

Robinson College
University of Cambridge

Employed Academic Staff Handbook 2026/2027

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1. INTRODUCTION

This Handbook is intended as a reference document containing information on what employed academic staff of the College staff need to know, should know, or may wish to know about the College and their employment. For the avoidance of doubt, employed academic staff refers to College Teaching Officers, Early Career Teaching and Research Fellows and Junior/Senior Research Fellows wholly or substantially employed by the College.

The Handbook refers to and aims to comply with current employment, health and safety, and discrimination legislation. As it is to be used as a reference document within the meaning of legislation, the Handbook is required to be kept up-to-date. Amendments will therefore be issued from time to time with the authority and approval of the College Council. It will also be supplemented, as necessary, by policy instructions and notices which will normally be communicated through the Senior Tutor.

The Handbook applies to academic employees of the College but does not form part of the terms and conditions of employment except where expressly stated. In the event of conflicting provisions, the employee's terms and conditions of employment shall prevail.

The text of this handbook had been drafted to be intentionally gender-neutral. Words of the plural sense (they/their) shall import either the plural or the singular sense unless this interpretation is excluded expressly or by necessary implication.

2. COLLEGE BENEFITS

2.1. USS Pension

Qualifying academic employees will be enrolled into USS from the start of employment. We operate a salary sacrifice arrangement and a form will be issued to you to complete if you wish to join under salary sacrifice.

Further information can be found at USS

2.2. Meal Entitlements

Meal entitlements vary depending on the category of membership held by each academic employee (e.g., Fellow, Senior Member, etc.). The entitlements will be outlined and communicated by the Senior Tutor's Assistant upon approval by Membership Committee and the Senior Tutor's Assistant is the primary point of contact if clarification is required.

2.3. Salary Extras (non contractual)

This benefit for assistant staff is also open to employed academic staff and further information can be found in the Staff Handbook section 6.8.

3. HOLIDAYS AND OTHER LEAVE

3.1. Annual Leave

Holiday entitlement is set out in your contract of employment. Bank Holidays during term time are normal working days.

3.2. Compassionate Leave

Paid compassionate leave, normally up to a maximum of 5 working days, will be granted when a close relative dies, is very seriously ill or is in urgent need of help through unforeseen circumstances. The College defines a close relative as a child, parent, spouse/ partner or sibling.
College Teaching Officers should liaise with the Senior Tutor regarding their teaching commitments and any other support needed, in the short term, and medium term, as necessary.

4. PERFORMANCE

4.1. Annual Reviews

College Teaching Officers, Early Career Teaching and Research Fellows and Junior Research Fellows are asked to participate in an annual review to discuss progress, career development and gather your feedback. This process will be led by the Senior Tutor.

5. DISCIPLINE

See STATUTE XLIV of the College Statutes, and any associated regulations.

6. GRIEVANCE

See STATUTE XLIV, part VI, of the College Statutes, and any associated regulations.

7. FAMILY FRIENDLY POLICIES

The provisions in Section 11 of the Staff Handbook are to be read as applying to employed academic staff. For academic staff with an entitlement to Sabbatical Leave, all terms on Parental Leave are counted as reckonable service for Sabbatical Leave purposes.

8. SABBATICAL LEAVE

All CTOs on permanent contracts (i.e. not including fixed-term CTOs) are eligible for sabbatical leave. Sabbatical leave frees CTOs from regular teaching and administrative duties so that they can concentrate on their research and scholarship 'during one term for every six terms of service' while continuing to receive full pay. The maximum entitlement that can be accrued by the holder is three

terms. If a CTO has accrued 2-3 terms of sabbatical leave but chooses to take a lower amount, the remaining amount can be retained and taken at another time, subject to approval, to a maximum accrued amount of three terms.

The College Council have the power to determine whether a term or part of a term is to be reckonable for sabbatical leave purposes in any case where the holder of a CTO position with an entitlement to sabbatical leave has been dispensed from discharging all or part of the duties of that office.

When a CTO is granted leave to work part-time, or is appointed to part-time office, the usual accrual of sabbatical leave entitlement will be allowed by the Council according to the number of reckonable terms worked (a reckonable term being one where the CTO was in residence for a greater part of their working week and had not taken sick or research leave for a greater part of the CTO's usual working days during that term). The Council will determine the stipend which will be payable during the sabbatical period, taking into account the rates of pay received during the period of reckonable service.

There is an **Application for Leave** form that can be requested from the Senior Tutor or Senior Tutor's Assistant, and which should be completed as a first step in the process. Prior to submission to Council, applicants should expect to discuss their application with the Senior Tutor to ensure that adequate arrangements have been made to ensure cover of College responsibilities.

9. EQUALITY DIVERSITY AND INCLUSION

See policy for Equality and Inclusivity