

The following paragraphs are a summary of the Conditions of Service for Teaching Faculty. The full conditions are available at: <http://www.sussex.ac.uk/humanresources/1-2-10-5.html>

**1. General**

The terms of appointment of a member are subject to the provisions of the Charter and Statutes of the University. They are also subject to such Ordinances and Regulations as may from time to time be made by the Senate and/or the Council.

**2. Remuneration.**

Salary scales are available at

<http://www.sussex.ac.uk/humanresources/personnel/salaryscalesratesofpay>

The incremental date is 1 October. Unless otherwise stated, members appointed to a new salary scale between 1 April and 30 September inclusive receive their first increment on 1 October of the following calendar year.

Salaries are paid on the last day of each month in arrears by bank credit transfer.

**3. Probation**

All those appointed are on probation for a period of three years unless the condition is exceptionally waived or modified in the letter of appointment.

**4. Superannuation**

Members of staff may (except in exceptional circumstances) join the national Universities Superannuation Scheme (USS) which is a contributory scheme. The University operates a salary exchange scheme for pension contributions.

**5. Holidays**

The holiday entitlement is 30 working days a year (pro rata for part time staff) including days when the University operates a minimum service (at present 4 at Christmas, 2 at Easter), plus public/bank holidays, a total of 38 days a year (pro rata for part time staff).

**6. Hours of work**

A full-time member is expected to work for such reasonable periods as are necessary to carry out his or her duties. Hours of work are not specified, normal office hours are 9.00 am to 5.30 pm, Monday to Friday. Overtime payments are not made.

**7. Leave**

The University operates leave schemes for maternity, paternity, adoption, parental and dependants, on compassionate grounds, sickness and without salary. Further details are available on the Human Resources website.

**8. Removal Expenses**

A grant towards the certain expenses of removal of household effects may be made to members on moving to this area to take up an appointment lasting more than twelve months. The maximum amount payable will normally be £2,500. Further details are available on the Human Resources website.

**9. Other matters**

Documents published by the University from time to time and referred to in the Conditions of Service of Faculty can be found at:

<http://www.sussex.ac.uk/humanresources/documents/complete-documents.pdf>

Members of staff are normally expected to reside within 20 miles of the University.

All documents referred to can be requested from Human Resources on 01273 877769 or at Room 338 Sussex House, Falmer, Brighton BN1 9RH.