

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Personnel and Administrative Services



To all divisional secretaries, Dr Gambles, Mr Shaw

Ref. EMS/5, EMS/6

Copies: heads of division, Sector Personnel Officers, Ms Braithwaite,
 Mrs Coldstream, Mr Morgan

31 March 2010

Revised incremental dates for incoming academic staff

In order to simplify the complex system of incremental dates for academic staff, the Personnel Committee has approved proposals to give all staff appointed in future to the main academic grades (university lecturers, CUF lecturers and faculty lecturers) a common incremental date of 1 October.

1. Action required of divisions

Divisions are asked to:

- (i) bring this circular to the attention of all colleagues responsible for putting academic staff on the payroll;
- (ii) ensure that all non-clinical university lecturers, CUF lecturers and faculty lecturers (i.e. grades beginning with 3) appointed after receipt of this circular are given an incremental date of **1 October**, provided that they must normally have been in post for three months before an increment can be awarded; and
- (iii) note that incremental dates for existing staff should remain unchanged.

2. New incremental dates for incoming academic staff

Following consultation with divisions and the Conference of Colleges secretariat, the Personnel Committee has approved the use of a common incremental date of 1 October for all those appointed after receipt of this circular on the non-clinical university, CUF and faculty lecturer grades. All staff should normally have been in post for three months before an increment can be awarded. Lecturers appointed with effect from 1 September 2010 will not normally, therefore, receive an increment until they have been in post for 13 months, and this should be taken into account when setting their starting salary.

This change brings academic staff into line with academic-related and comparable clinical academic staff, moves away from the use of birthday-related incremental dates now that the University no longer has age-related salary scales, and simplifies the complex system of incremental dates for these staff.



Incremental dates for existing staff will remain unchanged.

Any queries regarding the use of the new incremental date for incoming academic staff should be addressed to your personnel officer in the first instance.

JEREMY WHITELEY

Replaces existing circular: No
Copy for notice boards: No

ESN/MB/RWK

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