Appointments of university lecturers (including CUF lecturers, faculty lecturers, and special (non-CUF) lecturers) shall be for up to five years in the first instance, at the end of which period a lecturer shall be eligible for reappointment to the retiring age, or for one further limited period of office, subject to policy and practice as determined from time to time by the Personnel Committee.
  - (2) Divisional boards may however appoint directly to the retiring age a lecturer who has already served an initial term and has been reappointed to the retiring age under the provisions of this regulation in respect of some other appointment.
14. Fixed-term appointments to professorships, readerships, and lecturerships may be made in appropriate circumstances, on condition that temporary appointments of lecturers may only be made to cover leave granted to established staff or to cover emergency teaching needs, subject to policy and practice as determined from time to time by the Personnel Committee.
15.
  - (1) Every professor or reader who is employed by the University (including those holding personal professorships or readerships, and the title of professor or reader conferred otherwise than in a recognition of distinction exercise), unless individually exempted, shall be obliged to accept the headship of the department in which his or her post is held if requested to do so by the divisional board, except where his or her post is held in one of the departments listed in Table 2 below.
  - (2) This obligation shall not apply to:
    - (a) any person holding the title of reader or professor conferred in a recognition of distinction exercise;

- (b) the holder of any professorship or readership who accepted appointment to that post before 1 October 1994 and whose contract of employment did not contain such an obligation.

TABLE 2: DEPARTMENTS WHERE THE HEADSHIP IS ASSIGNED PERMANENTLY TO A PARTICULAR CHAIR

<i>Department</i>	<i>Chair</i>
Department of Human Anatomy and Genetics	Dr Lee's Professorship of Anatomy
Sub-department of Organic Chemistry	Waynflete Professorship of Chemistry <sup>1</sup>
Nuffield Department of Obstetrics and Gynaecology	Nuffield Professorship of Obstetrics & Gynaecology <sup>2</sup>
Sir William Dunn School of Pathology	Professorship of Pathology
Centre for Socio-Legal Studies	Professorship of Socio-Legal Studies

16. The duties of heads of department shall be as determined from time to time by the Personnel Committee, subject to any appropriate local supplementary provisions determined by each divisional board.

17. (1) Any allowances payable in respect of the duties and responsibilities of heads of department shall be as determined from time to time by the Personnel Committee, subject to the approval of the Planning and Resource Allocation Committee of Council as to the financial implications of any proposed amendments.

(2) Allowances for responsibilities below the level of head of department shall be as determined by the relevant divisional board, subject to provisions as determined from time to time by the Personnel Committee.

*General provisions for electoral boards*

18. Where the appointment to a professorship, readership, lectureship, or directorship is vested in an electoral board, the proceedings of the electoral board shall be subject to policy and practice as determined from time to time by Council on the recommendation of the Personnel Committee.

19. (1) Before each appointment is made, the relevant previous detailed provisions in respect of the post shall be reviewed by the divisional board and the college concerned in the light of general policy and practice;

(2) changes to the detailed provisions for an individual post shall be subject to the approval of the Planning and Resource Allocation Committee of Council.

20. Electoral boards shall be composed as laid down in the detailed provisions for the post in question, on condition that in all cases (with the exception of the posts listed in regulation 23 below) they:

(1) shall be composed of not fewer than seven, or more than nine electors, unless Council shall determine otherwise;

<sup>1</sup> Until such time as Professor Sir Jack Baldwin shall cease to hold the Waynflete Professorship of Chemistry.

<sup>2</sup> Until such time as Professor D.H. Barlow shall cease to hold the Nuffield Professorship of Obstetrics and Gynaecology.

(2) shall contain not fewer than two electors, at least one of whom must be nominated by the relevant faculty board or divisional board, who at the time the board meets are not resident holders of teaching, research, or administrative posts in the University or in any college or society or Permanent Private Hall, and who are not normally both from the same institution;

(3) in the case of clinical professorships, shall contain a person appointed by the body or bodies which may issue an honorary clinical contract or contracts to the professor;

(4) shall reflect in its composition the relevant provisions of the University's Equal Opportunities Policy and Race Equality Policy;

(5) shall contain the head of the division in which the post is held, or his or her nominee, unless on a particular occasion the head of division waives this right;

(6) shall contain the head of the college to which the post is allocated and one other member appointed by that college.

