



Policy for transfer to permanent research posts

1. The department follows the University [guidance on contract type](#).
2. The policy applies to departmental posts that are not Divisional appointments joint with college (ie Academic/Associate Professor posts¹) in the Academic category (ie), that are currently fixed-term or open-ended and whose primary function is research. There are separate arrangements for professional and support posts, which are managed in accordance with the University guidance above and for teaching posts.
3. The following criteria, which is based on the University criteria for permanent posts under the guidance above will be used to consider individuals for transfer to a permanent post:
 - I. Post is at least grade 10 (or if clinical, at grade E82 senior clinical academic)
 - II. The individual has been employed in the department for at least 5 years
 - III. There is a significant contribution to department's post-graduate teaching²
 - IV. There is a significant contribution to the wider department (citizenship equivalent to that required for AP/Prof title)
 - V. Hold a leadership role, either within the research group or across the department
 - VI. Have demonstrated over the previous 5 years that they are able to cover their full salary costs (ie basic plus employer's contribution to pension and NI). This could be a combination of external research funding, teaching costs and other activity (eg other departmental responsibilities for which an FTE costs is provided); and
 - VII. There have been no warnings about poor performance within the last 5 years³.
4. Individuals will be considered when they are regraded into the appropriate grade above and have the appropriate length of service. If they don't have the service length at point of regrade, they will be reviewed when they reach that point. This will be monitored by the open-ended contracts panel, who will seek verification from the People and EDI committee before moving individuals to a permanent contract.
5. Job descriptions for permanent contracts will include an expectation that the individual continues to bring in funding to cover their salary costs.
6. Where individuals disagree with a decision regarding a permanent contract, they can request a review by the [People and EDI Committee](#).

Policy agreed December 2023.

For review December 2026

¹ Associate Professor **posts** are the main academic posts within the university and are appointed jointly with a college. This is different to holding Associate Professor **title**. Titles are awarded annually via a nominations process for research staff who meet specified criteria around research, teaching and citizenship.

² Indicators of significant teaching would be leading an MSc Module, 30 hours UG or PG teaching or supervision of five DPhil students (and having at least one DPhil to completion at Oxford)

³ Informal, oral or written warning in accordance with Sch XII Part D Of the University Statutes