

## **Isaac Newton Trust: Academic Career Development Fellowship Programme in Arts, Humanities & Social Sciences**

### **1. Preamble**

The Trustees of the Isaac Newton Trust [INT] have agreed to offer Academic Career Development Fellowships (**'Newton Trust Fellowships'**) in the Arts, Humanities and Social Sciences. An initial pilot scheme of two Fellowships, each in collaboration with and co-funded by a Faculty and one or more Colleges, began with two appointments starting in October 2022 followed by four more in 2023.

This **Framework** specifies the principles of the scheme and the broad terms of the Fellowship as a basis for negotiating partnerships and funding.

The precise arrangements for each Fellowship may vary depending on the Faculty and College(s) involved. Details of these are to be set out in a **Memorandum of Understanding** between the partners for each Fellowship. *However, the Isaac Newton Trustees hope that the basic framework can be adhered to as closely as possible to create fair and equitable terms for the Fellows and a consistent and coherent programme.*

### **2. Aims of the INT Academic Career Development Programme**

INT has created a model for early career Fellowships to attract excellent early career postdoctoral candidates seeking to enter academia by providing them with the range of experience and training needed to prepare them comprehensively for employment as an academic.

**Each Newton Trust Fellowship is a 3-year fixed term appointment modelled on a Grade 7 Research Associateship and will consist of:**

- 0.4 fte research component (supported by INT funding)
- 0.3 fte Faculty-based teaching and other academic duties
- 0.3 fte College appointment with teaching duties in relevant subject(s)

**All Newton Trust Fellowships are focussed on the academic development of Fellows**, rather than on the needs of Colleges and Faculties. INT ACDFs have at their core a **research project** combined with an opportunity to practise the **craft of teaching in both a College and Faculty setting**.

However, INT also intends that the ACDF model will produce **added benefits** for partners by:

- meeting **teaching needs in Colleges** that currently lack teaching officers and/or in some cases, Directors of Studies in certain (normally small) subjects, and
- supporting **teaching in Faculties** that currently lack the bandwidth to cover current teaching and/or to **diversify provision**, and to boost their **research profile**.

**Fellows will have an opportunity to:**

- enjoy protected time for an independent research project;
- be embedded in a Faculty research and teaching culture;
- teach in Colleges in small groups;
- in some cases, act as a College Director of Studies in a limited capacity;

- teach undergraduate and/or Masters students in a Faculty setting;
- be mentored by Faculty members in academic skills (teaching, research, publication, grant applications, academic administration).

**INT Academic Career Development Fellowships are therefore distinct from:**

- Junior Research Fellowships (in which teaching is minimised);
- College Teaching Officers and Teaching Assistantships (in which research might be squeezed out by the demands of College or Faculty teaching).

In these other models, essential elements of the toolkit needed for a successful academic career are missing and Faculty connections may be informal or lacking. INT ACDFs offer an alternative, broader, and more comprehensive, route to an academic career.

### **3. Framework**

#### **3.1 Details of the Fellowship**

- Eligible candidates will
  - (i) be at an early stage of their career with typically **less than three years'** experience post-PhD/equivalent, exclusive of any career breaks;
  - (ii) already hold a **PhD**, or have an equivalent qualification, or will have submitted their doctoral dissertation by the Fellowship application deadline.
  - (iii) propose a **personal research project** appropriate for the duration of the contract.
- Each Fellowship will be offered on the basis of a **three-year Fixed Term appointment**.
- Each ACDF will be employed on Grade 7 as an early career Fellow. The INT budgets for a **starting salary no higher than point 44** and the Fellowship advertisement should make this clear; if College/Faculty partners wish to appoint above this grade for exceptional reasons, they will need to need the additional costs.
- Successful candidates will be offered **co-terminous appointments**. They will:
  - i) become **employees of the University, contractually based in the Faculty at 0.7 fte**, comprising at least **0.4 fte research** (supported by INT funding), the remaining being Faculty duties, up to **30% of a Faculty teaching 'stint'**, the details to be agreed with the candidate to include undergraduate lectures plus perhaps some MPhil supervision/seminars; *and also*
  - ii) take up a **College contract totalling 0.3 fte** relating to College duties, to include a **maximum of 80 hours p.a.** of College teaching (supervision, possibly with some directing of studies). This would be arranged as:  
**either** a single contract with a **'Lead' College**, which might allow for part of the teaching load to be offered to other Colleges on an hourly basis;  
**or** separate contracts with **two** Colleges, totalling 80 hours, with specified teaching duties in each and the possibility of offering some hourly teaching to other Colleges.