21. Electoral boards shall have the right to make appointments on their own authority, subject to policy and practice as determined from time to time by the Personnel Committee, without the need for referral to any other university body.

22. Appointments made by electoral boards shall be directly to the retiring age, except:

(1) that Council has agreed (under the provisions of regulation 14 above) that a fixed-term appointment may be made for a period not exceeding ten years;

(2) in the case of the posts listed in Table 3 below.

TABLE 3: ELECTORAL BOARD POSTS NOT TENABLE TO THE RETIRING AGE

Grinfield Lecturership on the Septuagint  
Harold Vyvyan Harmsworth Professorship of American History  
George Eastman Visiting Professorship  
Newton-Abraham Visiting Professorship  
Slade Professorship of Fine Art  
Ford's Lecturership in British History  
Professorship of Poetry  
Wilde Lecturership in Natural and Comparative Religion  
Speaker's Lecturership in Biblical Studies  
John Locke Lecturership in Philosophy  
James P.R. Lyell Readership in Bibliography  
O'Donnell Lecturership in Celtic Studies

23. The posts listed in Table 4 below shall not be subject to the provisions in paragraphs (1) and (2) of regulation 20 above, concerning the number of electors and the requirement for two to be external to Oxford, and their electors shall, unless it is provided otherwise by statute or regulation, hold office for five years, and shall be eligible for re-election thereafter.

TABLE 4: POSTS NOT SUBJECT TO THE NORMAL PROVISIONS FOR ELECTORAL BOARDS

Regius Professorships  
 Professorships to which a canonry is attached  
 Aldrichian Professorship of Medicine  
 Harold Vyvyan Harmsworth Professorship of American History  
 George Eastman Visiting Professorship  
 Newton-Abraham Visiting Professorship  
 Professorship of Poetry on the Foundation of Henry Birkhead  
 Slade Professorship of Fine Art  
 University Lecturership in Spanish  
 James P.R. Lyell Readership in Bibliography  
 John Locke Lecturership in Philosophy  
 Ford's Lecturership in British History  
 Grinfield Lecturership on the Septuagint  
 Romanes Lecturership  
 Herbert Spencer Lecturership  
 Speaker's Lecturership in Biblical Studies  
 Wilde Lecturership in Natural and Comparative Religion  
 Halley Lecturership  
 Ratanbai Katrak Lecturership  
 John Wilfred Jenkinson Memorial Lecturership  
 Bampton Lecturership  
 Sidney Ball Lecturership  
 O'Donnell Lecturership in Celtic Studies  
 Litchfield Lecturerships  
 Cherwell-Simon Lecturership  
 Cyril Foster Lecturership  
 Estlin Carpenter Lecturership  
 Hensley Henson Lecturership  
 J.M. Gibson Lecturership  
 Maurice Lubbock Lecturership  
 Myres Memorial Lecturership  
 Sir Basil Zaharoff Lecturership  
 Taylorian Lecturership  
 William Cohn Memorial Lecturership  
 G.E. Blackman Lecturership  
 Nellie Wallace Lecturership  
 John French Memorial Lecturership

*Particular provisions for professors*

24. Unless dispensed under the provisions of regulations 11 and 12 above, non-clinical professors shall reside within the University (i.e. within a twenty-five-mile radius of Carfax) for at least six months in each academic year between 1 October and 1 August, and in particular during not less than six weeks in each term; and clinical professors shall reside within the University during forty weeks in each academic year.

25. Except when they are earned by a professor as the supervisor of graduate students, as an academic adviser under the regulations for Recognised Students, or (subject to the approval of the divisional board concerned, including approval as to the length of time for which the permission shall be given) in respect of tutorial teaching for up to four hours a week (exceptionally up to six hours per week), any fees received for other lectures or



instruction in the University given by any professor (except those enumerated in Tables 3 and 4 of these regulations) shall be applied towards meeting the expenses of the department of which he or she is head, or, if he or she is not head of a department, shall be paid to the University's General Revenue Account.

*Particular provisions concerning clinical academic staff*

26. Holders of clinical academic posts with honorary consultant contracts in the National Health Service shall be permitted to engage in private practice in the hospitals in Oxford on such terms as the Personnel Committee on the recommendation of the Medical Sciences Board shall from time to time determine, and on condition that any private practice of that kind:

- (1) shall be undertaken only in the name of the individual clinician concerned; and
- (2) shall be subject to the same arrangements specified by the Personnel Committee from time to time under regulation 6 above for the holding of consultancies and outside appointments by university employees.

