



FAMILY LEAVE SUPPORT FOR CLINICAL LECTURERS GUIDANCE DOCUMENT

1. Scope and Purpose

- 1.1. This document sets out the College of Medical and Dental Science's guidance for providing funding to assist Clinical Lecturers^{#1} who are taking family leave^{#2}, with a technician or other support, to help maintain the progress of their academic work whilst they are on family leave.
- 1.2. This scheme has been developed within the context of the University of Birmingham and College of Medical and Dental Science's membership of the Athena SWAN Charter. We are committed to supporting career development to Clinical Lecturers, who take extended periods of family leave when starting, or adding to, their family. It is the College's intention that all staff should receive reasonable support during their leave and return to work period, and that pregnancy and/or becoming a parent in particular, are not barriers to career progression in perception or practice.
- 1.3. The assessment of the needs of the Clinical Lecturer will be discussed and agreed with their Institute Director. The appropriate support normally constitutes a technician for a fixed period of time - but other reasonable support will be considered.
- 1.4. The scheme is funded by the College of Medical and Dental Sciences Clinical Academic Training Office, subject to funding availability.

2. Application Process

- 2.1. Applications are invited from Clinical Lecturers (both NIHR and locally funded) in the College of Medical and Dental Sciences, University of Birmingham.
- 2.2. There is no deadline for applications but it is advised that applications are submitted as early as possible to enable timely recruitment of a suitable technician. It is possible for the technician to start before the family leave commences and/or continue after the Clinical Lecturer returns to work, funding permitting.
- 2.3. The maximum available for each application is up to £20,000 depending on the assessed needs and must be costed by the College Finance team to ensure the support post is managed within budget. No additional monies will be available.

^{#1} defined here as trainees yet to complete their specialist training, who are employed on a clinical academic pathway with a National Training Number

^{#2} defined here as maternity leave, adoption leave, or shared parental leave

2.4. All Clinical Lecturers who are employed by the College of Medical and Dental Sciences, University of Birmingham are eligible to apply if taking family leave^{#2} during the period of their Clinical Lecturer post. Further information regarding family leave can be found on the Staff HR Page at: [Family Friendly](#).

2.5. Applications should be made using the College of MDS Family Leave Support Grant application form at <https://fd7.formdesk.com/universityofbirmingham/familyleavesupport>. You must provide a supporting statement detailing how the support requested will enable your research project to continue in your absence.

2.6. Any questions should be directed to the ICAT Office at icat@contacts.bham.ac.uk.

3. Decision Process

3.1. Decisions relating to the awarding of Family Leave Support and any management issues relating to existing awards will be taken by the Chair of the Clinical Academic Training Committee and the Deputy Director of R&KT (Training & Development).

3.2. All eligible applications will receive fair and reasonable consideration. The final decision rests with the Deputy Director of R&KT (Training & Development). There is no appeal process to the decision.

Notes for Applicants and Academic Supervisors

1. Management of technicians will be the responsibility of the academic supervisor of the Clinical Lecturer on family leave. Involvement and interaction of the Clinical Lecturer while on family leave and the technician will be flexible and agreed by all those involved.
2. There are no consumables or equipment monies attached to the provision of a technician.
3. In circumstances where the Clinical Lecturer does not return to work following family leave, the support post would be reviewed by the Chair of the Clinical Academic Training Committee and the Deputy Director of R&KT (Training & Development).
4. In circumstances where the technician leaves before the end of the contract, the award would be reviewed by the Chair of the Clinical Academic Training Committee and the Deputy Director of R&KT (Training & Development).