**PROTOCOL FORM FOR PROFESSIONAL, ADMINISTRATIVE & SUPPORT POSTS & ACADEMIC POSTS**

**FOR DIVISIONAL APPROVAL**

**Only use this form for employees on permanent or fixed-term contracts.** For casual, casual teaching/support, TSS, contractor or agency temps please use the [Worker Request form](https://hr.admin.ox.ac.uk/files/workerrequestformdocx-0) instead.

**Please ensure that this form and supporting materials are anonymized and does not mention the name of any post holders**.

This completed form and supporting materials should be emailed to protocol@medsci.ox.ac.uk for consideration and approval.

**SECTION 1**

|  |  |
| --- | --- |
| DEPARTMENT |  |
| COST CENTRE |  |
| POST TITLE |  |
| GRADE | SELECT FROM LIST. |
| CONTRACT TYPE | SELECT FROM LIST. |
| PERIOD IF FIXED TERM |  |
| FULL OR PART TIME | SELECT FROM LIST. |
| FTE/HOURS IF PART TIME |  |
| REQUEST TYPE  | SELECT FROM LIST. |
| REQUEST TYPE (IF OTHER, PLEASE SPECIFY) |  |
| WHO TO CONTACT IN FINANCE FOR FURTHER NFORMATION /DISCUSSSION ABOUT THIS CASE |  |

**SECTION 2: COSTS/FUNDING**

|  |  |
| --- | --- |
| Is this post budgeted/in (Budgeting & Forecast tool) for this (and next Financial Year if applicable) Financial Year? | SELECT FROM LIST. |
| Annual cost, including on-costs *(which can be found on the* [*Salaries website*](https://finance.admin.ox.ac.uk/salary-scales)*)*: | £ per annum |
| Forecast cost, including on-costs, in current financial year:  |  |
| Are there savings being made? e.g. is the cost of recruiting to this post less than continuing to buy-in external contractor support) or are there efficiency savings being made resulting in other posts not being recruited to, if so how much? |  |
| Does this post generate any income/surplus? If so how much. |  |
| What is the overall financial impact on the A1 ledger ? (e.g. Annual cost minus any savings that are made) |  |
| How will the post be funded? Please describe, e.g. department budget, or attach details of any relevant research award. If to be funded by an SRF, please attach the SRF costing and prior year and YTD activity, where available. If recovered from another source of income e.g. course income, please attach prior year and YTD activity, where available.  |  |

**SECTION 3: BUSINESS CASE**

Compelling reasons for requesting the post (please select all that are applicable):

[ ]  There are overwhelming operational imperatives to fill the post (eg. contributes to the efforts to combat the impact of Covid-19 or is to support capital projects already underway)

[ ]  There are safety risks to the University if the post is not filled

[ ]  There are legal requirements to fill the post

[ ]  There is evidence that not to recruit will result in demonstrable overall financial loss to the University

[ ]  The proposed new post forms part of a restructuring proposal which has demonstrated that its filling is necessary to produce overall savings or to significantly increase income.

[ ]  There is a net financial positive business case for the proposed new post

[ ]  The proposed new post is of strategic academic imperative

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| In no more than four bullet points, please provide a brief summary outlining why it is essential to recruit/retain this post and in particular, what has changed so that this post is required now, but has not been needed in the past | ***Please include any context important to this request, e.g. is this post the result of a restructure? Will it generate income/surplus? Are there significant legal/safety/operational/financial risks posed if this post is not recruited? Does the post deliver significant outputs that impact on the strategic plan?******1.******2.******3.******4.*** |

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| The work in question cannot be absorbed within the existing staff complement because: |
| Please provide a clear statement of the full range of potential mitigations that have been considered and an analysis of why they were rejected. Potential measures could include: sharing work among existing employees; redeploying existing staff and training existing employees. Where appropriate, strategic context is important | *Eg.****•*** *Demonstrate that individual posts have been considered relative to other existing vacancies within the department/unit and list which roles the dept do not plan to recruit for in order to justify filling the prioritised ones that proceed for consideration by the divisional panel.* |

**SECTION 4: ACADEMIC/RESEARCH IMPERATIVES**

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|  **Academic / research imperatives** |
| How does the requested post fit with the department’s longer-term **strategic priorities** and financial planning?   | *e.g. as identified in departmental and divisional strategic plans* |
| What external contextual information has been considered?  | *e.g. information from research councils and external funding partners, national strategic priority research areas* |

**SECTION 5: ADDITIONAL INFORMATION**

Please use this box to explain any other compelling information that will assist the committee to make a decision on this case.

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**SECTION 6: SUPPORTING DOCUMENTS**

Please tick to confirm that the following documents are enclosed with this protocol form:

[ ]  Anonymized organisation chart for the relevant team or, if not available, a staff list/ list of posts with grades, FTE and contract type etc.

[ ]  Job description

[ ]  If this is a post in a research grants team (pre- and post-award), please include the Divisional Protocol Committee: Information for Research Grants team posts form

[ ]  If this post is to support an MSc, please include the PGT business case model

[ ]  If this post is part of a wider project, please include the business case for the project

[ ]  If this post is funded by an SRF, please attach the SRF costing and prior year and YTD activity, forecast and budget where available.

[ ]  If recovered from another source of income e.g. course income, please attach prior year and YTD activity, forecast and budget where available.

|  |  |  |
| --- | --- | --- |
| Approver | Signed (name and role in department | Date |
| Department |  |  |
| Division |  |  |