*Particular provisions concerning fellowships*

27. The persons listed in Table 5 below shall be entitled to hold a fellowship in a college or society, in addition to those enumerated in section 10 of Statute XIV:

TABLE 5: PERSONS WHOSE OFFICES ENTITLE THEM TO HOLD FELLOWSHIPS

Director of the Ashmolean Museum  
Keepers of departments in the Ashmolean Museum  
Director of University Library Services and Bodley's Librarian  
Deputy to the Director of University Library Services and Bodley's Librarian  
Keepers in Bodley's Library  
Director of the Museum of the History of Science  
Director of the Oxford University Museum of Natural History  
Director of the Pitt Rivers Museum  
Librarian of the Taylor Institution  
Director of the Careers Service  
Director of Postgraduate Medical Education and Training  
Peter Moores Director of the Saïd Business School

28. The persons listed in Table 6 below shall be qualified to hold professorial fellowships, except that they shall no longer be qualified to hold such a fellowship if they cease to hold the post in respect of which they were elected.

TABLE 6: PERSONS QUALIFIED TO HOLD PROFESSORIAL FELLOWSHIPS

The Vice-Chancellor  
The Registrar  
The Director of the Ashmolean Museum  
The Keeper of the Department of Antiquities  
The Keeper of the Heberden Coin Room  
The Keeper of the Department of Eastern Art  
The Keeper of the Department of Western Art  
The Director of the Careers Service

The Librarian of the Taylor Institution  
 The Director of the Computing Services  
 The Peter Moores Director of the Saïd Business School  
 The Director of Postgraduate Medical Education and Training  
 The Director of the Oxford University Museum of Natural History  
 The Secretary to the Delegates of the University Press  
 The Deputy Secretaries of the University Press  
 The Warden of Rhodes House  
 A stipendiary or titular professor (unless the title has been conferred in a recognition of distinction exercise)  
 A reader  
 Any post-holder who is paid on the scale for senior library, administrative, and computer staff at Grade 6, or the scale for research staff at Grade IV, or scales C06 and C56 respectively for museum and library appointments.

## *Annexe*

TABLE 7: SCHEDULE OF STATUTORY PROFESSORSHIPS

### SCHEDULE A

Drue Heinz Professor of American Literature  
 Rawlinson and Bosworth Professor of Anglo-Saxon  
 Professor of Biological Anthropology  
 Professor of Social Anthropology  
 Laudian Professor of Arabic  
 Khalid bin Abdullah Al Saud Professor for the Study  
 of the Contemporary Arab World  
 Edward Hall Professor of Archaeological Science  
 Professor of the Archaeology of the Roman Empire  
 Lincoln Professor of Classical Archaeology and Art  
 Professor of European Archaeology  
 Calouste Gulbenkian Professor of Armenian Studies  
 Slade Professor of Fine Art  
 Professor of the History of Art  
 Savilian Professor of Astronomy  
 Whitley Professor of Biochemistry  
 Professor of Bioinformatics  
 E.P. Abraham Professor of Cell Biology  
 Professor of Chemical Biology  
 Professor of Mathematical Biology  
 Brownlee-Abraham Professor of Molecular Biology

Professor of Radiation Biology  
David Phillips Professor of Molecular Biophysics  
Sherardian Professor of Botany  
Jesus Professor of Celtic  
Dr Lee's Professor of Chemistry  
Professor of Inorganic Chemistry  
Coulson Professor of Theoretical Chemistry  
Professor of the Study of Contemporary China  
Shaw Professor of Chinese  
Professor of Computing  
Professor of Computing Science  
Professor of Criminology  
Regius Professor of Divinity  
Lady Margaret Professor of Divinity  
Spalding Professor of Eastern Religions and Ethics  
Professors (five) of Economics  
Edgeworth Professor of Economics  
Sir John Hicks Professor of Economics  
Professors (three) of Educational Studies<sup>3</sup>  
Professor of Egyptology  
Donald Pollock Professor of Chemical Engineering  
Professor of Civil Engineering  
Professor of Electrical and Electronic Engineering  
Professor of Optoelectronic Engineering  
BP Professor of Information Engineering  
Professor of Materials Engineering  
Professor of Mechanical Engineering  
Merton Professor of English Language  
Goldsmiths' Professor of English Literature  
Merton Professor of English Literature  
Thomas Warton Professor of English Literature  
J.R.R. Tolkien Professor of English Literature and Language  
Professor of Environment and Public Policy

<sup>3</sup> This change subject to approval of Changes in Regulations published in *Gazette*, p. 1282.

