

PRINCIPLES FOR TEACHING OCCUPANCY TYPE / ROLES



1. STANDARD ROLES COVERED BY TEACHING ("T") OCCUPANCY TYPES

Teaching ("T") roles are typically short-term or time-limited and are used where teaching delivery must be maintained (e.g. maternity or academic leave cover).

Activity is focused on teaching and teaching-related work only. These roles are not expected to include leadership, research, scholarship, or business engagement responsibilities.



2. CAREER PROGRESSION

Colleagues in "T" roles who can demonstrate success against promotion criteria may progress to Teaching and Scholarship ("T&S") or Teaching and Research ("T&R") tracks, where appropriate.

This usually applies where individuals have undertaken multiple teaching roles and demonstrated broader academic contributions such as:

- Teaching excellence
- Scholarship
- Knowledge transfer and external engagement
- Service and leadership
- Research (where relevant)

Some role-specific exceptions apply (see section 3).



3. SPECIFIC SPECIALISMS AND RELEVANT NOTES (EXCEPTIONS)

Some "T" roles include specialist contexts with unique accountabilities and progression pathways.

Details for each role type and associated exceptions are outlined below.



TUTORS / SENIOR TUTORS

- Recognised as "T" occupancy roles.
- Tutors have access to promotion processes.
- Progression routes include:
 - Tutor → Senior Tutor
 - Senior Tutor → Senior Lecturer (subject to meeting T&S promotion criteria including teaching, scholarship, and broader contributions)



TEACHING ASSOCIATES

- Classified as "T" roles (fixed-term or permanent).
- Progression requires movement to an academic Lecturer role (Teaching or Research pathway).



CLINICAL PSYCHOLOGY DOCTORATE TUTORS (FBMH)

- "T" roles with defined teaching and managerial progression criteria.
- Career pathway: Tutor → Senior Tutor → Director
- Transition to T&S or T&R requires movement to an academic contract.
- Role alignment:
 - Tutor = Lecturer grade
 - Senior Tutor = Senior Lecturer grade
 - Director = Reader level



CLINICAL ACADEMICS (LEADERSHIP ROLES)

- Typically appointed via NHS clinical recharge arrangements.
- Progression into academic careers requires a formal contract change (subject to role availability and funding).



COMMUNITY-BASED MEDICAL EDUCATORS

- Part-time teaching alongside NHS clinical roles.
- No expectation of scholarship activity.

FAQ's



Why is there a focus on Scholarship? Why are you not reviewing all the occupancy codes?

There has been a lack of clarity and consistency in how Teaching ("T") occupancy codes have been applied. This has led to confusion and inaccurate reporting.

Recent enhancements have strengthened Teaching and Scholarship roles, including:

- Eligibility for academic leave
- Expanded PGR supervision opportunities
- Access to PURE profiles
- Updated promotion criteria recognising scholarship contributions

The aim is to ensure:

- Accurate reflection of academic contribution
- Greater parity of esteem between Teaching & Scholarship and Teaching & Research pathways
- Increased visibility and recognition of teaching-focused colleagues



How does the clarification of occupancy codes link to changes to promotion criteria?

Clarifying occupancy codes helps colleagues better understand how their role aligns with promotion pathways.

While most roles are already clear, some have historically lacked consistency.

These principles aim to provide clarity on which roles fall under Teaching ("T") and what that means for progression.



Is this a contractual change? Does this change my contract or job description?

No.

There is no change to contracts or job descriptions. Teaching and Teaching & Scholarship roles share the same underlying job description.

This is an administrative clarification to improve consistency and transparency.



What can I do if I am not happy with the change?

You should first discuss this with your Line Manager.

For most colleagues, this is an administrative update that:

- Reflects the nature of the role
- Does not affect promotion opportunities
- Does not change contractual terms
- Does not impact day-to-day responsibilities



How can admin / operational staff understand the changes and what they need to do?

These changes relate to how teaching roles are classified and reported. There is nothing you need to do unless you are asked.

If you support these roles through processes such as HR, recruitment, reporting or systems:

- Use the updated definitions in this guidance
- Apply the role types consistently
- Contact your HR or Policy team if you have any queries



These principles support consistency in how Teaching ("T") occupancy types are applied and how colleagues can progress within the University. They do not change employment terms and/or conditions. For any queries, please contact your Line Manager or contact your HR Business Partner.