

R25. Regulations on Staffing

Staff is the CITY ULE's most valuable resource. Their commitment, competence, enthusiasm and capacity to develop are fundamental to the successful achievement of the CITY ULE's strategic goals.

1. Principles (Academic Staff)

The CITY ULE applies a consistent appointment policy by recruiting high calibre applicants, who are committed to teaching, scholarship, research and academic citizenship.

The CITY ULE abides by the principles of transparency, accountability, meritocracy, academic freedom and the provision of quality education services by using the criteria of selection and promotion of its staff.

The CITY ULE recognises the vital importance of fairness in staff development and promotion and regards support for this as an investment both in its own future and in the future of each individual member.

Academic staff of CITY ULE are Teaching and Research staff (TR staff) and Special Teaching staff (ST staff).

TR and ST staff are employed either as Full-Time (FT) or Part-Time (PT). Staff employment abides by the Greek Laws for employment, insurance and pension.

The number and qualifications of TR and ST staff is determined by the Greek law on ULEs:

- The number of TR FT staff in the CITY ULE should be at least 30 when all programmes are fully blown (at least 10 in the first year of CITY ULE operation and at least 20 in the second year of operation)

Moreover, the number of TR and ST staff is determined by CITY ULE KPIs and University of York standards which assure the quality of quality in education provision

- The FTE (Full-Time Equivalent) staff to FTE (Full-Time Equivalent) student ratio never exceeds 1:25.
- The FT staff to FTE student ratio never exceeds 1:32.
- All TR and ST are approved by the University of York.
- All FT TR and ST staff receive an honorary academic title by the University of York.

All new staff are trained and mentored for a good period of time.

1.1 TR Staff

At least 90% of the TR staff should hold a PhD degree in a subject related to the subject area they teach and hold the qualifications required for an academic position in the University of York, including publications, conference presentations, post-doctoral studies, etc.

The qualifications, recruitment, appointment, promotion and terms of service of TR staff are equivalent to those of the University of York.

Possession of a PhD degree is not necessary for TR staff if the positions are related to subject areas of exceptional and undisputable specialty for which it is not feasible or common to pursue a PhD degree.

1.2 ST Staff

CITY ULE can appoint Special Teaching staff. ST required qualifications are determined by the Schools and Departments.

The qualifications, recruitment, appointment, promotion and terms of service of ST staff are equivalent to those of the University of York.

1.3 Titles of Academic Staff

1.3.1 FT Staff

CITY ULE Full-Time or Adjunct academic staff (TR and ST staff) hold any of the following academic titles:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer

1.3.2 Part-time Staff

PT academic staff are appointed as “Lecturers” by default. However, they will be given the opportunity to acquire a higher academic title and hold that position.

1.3.3 Visiting Staff

Visiting staff are colleagues employed by another University or hold Honorary or Emeritus titles of other Universities but are employed by the CITY ULE on contractual arrangements that are made on the basis of their teaching hours (normally during block teaching on weekends). Visiting Staff hold the titles that they possess in their home Institution and use the corresponding title with the prefix “Visiting” and postfix “at CITY ULE”.

1.3.4 Professors of Practice

Professors of Practice are professional, business, industry or government leaders who have made major contributions to their field or discipline and who are appointed on a part-time or full-time contractual arrangement primarily in teaching and research related to practice, methods and values of the appointee’s field, discipline or vocation. Professors of Practice are appointed in order to complement traditional academic practices and to extend the range of programme and research offerings beyond that achievable by existing resources.

A candidate is eligible to be appointed as this position if they fulfil a range of criteria below:

- A distinguished academic or practitioner who has had a major impact on fields important to University teaching and research programs, and who is committed to enhancing the University’s programmes and reputation;
- Have a substantial basis of experience equal to a Professor (normally a minimum of 10 years) and a national/international reputation for excellence reflected in a record of significant accomplishments;
- Have a profile of accumulated professional accomplishments fully congruent with the rank of Professor;

- Have a rich and extensive background in a field and discipline relevant to the Department of appointment at the CITY ULE;
- Understand research that applies to the profession, be able to evaluate research results, devise applications of the research, and teach the results to students.

1.4 Appointments and Promotions

As described in the relevant PAS3.Procedures and Criteria for Academic Staff Appointment and Promotion.

1.5 University of York Honorary Titles

As described in the relevant PAS5.Procedure for the Award of Honorary Titles by the University of York.

1.6 Workload of Academic Staff

As described in the relevant PAS2.Policy on Academic Staff Workload and Tasks.

1.7 Staff Development

As described in the relevant PAS1.Policy for Academic Staff Development.

2. Principles (Research Staff)

CITY ULE employs research staff for the needs of its research centers in the positions of Researcher and Research Assistant.