Professor of Environmental Science  
Professor of French Literature  
Marshal Foch Professor of French Literature  
Professor of General Linguistics  
Professor of Genetics  
Professor of Geochemistry  
Professor of Geography  
Halford Mackinder Professor of Geography  
Professor of Human Geography  
Professor of Geology  
Savilian Professor of Geometry  
Taylor Professor of the German Language and Literature  
Professor of German Medieval and Linguistics Studies  
Gladstone Professor of Government  
Andrew W. Mellon Professor of American Government  
John Gilbert Winant Visiting Professor of American Government  
Regius Professor of Greek  
Bywater and Sotheby Professor of Byzantine and Modern Greek  
Language and Literature  
Regius Professor of Hebrew  
Harold Vyvyan Harmsworth Professor of American History  
Rhodes Professor of American History  
Camden Professor of Ancient History  
Wykeham Professor of Ancient History  
Beit Professor of the History of the British Commonwealth  
Regius Professor of Ecclesiastical History  
Chichele Professor of Economic History  
Professor of Indian History and Culture  
Carroll Professor of Irish History  
Professor of the History of Latin America  
Chichele Professor of Medieval History  
Regius Professor of Modern History  
Professor of Modern History  
Professor of the History of Philosophy  
Professor of the History of Science

Chichele Professor of the History of War  
 Montague Burton Professor of International Relations  
 Lester B. Pearson Professor of International Relations  
 Professor of Internet Governance and Regulation  
 Professor of Internet Studies  
 Professor of Society and the Internet  
 Fiat-Serena Professor of Italian Studies  
 Nissan Professor of Modern Japanese Studies  
 Professor of Jurisprudence  
 Rupert Murdoch Professor of Language and Communication  
 Corpus Christi Professor of Latin  
 Professor of Law  
 Regius Professor of Civil Law  
 Norton Rose Professor of Commercial and Financial Law  
 Clifford Chance Professor of Comparative Law  
 Allen & Overy Professor of Corporate Law  
 Professor of English Law  
 Vinerian Professor of English Law  
 Jacques Delors Professor of European Community Law  
 Reuters Professor of Intellectual Property and Information  
 Technology Law  
 Chichele Professor of Public International Law  
 KPMG Professor of Taxation Law  
 Wykeham Professor of Logic  
 Professor of Mathematical Logic  
 Professors (two) of Management Studies  
 Ernest Batten Professor of Management Studies  
 Peter Moores Professor of Management Studies  
 The Peninsular and Oriental Steam Navigation Company  
 Professor of Management Studies  
 American Standard Companies Professor of Operations Management  
 Professor of Marketing  
 L'Oréal Professor in Marketing  
 Cookson Professor of Materials  
 Rouse Ball Professor of Mathematics  
 Wallis Professor of Mathematics

Professor of Mathematics and its Applications  
Professor of Pure Mathematics  
Waynflete Professor of Pure Mathematics  
Isaac Wolfson Professor of Metallurgy  
Professor of Microbiology  
Iveagh Professor of Microbiology  
Heather Professor of Music  
Professor of Nanomaterials  
Professor of Numerical Analysis  
Edward Grey Professor of Field Ornithology  
Luc Hoffmann Professor of Field Ornithology  
E.P. Abraham Professor of Chemical Pathology  
Masoumeh and Fereydoon Soudavar Professor of Persian Studies  
Professor of Pharmacology  
Diebold Professor of Comparative Philology  
Dr Lee's Professor of Experimental Philosophy  
Wilde Professor of Mental Philosophy  
Waynflete Professor of Metaphysical Philosophy  
White's Professor of Moral Philosophy  
Sedleian Professor of Natural Philosophy  
Nolloth Professor of the Philosophy of the Christian Religion  
Halley Professor of Physics  
Wykeham Professor of Physics  
Professors (three) of Experimental Physics  
Waynflete Professor of Physiology  
British Heart Foundation Professor of Cardiovascular Physiology  
Sibthorpian Professor of Plant Science  
Professor of Poetry  
Drummond Professor of Political Economy  
King John II Professor of Portuguese Studies  
Nuffield Professor of Comparative Politics  
Professor of Psychology  
Watts Professor of Psychology  
Charles Simonyi Professor of the Public Understanding of Science  
Rhodes Professor of Race Relations