Whichever College model is adopted, one College will be the Lead College with specific responsibilities and will offer an appropriate level of membership to the ACDF according to normal practice (see 3.4 below).

- iii) Become members of the informal wider community of early career researchers supported by the Isaac Newton Trust.
- As with all postdoctoral appointments, Fellows will be supported to undertake personal and professional development, drawing on resources available in the University (Postdoc Academy, PPD, Cambridge Centre for Teaching and Learning) as well as bespoke training opportunities within the Faculty or College(s).

### 3.2 **Funding**

Three partners (INT, Faculty, College) contribute to the full salary costs of the Fellowship (grade 7 Research Associate, plus on-costs, plus College appointment/s) as follows:

- **The Isaac Newton Trust** will provide **40%** of the total salary + on-costs of the Fellowship, (the INT award does not include overheads, Apprenticeship Levy, or research costs);
- **The Faculty** will provide **30%** of the total salary costs and any other support costs appropriate to a Research Associate, as specified in the MOU;
- **The College** (or Colleges where College portion is shared between two Colleges) will provide **30%** of the total salary costs and will be responsible for the costs entailed in a College association. Further details are set out in the MoU attached to each Fellowship.

### 3.3 **Responsibilities of the Faculty**

- A Fellowship may be designated by the School to a Faculty or Department on the basis of teaching need. Or a Faculty may propose an ACDF award based on its own resources.
- Fellowships should contribute to existing teaching or diversification, rather than being used to support increase of student cohort size. At the end of the Fellowship, the teaching responsibility will fall back to the Faculty or Department, drawing on the pool of available teaching within the Faculty/Department in the usual way.
- The Head of Faculty or Department is responsible for
  - (i) providing an appropriate research environment
  - (ii) confirming and monitoring research outputs and milestones and
  - (iii) ensuring mentoring and other support are in place for the career development of the Fellow: a research **Mentor** will be nominated in the appropriate field who will, *together with the **Head of Faculty***, be responsible to the Isaac Newton Trust for assuring that the Fellow has adequate **research time** of at least 40% FTE.
- The Head of Faculty will agree an outline of teaching responsibilities within the Faculty based on the Fellow's research strengths. She or he will also take the lead in ensuring that **division of time** is maintained so that Fellows are able to pursue all proposed activities in balance and is **line-managed** effectively in his/her Faculty role.
- The Head of Faculty will liaise with the partnering College(s) as appropriate to ensure co-operative management of the Fellow's co-terminous appointments.

### **3.4 Responsibilities of the College(s)**

- **The Senior Tutor(s) will provide line-management** for the ACDF in his/her College duties and liaise with the Head of the host Faculty regarding recruitment and over questions relating to the appointee's teaching load and any other HR matters.
- The Lead College will be responsible for specifying the level of College supervision and Direction of Studies to be undertaken; *ACDFs should not be asked to direct studies immediately on arrival nor normally to take sole responsibility for directing for any subjects other than 'small' subjects.*
- Any **other Colleges** seeking to engage the Fellow for supervisions may do so as part of the 80-hour maximum College teaching load by arrangement with the contracting College(s); the Fellows themselves *will not be remunerated separately* for College supervisions, but will report via CamCORS to the relevant College in the usual way.
- Non-contractual Colleges engaging the Fellow for supervision in this way will remunerate the Fellow's contracting College for the actual hours taught.
- Directing of studies may, however, be remunerated separately from the ACDF model by the College if this is normal practice for Fellows or CTOs in similar situations.
- The Lead College will offer an appropriate level of association to the Fellow. In some cases, this might be a full Fellowship or equivalent of a JRF; in others, it might be a Bye Fellowship or Postdoctoral Associateship, according to the College's usual practice.
- The Lead College will offer community, emoluments and other privileges as appropriate to the level of membership provided; if another College is sharing the Fellowship, it will consider what level of association it might offer in the light of this other provision.