The Researcher is responsible for the development and execution of research projects, with the aim of producing new knowledge or solving specific scientific or technological problems. The researcher's work includes managing research activities, analysing results, and communicating findings to the scientific community and society.

Duties:

- Design, development and implementation of research programmes.
- Collection, analysis and interpretation of research data.
- Writing scientific publications, reports and articles for journals or conferences.
- Collaboration with other researchers and scientific teams.
- Preparation and presentation of research results at conferences or other scientific events.
- Submission of research proposals for funding.

The researcher often assumes a leadership role in research projects and has the responsibility for accurate execution of research and supervision of other researchers or assistants. There are two levels of researchers: Research Fellows and Senior Research Fellows.

The Research Assistant is responsible for supporting research activities and performing duties that help in the implementation of research projects.

Duties:

- Collection, analysis and recording of data.
- Support in field research.
- Participation in writing reports or scientific articles.

- Communication with other researchers and coordination with research teams.
- Participation in the preparation of research proposals.

For the recruitment, appointment and evaluation of Research Staff, the same terms apply as for Academic Staff.

3. Principles (Administration Staff)

Administration staff (including Technical Staff) should possess the appropriate qualifications for the positions they hold.

The CITY ULE applies a consistent appointment policy by recruiting high calibre applicants, who are committed to administration.

The CITY ULE abides by the principles of transparency, accountability, meritocracy, academic freedom and the provision of quality education services by using the criteria of selection and promotion of its administration staff.

The CITY ULE recognises the vital importance of fairness in administration staff development and promotion and regards support for this as an investment both in its own future and in the future of each individual member.

Administration staff are employed either as Full-Time (FT) or Part-Time (PT). Administration staff employment abides by the Greek Laws for employment, insurance and pension.

The duties and responsibilities of each member of the administration staff is shown in their job descriptions.

All staff are assigned positions and salaries depending on their position and qualifications.

CITY ULE employs an adequate number of administration staff in order to meet the requirements of the following CITY ULE Professional Services:

- Academic Services:
 - Student Admissions
 - Student Records
 - Academic Registry
- Finance
- Communication and Digital Engagement
- Marketing and Student Recruitment
- Alumni Relations
- Career, Employability & Enterprise
- External Engagement
- Student Services
- Estates Management, Maintenance and Development
- Library & Information Learning Commons
- Secretarial Services
- IT Services

3.1 Appointments

As described in the relevant PAD3. Procedures for Administrative Staff Appointment.

3.2 Workload of Administration Staff

As described in the relevant PAD2. Policy on Administrative Staff Workload and Tasks.

3.3 Staff Appraisal and Development

As described in the relevant PAD4. Procedures for Administrative Staff Appraisal and Development.

4. Terms and Conditions (All Staff)

The location of the appointment is CITY ULE. The CITY ULE reserves the right to relocate its employees to any of its premises, or other locations where it provides a service, following appropriate consultation and notification.

Staff may be required to travel on CITY ULE business, including other countries for a short period of time.

Staff is required to undertake the duties as set out in the Job Description for their post. They may be required from time to time to undertake such other duties as the CITY ULE may reasonably require.

Following consultation, staff may be redeployed to suitable alternative duties, within the CITY ULE, commensurate with their skills and experience where this is in the interests of the efficiency of the CITY ULE or in order to avoid redundancy.

During their employment staff must:

- carry out their duties diligently and to the best of their ability;
- comply with all lawful and reasonable instructions of the CITY ULE;
- promote the interests and reputation of the CITY ULE and the University of York;
- act in good faith towards the CITY ULE;
- take all possible care not to damage any of the CITY ULE's property or equipment

Salary payments will be based on an expected working week of 35-40 hours. Staff may be exceptionally required to work additional hours (e.g. evenings, weekends and holidays), within reason, as may be necessary for the proper performance of their duties.

Salaries and remunerations are determined by the Vice-President & Principal (CEO).

Staff are entitled to paid holidays as determined by the Greek Law.

Staff working terms and conditions also include the relevant policies and procedures for:

- PW1.Equality Impact Assessment
- PW4.Policy for Anti-Bribery
- PW3.Policy for Discrimination, bullying, cyberbullying and abusive behaviour
- PW5.Policy and Procedures for Fraud
- PW6.Policy and Procedures for Grievance
- PW2.Policy for Health and Safety
- R23.Regulation of Intellectual Property
- PW8.Policy for malpractice, impropriety or wrongdoing
- PW9.Procedures for Public Interest Disclosure (Whistleblowing)
- PW7.Policy for prevention of radicalisation and extremism

- PW10. Gender Equality Plan