Professor of the Romance Languages  
Professor of Russian  
Boden Professor of Sanskrit  
Professors of Science and Civilisation  
Andreas Idreos Professor of Science and Religion  
Dean Ireland's Professor of the Exegesis of Holy Scripture  
Oriell and Laing Professor of the Interpretation of Holy Scripture  
Barnett Professor of Social Policy  
Chichele Professor of Social and Political Theory  
Professor of Sociology  
Professor of Sociology and Social Policy  
King Alfonso XIII Professor of Spanish Studies  
Professor of Statistics  
Professor of Applied Statistics  
Professor of Statistical Science  
Regius Professor of Moral and Pastoral Theology  
Donald Schultz Professor of Turbomachinery  
Professor of Zoology  
Linacre Professor of Zoology  
Hope Professor of Zoology (Entomology)  
George Eastman Visiting Professor  
Newton-Abraham Visiting Professor

#### SCHEDULE B

Dr Lee's Professor of Anatomy  
Waynflete Professor of Chemistry  
Professor of Pathology  
Professor of Socio-Legal Studies

#### SCHEDULE C

Nuffield Professor of Anaesthetics  
Professor of Clinical Biochemistry  
Professor of Gynaecological Cancer  
Professor of General Practice  
Professor of Clinical Geratology  
Professor of Clinical Laboratory Science

Regius Professor of Medicine  
May Professor of Medicine  
Field Marshal Alexander Professor of Cardiovascular Medicine  
Nuffield Professor of Clinical Medicine  
Professor of Diabetic Medicine  
Robert Turner Professor of Diabetic Medicine  
Professor of Molecular Medicine  
Norman Collisson Professor of Musculo-skeletal Pathology  
Herbert Dunhill Professor of Neuro-imaging  
Action Research Professor of Clinical Neurology  
Nuffield Professor of Obstetrics and Gynaecology  
Imperial Cancer Research Fund Professor of Clinical Oncology  
Margaret Ogilvie's Professor of Ophthalmology  
Action Research Professor of Paediatrics  
Nuffield Professor of Pathology  
Professor of Musculo-skeletal Pathology  
Rhodes Professor of Clinical Pharmacology and Cancer Therapeutics  
W.A. Handley Professor of Psychiatry  
Cheryl and Reece Scott Professor of Psychiatry  
Professor of Child and Adolescent Psychiatry  
Professor of Social Psychiatry  
Professor of Public Health  
Nuffield Professor of Surgery  
Nuffield Professor of Orthopaedic Surgery  
Professor of Trauma Surgery  
Professor of Transplantation

**4** The following regulations shall constitute Council Regulations 4 of 2004.

**Council Regulations 4 of 2004**

REGULATIONS FOR THE GRANTING OF SABBATICAL LEAVE AND  
DISPENSATION FROM PRESCRIBED DUTIES

*Made by Council on 14 July 2004*

*General*



1. (1) The following members of the academic staff shall be entitled to apply for sabbatical leave under the terms set out in these regulations: professors, readers, university lecturers, faculty lecturers, senior research fellows, Keepers and Assistant Keepers in the Ashmolean Museum, clinical tutors, and clinical lecturers.  
  
(2) CUF and special (non-CUF) lecturers shall be entitled to apply for dispensation from prescribed duties under the terms set out in these regulations.  
  
(3) The holders of titular posts are not eligible to apply for sabbatical leave or dispensation from prescribed duties from the University; however, any service given while the title is held (other than periods during which dispensation from duties has been granted by the college) will count as qualifying service for the purposes of these regulations on assumption of the duties of the stipendiary post.
2. Divisional boards may, at their discretion, extend eligibility to apply for leave under the provisions of these regulations to members of the academic staff other than those listed in regulation 1 above.
3. Any applications for sabbatical leave or dispensation from prescribed duties under these regulations shall include:
  - (1) a statement of the grounds on which the application is made;
  - (2) the recommendation of the relevant department, faculty board, or other authority;
  - (3) details of the proposed arrangements for the discharge of the applicant's normal university duties during the proposed period of leave or dispensation;
  - (4) in the case of joint university and college appointments, an indication as to whether the college has concurred.
4. Authority for the granting of sabbatical leave and dispensation from prescribed duties shall be the responsibility of the relevant divisional board.
5. The divisional board shall not grant leave or dispensation under these regulations unless it is satisfied that suitable arrangements can be made for the discharge of the applicant's normal duties.
6. After the end of a period of leave or dispensation, the applicant shall provide a report for the divisional board on the activities which he or she has undertaken during that period, and shall complete a stipendiary form (see regulations 19-21 below).

