

**NEWNHAM COLLEGE
CAMBRIDGE**

Retirement Policy

1. Scope

This policy applies to the Academic Staff of the College as defined by Governing Body Ordinance V, 2. The equal and consistent treatment of this group underlies the policy, which, though framed to reflect and support the academic nature of those purposes, applies equally to Academic Staff whose rôle within the College is not of an academic nature but whose function is necessary to ensure that the college's academic functions are fulfilled.

This policy does not apply to the Principal, whose retirement age and date are fixed by Governing Body Ordinance I, 4.

2. Principles and Aims of an Employer Justified Retirement Age (EJRA)

Newnham College operates an Employer Justified Retirement Age (EJRA) for Academic Staff in order to:

- (a) Ensure inter-generational fairness and career progression;
- (b) Enable effective succession-planning;
- (c) Promote innovation in research and knowledge creation;
- (d) Preserve academic autonomy and freedom;
- (e) Promote equality and diversity.

Academic Staff will retire at the end of the academic year in which they reach the EJRA, which the Governing Body has agreed will be equivalent to that adopted by the University of Cambridge, currently 67¹, for the above aims (a)-(d).

3. Criteria for Evaluating Requests to work beyond the EJRA

If it is judged to be in the best interests of the College to do so, a member of the Academic Staff may be appointed on a year-to-year, or shorter term, basis as a casual supervisor beyond that age, or may be appointed to continue their duties as explained below.

The criteria for evaluating requests to work beyond the EJRA will also be equivalent to those adopted by the University of Cambridge:

An extension of employment may only be granted in very exceptional circumstances where:

- (a) The individual concerned is the most appropriate person able to complete a specific project or task that is already underway;
- (b) The individual concerned is the most appropriate person able to secure the full benefit of a project already completed;
- (c) The individual concerned is the only person able to attract specific and significant funding; and/or
- (d) It would enable effective planning for departure and recruitment.

¹ *Reporter*, 6435, 2016-17, pp. 2-3

(<http://www.admin.cam.ac.uk/reporter/2016-17/weekly/6435/section1.shtml#heading2-3>)

In all cases, an extension must not undermine the aims of the EJRA, and must be aligned to the objects of the College as a place of education, learning and research.

4. Procedure to be followed

When a member of the College's Academic Staff is coming up to the EJRA, the following steps will be taken:

- (a) The College will notify the individual in writing of the EJRA at least 6 months in advance but no more than 12 months before end of the academic year in which the individual would reach the EJRA (hereafter 'the intended retirement date');
- (b) The College will inform the individual of their right to make an exceptional request to work beyond the intended retirement date on a year-to-year, or shorter term, basis as a casual supervisor or to continue their duties subject to the individual fulfilling the appropriate criteria, the extension not undermining the aims of the EJRA and the extension being aligned to the College's objects;
- (c) If the individual confirms that s/he wishes to retire at the intended retirement date, the College will make the necessary arrangements;
- (d) If the individual requests to continue working beyond the intended retirement date, the College has a duty to consider this request;
- (e) A written request to continue beyond the intended retirement date must be received no later than 31 March in the academic year of the intended retirement date;
- (f) The individual should write to the Senior Tutor, Bursar or line manager (as appropriate) making such a request; a copy of this letter should also be sent to the Bursar if s/he was not the original recipient.

5. The duty to consider process

Once the College has received written notification of a request to continue working beyond the intended retirement date, the Senior Tutor, Bursar, or line manager (as appropriate) will arrange a meeting with the individual to discuss their request within a reasonable period of receiving it, usually within 4 weeks (unless agreeing to the request or it being impractical to hold a meeting within this time frame).

At this meeting the individual has the right to be accompanied by either another member of the Academic Staff or a trade union representative. This accompanying person will have the right to address the meeting but not to answer questions on behalf of the individual and will be permitted to confer with the individual during the meeting.

At the meeting the individual will have an opportunity to discuss their request with the Senior Tutor, Bursar, or line manager (as appropriate).

After the meeting the individual's request will be considered by the Academic Planning Committee (for individuals with teaching responsibilities), or by the Council

(for individuals with tutorial responsibilities only) or by the Stipends Committee or Finance Committee as appropriate for any other members of the Academic Staff who are full-time employees. The final decision will rest with the Council on the recommendation of one of the above bodies where the Council is not the sole decision-maker.

The individual will be informed of the decision of the request in writing. The law does not require the College to give a reason for the decision.

6. Appeal process

An individual may appeal against the decision made by the College as soon as is reasonably practical after receiving the notification of the decision (usually within 10 working days).

An individual should write to the Bursar as Secretary to the Council to make such a request.

The individual is entitled to present her/his case to the Council in person, in writing, or both. If presenting her/his case in person, the individual has the right to be accompanied as described above in section 5.

After the meeting the Senior Member will be informed of the decision of the appeal meeting in writing as soon as is reasonably practically, and usually within 10 days.

7. Extension of employment beyond the intended retirement date

Should the Council decide to grant the request for an individual to continue working beyond the intended retirement date, a fixed-term post-retirement contract of no more than twelve months will be offered. The Council may also propose alternative working patterns as part of this offer.

The whole procedure will be repeated each time an individual nears the end of his/her post-retirement contract to ensure that the offer of a subsequent contract continues to satisfy the relevant criteria as set out in section 3.

8. Pension

Entitlements to pension are determined by the terms of the pension scheme (if any) and by entitlements to the state pension appropriate to each individual.

If an individual Member has any questions or concerns regarding retirement and their pension these should be addressed in the first instance to the College Accountant.

9. Early Retirement

An individual seeking early retirement should discuss this in the first instance with the Senior Tutor, Bursar or line manager (as appropriate), who will discuss the process with the individual, and with the College Accountant who will be able to provide details regarding pension and final salary payments, etc.