

Requirement for Academic Staff to Complete a PhD or Professional Doctorate

1.0 Background

In support of the University's mission to be a high quality teaching intensive and research informed HEI and its Platinum agenda it is expected that staff joining the University into Academic posts [Lecturer and Senior Lecturer] will hold a PhD / Professional Doctorate or having made substantial progress towards completion will complete soon after appointment (and within their 12 month probationary period at the University). This essential requirement is set out in all relevant Person Specification for Academic posts at the University.

However, in exceptional circumstances, i.e. in academic areas where it is a business necessity to facilitate recruitment of high quality professional practitioners who may not have commenced a PhD or Professional Doctorate (e.g. in Health and Education), this requirement can be waived with prior agreement from the University.

2.0 Policy

The University will not normally appoint to an Academic post any applicant who does not already have a PhD or Professional Doctorate or who is unlikely to complete such a qualification within their 12 month probationary period at the University. For Academic posts all adverts and person specifications will state that that it is essential for candidates to hold a PhD / Professional Doctorate or for them to commence and complete a PhD / Professional Doctorate within four years of appointment

With the prior written approval of the Vice-Chancellor, or approved nominated representative, an offer of employment can be made to an applicant who does not hold or is not due to complete a PhD / Professional Doctorate but who meets the selection criteria in all other respects (to include an appropriate postgraduate qualification or equivalent). However in such cases employment will only be offered and will be subject to the candidate commencing and completing a PhD / Professional Doctorate within four years from the commencement of their employment

HR will hold a list of academic disciplines for which approved derogation has been given.

The University will exceptionally contribute to the cost of any PhD / Professional Doctorate undertaken externally to the University. The University will grant remission of fees if the PhD / Professional Doctorate is undertaken at the University of Bolton (see section 4.0 below).

Time spent to complete the PhD / Professional Doctorate will be taken into account in the workload allocation for the department.

3.0 Applicant Appointment and Employment Conditions

In all cases of applicants being appointed without a PhD / Professional Doctorate such candidates will be subject to an extended probationary period of four years. Completion of the four year probationary period will be subject to them successfully completing their PhD / Professional Doctorate.

During this extended period of probation employees will be required to complete the Registration Form 1 and Form 2 (Transfer Thesis) within six and eighteen months of commencing employment respectively.

Should employees not complete their PhD / Professional Doctorate nor receive satisfactory annual progress reports during the four year probationary period their employment may be terminated with notice. The University will take account of any mitigating circumstances and may, at its discretion, extend the above time limits by no more than a period of six months.

4.0 Fees and Support Activities

Where there is a specific requirement for academic employees to complete a PhD/Professional Doctorate as a condition of their employment the norm will be for any such academic qualification to be completed at the University.

In most cases academic employees who undertake PhD/Professional Doctorates do so at the University and any associated internal fees are waived. However, in exceptional circumstances where this is not possible the following arrangements will apply:

Criteria

- Condition of their employment to hold/complete a PhD/Professional Doctorate.
- PhD/Professional Doctorate related to their area of employment.
- Discipline not offered at the University of Bolton.
- Not suitably qualified/available internal supervisors at the University.

Process of Application

- Academic employee to apply in writing to their Head of School/AGL (with a copy to HR) before the commencement of their PhD/Professional Doctorate or within three months of their start date if their studies are already underway externally.

- The Head of School/Academic Group Leader/Assistant Vice Chancellor (Academic Operations) to provide a supporting statement setting out why it is in the University's interest to support the application and confirming that the above criteria has been met.
- The Pro Vice Chancellor (Academic)/Vice Chancellor to consider each application.
- The employee and Head of School /AGL is to be provided with confirmation of the outcome in writing.

Support Provided

- For those cases that are approved, academic employee would be awarded with an annual fund of £5,000. It is envisaged that £2,000 would go towards any 'fees' and £3,000 for any other related expenses. This annual award would normally be limited to a period of four years.
- Although the PhD/Professional Doctorate would be completed externally to the University as part of the support available the individual would also be assigned a University of Bolton 'mentor' – potentially an academic colleague from within their Academic Group/School.

Human Resources

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