#### *Sabbatical leave*

7. Sabbatical leave shall be reckoned on the basis of one term's leave for every six terms of qualifying service, as defined in regulation 8 below, except for Keepers and Assistant Keepers in the Ashmolean Museum and clinical tutors and clinical lecturers, for whom sabbatical leave shall be reckoned in calendar months on the basis of one month's sabbatical leave for every six months of qualifying service.
8. A period of qualifying service shall be a period during which the member of staff has without intermission discharged his or her contractual duties, unless:

(1) he or she has taken paid sick leave (unpaid sick leave does not count as qualifying service); or

(2) she has taken paid maternity leave (unpaid maternity leave does not count as qualifying service); or

(3) the relevant divisional board has agreed that a particular period in which the member of staff has not fulfilled his or her contractual duties may be reckoned as qualifying service for the purposes of these regulations.

9. Qualifying service shall normally accumulate up to a maximum of eighteen terms (or seventy-two months), from which six terms (or months) shall be deducted whenever a term (or month) of sabbatical leave is granted.

10. Any qualifying service in excess of eighteen terms (or seventy-two months) will be lost unless, exceptionally, leave is postponed and deemed to be taken in an earlier period as set out in regulation 13 below.

11. Not more than one calendar year of sabbatical leave shall be granted in any one period of three years.

12. Members of staff appointed to posts in clinical departments shall not normally be permitted to take sabbatical leave during the first three years of service.

13. In exceptional circumstances, sabbatical leave may be postponed without loss of entitlement by deeming it to relate to an earlier period, on condition that:

(1) the applicant would have had sufficient qualifying service to make him or her eligible for the leave in the earlier period;

(2) the applicant's department or faculty board is able to make a strong academic case to the divisional board for the leave to be postponed and deemed to be taken at the earlier period; and

(3) the application for leave is made before the beginning of the earlier period.

14. In exceptional circumstances, leave may be taken in advance of entitlement, on condition that:

(1) leave is not taken more than six terms in advance of entitlement; and

(2) the applicant's department or faculty board is able to make a strong academic case to the divisional board for the leave to be taken in advance of entitlement.

15. Members of staff are normally expected to serve for one subsequent term (or month) in respect of each term (or month) of sabbatical leave, before resignation or retirement.

#### *Dispensation from prescribed duties*

16. A CUF or special (non-CUF) lecturer who is granted leave by his or her college for one or more terms in any academic year may apply to the relevant divisional board for partial or

complete dispensation from prescribed duties for that year, i.e. dispensation from one or both of the courses of eight lectures or classes which he or she is contractually obliged to give.

17. No CUF or special (non-CUF) lecturer shall be dispensed from more than four courses of lectures or classes in any period of fourteen years, or more than two courses in any period of three years.

18. CUF or special (non-CUF) lecturers are normally expected to deliver at least one subsequent course of lectures or classes in respect of each case of dispensation from a course of lectures or classes, before resignation or retirement.

#### *Financial arrangements*

19. A member of staff who is on sabbatical leave or in receipt of dispensation from prescribed duties shall normally retain his or her full university stipend, on condition that:

(1) he or she will spend a considerable portion of his or her leave in research; and

(2) he or she will normally give up all teaching and administrative duties in Oxford, other than examining and graduate supervision, during the period of leave or dispensation.

20. At the end of the period of leave or dispensation, a member of staff shall inform the divisional board as to whether he or she is better off financially than he or she would have been if leave or dispensation had not been taken, taking into account:

(1) any loss of normal sources of income (but assuming that normal university salary and any college emoluments have been received as usual); and

(2) any gain of income from new sources (less any additional expenses associated with new activities).

21. (1) A member of staff who is better off financially (as defined in regulation 20 above) as a result of having taken leave or dispensation must calculate the amount which would have to be deducted from his or her income so as to leave him or her in approximately the same financial state as if leave had not been taken.