### **3.5 Responsibilities & requirements of the Isaac Newton Trust**

- The INT will endeavour to work with Faculties and Colleges to make initial arrangements for partnerships and will assist in resolving difficulties that might arise concerning arrangements among the partners; however, INT is not responsible for selection, any HR or employment matters relating to the Fellowships.
- INT will pay its contribution for research annually to the Faculty on receipt of an invoice.
- ACDFs may apply for modest INT research funding in open competition with other researchers.
- Unspent portions of the INT contribution are to be returned at termination of appointment.
- A brief **annual report** of progress and a **final report** on activities and achievements is to be submitted to the Isaac Newton Trust by the Fellow; the Trust views these as essential feedback for the development of this new model of Fellowship and will keep the terms and details of the Fellowships under review on an annual basis.

- The Fellowship is part of the **Isaac Newton Trust Academic Career Development Fellowship programme** and should be identified as such but may be referred to informally as an ‘Newton Trust Fellowship’. Names of major donors may be used in addition in association with a given Fellowship.
- The Isaac Newton Trust should be acknowledged in any output of the Fellowship

#### 4 Recruitment

- 4.1 The recruitment process will be a joint enterprise of the Faculty and College; normally both partners will be represented on the selection panel. The INT is not involved in recruitment.
- 4.2 Recruitment costs, such as visas and relocation, are not offered as part of an ACDF.

#### 5 Progress of the INT Career Development Fellowships scheme

- 5.1 **Breakdown of arrangements:** Joint management of the Fellowship is intended to mitigate possibility of disputes. The **Head of the Faculty** and **Senior Tutor** of the Lead College will work together to ensure that the Fellowship proceeds as set out, and to manage any difficulties or conflicts arising during the course of the Fellowship.
- 5.2 **Each of the co-terminous appointments is legally independent.** However, each must be maintained for this Fellowship Framework to apply; if **one contract is ended early** by one of the partners, or by the Fellow, then the **Newton Trust ACD Fellowship** ends.
- 5.3 **Fellow’s resignation from the Fellowship:**
- **Within first two years** – Fellowship can be readvertised for the unexpired portion of the Fellowship, on the existing basis, and funding is to be retained for this purpose
  - **In final year** – remaining funding can be used for hourly paid replacement teaching within the Faculty and Colleges, up to the end of the academic year (there may or may not be a research element, so some costs may revert to INT in this case); if no replacement can be found, the post will lapse and remaining funds return to source.

#### 6 Assessment of the programme

The INT will seek the collaboration of the Fellows and the Faculty and College partners in assessing the efficacy of the arrangements at key points, which may include:

- Recruitment processes and statistics
- Starting and induction arrangements
- End of year reports/questionnaires
- First destination and outcomes of applications for next stage employment

The Isaac Newton Trustees will review the scheme in Michaelmas Term annually.

#### 7 Supporting documentation required

- (i) **Memorandum of Understanding** between partner Faculty, College(s) and the Isaac Newton Trust (*specific to each Fellowship – proforma provided*)
- (ii) **Role description** - *to be customised for each Fellowship*
- (iii) **Advertisement** – *to be customised for each Fellowship*

**University contract of employment** drawn up as standard within the INT salary range  
**College contract(s) of employment** drawn up separately as standard to the College(s)