## RESEARCH DIVISION MEMBERSHIP FORM

### Human Resources

This form enables members of staff to request or change membership of research division. Staff information and contract classification in this form must match HR central records.

CORE STAFF AND RESEARCH INTESIVE FRAMEWORK 7 OR ABOVE:

Staff whose HESA classification is **Teaching & Research or Research Intensive Framework Grade 7 or above**, belong to a Research Division by virtue of their HESA classification. Staff in these groups can request a change of Research Division through **SECTION 1** of this form.

If the current and requested Research Divisions are currently mapped to the same Unit of Assessment, the change in Research Division membership must be discussed and agreed by the individual, the relevant Head of School and the relevant Research Division Leaders.

If the current and requested Research Divisions arenotcurrently mapped to the same Unit of Assessment, the change must be discussed and agreed by the individual, the relevant Research Division Leaders, the Head of School and the relevant Research Deans.

OPT-IN:

Staff whose HESA classification is notTeaching & Research or Research Intensive Framework Grade 7 or above, can opt-in for membership of a Research Division. This includes staff whose HESA classification is **Teaching Intensive (TI), Research Intensive Grade 6 or below (with agreement from the relevant Head of School and Research Dean), Professional & Managerial** and any other classification not covered above. Opt-In Research Division members will be able to participate in all Research Division activities.

The option of opting in must be discussed with the relevant Head of School (or Function, where relevant) and relevant Research Division Leader.

To request opt-in membership to a Research Division, please complete SECTION 2.a of this form.

**Opt-Out:** Opt-In staff, can, at any point, cancel their membership of a Research Division. To opt-out, please complete SECTION 2.b of this form

**Once completed by all parties, it is the responsibility of Head of Schools to notify the Research Deans Office of the request. Please do so by sending the form to** [***researchdeansoffice@reading.ac.uk***](mailto:researchdeansoffice@reading.ac.uk)**. Once processed they will then pass this to HR.**

# ADDITIONAL NOTES

All changes will be reflected on HR records on the last day of the month corresponding to the effective date indicated in the form.

The purpose of this form is to enable requests and changes of Research Division membership based on HR central records. Any changes to contract classification are not covered by this form. Such requests should be directed to HR separately.

**SECTION 1**

**RESEARCH DIVISION MEMBERSHIP CHANGE**

*This section applies only to staff whose HESA classification IS Teaching & Research or Research Intensive Grade 7 or above.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME | | SCHOOL | | | EMPLOYEE NUMBER |
|  | |  | | |  |
| HESA CLASSIFICATION | | GRADE | | | |
| Choose an item. | |  | | | |
| CURRENT ARRANGEMENTS | | | | | |
| RESEARCH DIVISION | RESEARCH THEME | | | DIVISION MAPPING TO UOA | |
| Choose an item. | Choose an item. | | |  | |
| NEW ARRANGEMENTS | | | | | |
| RESEARCH DIVISION | RESEARCH THEME | | | DIVISION MAPPING TO UOA | |
| Choose an item. | Choose an item. | | |  | |
| EFFECTIVE DATE FOR CHANGES | | |  | | |
| AGREEMENTS | | | | | |
| AGREED BY MEMBER OF STAFF | | | | | |
|  | | | | | |
| AGREED BY CURRENT RESEARCH DIVISION LEADER | | | AGREED BY NEW RESEARCH DIVISION LEADER | | |
|  | | |  | | |
| AGREED BY HEAD OF SCHOOL | | | | | |
|  | | | | | |
| *TO BE COMPLETED IF RESEARCH DIVISIONS MAP TO DIFFERENT UOAS* | | | | | |
| AGREED BY CURRENT THEME RESEARCH DEAN | | | AGREED BY NEW THEME RESEARCH DEAN | | |
| HEAD OF SCHOOL SUBMISSION TO [researchdeansoffice@reading.ac.uk](mailto:researchdeansoffice@reading.ac.uk) FOR PROCESSING | | | | | |

**SECTION 2.a**

**OPT-IN REQUEST**

*This section applies only to staff whose HESA classification is NOT Teaching & Research or Research Intensive Grade 7 or above who wish to join a Research Division.*

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **SCHOOL** | | **EMPLOYEE NUMBER** |
|  |  | |  |
| **HESA CLASSIFICATION** | GRADE | | |
| **Choose an item.** | Choose an item. | | |
| **RESEARCH DIVISION TO OPT IN** | | | |
| **Choose an item.** | | | |
| **MEMBERSHIP EFFECTIVE FROM** | |  | |
| **AGREED BY MEMBER OF STAFF** | | | |
|  | | | |
| **AGREED BY RESEARCH DIVISION LEADER** | | | |
|  | | | |
| **AGREED BY HEAD OF SCHOOL** | | | |
|  | | | |
| **HEAD OF SCHOOL SUBMISSION TO** [**researchdeansoffice@reading.ac.uk**](mailto:researchdeansoffice@reading.ac.uk) **FOR PROCESSING** | | | |

**SECTION 2.b**

**OPT-OUT REQUEST**

*This section applies only to staff whose HESA classification is NOT Teaching & Research or Research Intensive Grade 7 or above, who, having opted into a Research Division, wish to opt out.*

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **SCHOOL** | | **EMPLOYEE NUMBER** |
|  |  | |  |
| **HESA CLASSIFICATION** | GRADE | | |
| **Choose an item.** | Choose an item. | | |
| **RESEARCH DIVISION OPTING OUT** | | | |
| **Choose an item.** | | | |
| **OPT-OUT EFFECTIVE FROM** | |  | |
| **AGREED BY MEMBER OF STAFF** | | | |
|  | | | |
| **AGREED BY RESEARCH DIVISION LEADER** | | | |
|  | | | |
| **AGREED BY HEAD OF SCHOOL** | | | |
|  | | | |
| **HEAD OF SCHOOL SUBMISSION TO** [**researchdeansoffice@reading.ac.uk**](mailto:researchdeansoffice@reading.ac.uk) **FOR PROCESSING** | | | |