(2) Such proportion of the amount specified in paragraph (1) above as his or her university stipend is of his or her combined university and college stipend shall be deducted from his or her salary at the end of the period of leave or dispensation.

**5** The following regulations shall constitute Council Regulations 5 of 2004.

#### **Council Regulations 5 of 2004**

##### **REGULATIONS FOR THE HOLDING OF OUTSIDE APPOINTMENTS AND THE CONDUCT OF OUTSIDE WORK**

*Made by Council on 14 July 2004*

1. (1) All university employees, with the exception of CUF lecturers, shall obtain approval from their head of department, faculty board chairman, or head of division as

appropriate for the holding of any outside appointment, and for undertaking other activities (including the holding of consultancies and directorships).

(2) CUF lecturers shall be subject to regulations 6-8 below in relation to the holding by them of executive directorships.

2. The following shall not count as outside appointments for this purpose:

(1) the holding of the office of Proctor or Assessor;

(2) the holding of the office of examiner in any examination which is part of a degree course at any university;

(3) the holding of a commemorative lectureship or similar post in any university with the duty to give not more than eight lectures in any year of office;

(4) activities or responsibilities normally associated with, or arising from, scholarly work which do not involve a formal and continuing contract.

3. For the purpose of the regulations which follow, an executive directorship is one involving an active management role, whether or not including research, in the company concerned.

4. Approval may be granted for outside work and the holding of outside appointments, without any deduction from salary, subject to the following conditions:

(1) the application shall be made on the appropriate form (available, together with a guidance note which includes information about the role which Oxford University Consulting can play in support of staff who wish to make their expertise available to outside bodies, on the university website);

(2) the employee's line manager where relevant and head of department (or faculty board chairman in non-departmentally-organised subjects) must sanction the application: where the employee is a head of department (or faculty board chairman), the head of division shall be responsible for granting this sanction;

(3) the employee must make a conflict of interest declaration on the application form;

(4) the *total* commitment to such outside work and appointments must not exceed thirty days in any calendar year (subject to regulation 5 below): where, exceptionally, consent is given under regulation 6 below for the holding of an executive directorship, the employee shall have an ongoing obligation to consult both the head of the department (or faculty board chairman in non-departmentally organised subjects) and the head of the division concerned if there is any indication that the thirty-day period may need to be extended in order that the employee might perform his or her statutory and common law duties as an executive director;

(5) terms and conditions which are proposed to govern an outside appointment must be scrutinised and endorsed by Research Services on behalf of the University, and must not be amended without the prior written approval of Research Services;

- (6) Research Services must be satisfied that there will be no conflict with the terms governing any external funding for the employee's salary (or for any externally funded project for which the employee is Principal Investigator or Co-investigator), and that any necessary consents have been obtained from the funding body;
- (7) the employee shall not carry out any commercial activities on University premises;
- (8) the employee shall comply with the Regulations relating to the Use of Information Technology Facilities;
- (9) the employee shall not use university facilities, including e-mail or mailing addresses, in connection with the outside appointment without the permission of the head of department or faculty board chairman (who may levy a charge at the appropriate economic rate);
- (10) the employee shall consult the Conflict of Interest Committee if in the ongoing performance of the outside work or appointment he or she at any time perceives a conflict or potential conflict with his or her duties to the University, or with the wider interests of the University.
4. Approval for cases where the proposed commitment exceeds thirty days may still be sought: in such cases the department or faculty board shall refer the request to the divisional board, and if it is approved a deduction from salary shall be made. (Partial or full secondment may be more appropriate for particularly time-consuming outside appointments.)
5. No employee of the University shall hold any executive directorship without the express consent of the Committee on Conflict of Interest, as well as of his or her head of department, faculty board chairman, or head of division as appropriate.
6. Consent to the holding of executive directorships may be given in the following circumstances:
- (1) where the employee has satisfied the Committee on Conflict of Interest that the holding of an executive directorship is or will be necessary in order to satisfy the requirements of a recognised stock exchange for the listing of scientific, research-based companies; and/or
- (2) where the Committee on Conflict of Interest is satisfied that consent will be justified on other grounds, although it should be noted that such consent will only be given in exceptional cases.
7. If the Committee on Conflict of Interest gives consent under regulation 6 above, the employee may proceed with an application for approval under regulations 4-5 above.