Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Campus identifier	CAMPID	1
4	Staff identifier	STAFFID	13
5	Contract identifier	CONTID	20
6	Terms of employment	TERMS	1
7	Mode of employment	MOEMP	1
8	Academic employment function	ACEMPFUN	1
9	FTE during reporting period	CONFTE	5
10	Teaching through the medium of Welsh	TCHWLH	1
11	Not used	GRADE	2
12	Senior management post holder	SMPH	1
13	Source of basic salary	SOBS	2
14	Proportion of basic salary charged against general income	PSCAG	5
15	Secondary source of basic salary	SSOBS	2
16	Salary point	SPOINT	3
17	Basic salary at reference date	SALREF	7
18	NHS contracts	NHSCON	1
19	NHS contract grade	NHSCONGR	2
20	Healthcare professional specialty	HSPEC	2
21	HEI joint contracts	HEIJOINT	4
22	Start date of contract	STARTCON	8
23	End date of contract	ENDCON	8
24	Activity code 1	ACT1	2
25	Cost centre 1	CCENTRE1	2
26	Proportion in cost centre 1	CCPROP1	5
27	Activity code 2	ACT2	2
28	Cost centre 2	CCENTRE2	2
29	Proportion in cost centre 2	CCPROP2	5
30	Activity code 3	ACT3	2
31	Cost centre 3	CCENTRE3	2
32	Proportion in cost centre 3	CCPROP3	5
33	Grade identifier	GRADID	10
34	Clinical status	CLINICAL	1
35	Professor	PROF	1

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

11026 Staff Record contract table standard record
11126 Staff Record contract table minimum record for atypical contracts
11926 Staff Record contract table multiple contracts amalgamated to one record

DESCRIPTION The Record type indicator is for HESA's internal use to identify the type of record being sent.

NOTES The first two digits are the year identifier. The last two digits are the record identifier.

Where a member of staff has more than one contract a record for each contract should be returned with this field coded 11026 and/or 11126 as appropriate.

Amalgamating records

There are two cases where it is possible to amalgamate contracts into a single record:

Institutions in England: Institutions in England have the option to amalgamate multiple contracts using a <A HREF="c11025/Amalgamation_algorithm">standard algorithm</A> and return one record only. Institutions that decide so to do are asked to inform Institutional Liaison at HESA, or email <A href="mailto:liaison@hesa.ac.uk">(liaison@hesa.ac.uk)</A> by 31 July 2011. The institution must then use the standard algorithm to amalgamate contracts for all staff with multiple contracts and return only one contract record per member of staff. The record identifier 11926 should be used where multiple contracts have been amalgamated to a single record. Where a record genuinely represents a single contract, the standard RECID of 11026 or atypical RECID of 11126 should be used.

Staff who hold multiple atypical contracts with the same characteristics: Where within the HESA reporting period staff have multiple atypical contracts with the same characteristics, i.e. Activity code and Cost centre, only one contract record need be returned, identified as 11126 in RECID, and recording the total FTE worked.

Those records that represent a single standard contract will be coded 11026. Those records that represent multiple contracts will be coded 11926. However 11126 can be used for records that represent a single atypical contract as well as multiple atypical contracts.

REASON REQUIRED For HESA's operational purposes

Field Nr.	Field Description	Field Abbrev'n	Field Length
2	Institution identifier	INSTID	4

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0007 Bishop Grosseteste University College Lincoln
0009 Buckinghamshire New University
0010 Central School of Speech and Drama
0011 University of Chester
0012 Canterbury Christ Church University
0013 York St John University
0014 University College Plymouth St Mark and St John
0016 Edge Hill University
0017 University College Falmouth
0018 Harper Adams University College
0021 The University of Winchester
0023 Liverpool Hope University
0024 University of the Arts, London
0026 University of Bedfordshire
0027 The University of Northampton
0028 Newman University College
0030 Ravensbourne
0031 Roehampton University
0032 Rose Bruford College
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0037 Southampton Solent University
0038 University of Cumbria
0039 St Mary's University College, Twickenham
0040 Leeds Trinity University College
0041 Trinity Laban Conservatoire of Music and Dance
0046 The University of Worcester
0047 Anglia Ruskin University
0048 Bath Spa University
0049 The University of Bolton
0050 Bournemouth University
0051 The University of Brighton
0052 Birmingham City University
0053 The University of Central Lancashire
0054 University of Gloucestershire
0056 Coventry University
0057 University of Derby

0058 The University of East London
0059 The University of Greenwich
0060 University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Lincoln
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 The Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0071 The Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 London South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 Teesside University
0080 The University of West London
0081 University of the West of England, Bristol
0082 The University of Chichester
0083 The University of Westminster
0085 The University of Wolverhampton
0086 The University of Wales, Newport
0087 Glyndwr University
0089 Cardiff Metropolitan University
0090 University of Glamorgan
0091 Swansea Metropolitan University
0095 University of Abertay Dundee
0097 Glasgow School of Art
0100 Queen Margaret University, Edinburgh
0101 Royal Conservatoire of Scotland
0104 The Robert Gordon University
0105 The University of the West of Scotland
0106 Glasgow Caledonian University
0107 Edinburgh Napier University
0108 Aston University
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University
0114 The University of Cambridge
0115 The City University
0116 University of Durham

0117 The University of East Anglia
0118 The University of Essex
0119 The University of Exeter
0120 The University of Hull
0121 The University of Keele
0122 The University of Kent
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0131 Goldsmiths College
0132 Imperial College of Science, Technology and Medicine
0133 Institute of Education
0134 King's College London
0135 London Business School
0137 London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0141 Royal Holloway and Bedford New College
0143 The Royal Veterinary College
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0149 University College London
0151 University of London (Institutes and activities)
0152 Loughborough University
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews
0174 The University of Stirling
0175 Scottish Agricultural College
0176 University of Wales Trinity Saint David

0177 Aberystwyth University
0178 Bangor University
0179 Cardiff University
0180 Swansea University
0184 The Queen's University of Belfast
0185 University of Ulster
0186 The University of Wales (central functions)
0188 The Institute of Cancer Research
0189 Writtle College
0190 Norwich University College of the Arts
0193 Stranmillis University College
0194 St Mary's University College
0195 Royal Agricultural College
0196 University of the Highlands and Islands
0197 The Arts University College at Bournemouth
0199 Conservatoire for Dance and Drama
0200 University College Birmingham
0201 Courtauld Institute of Art
0202 London Metropolitan University
0203 The University of Buckingham
0204 The University of Manchester
0205 Heythrop College
0206 University for the Creative Arts
0208 Guildhall School of Music and Drama
0209 The Liverpool Institute for Performing Arts
0210 University Campus Suffolk
0211 Leeds College of Art

DESCRIPTION The Institution identifier of the reporting institution.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Campus identifier	CAMPID	1

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

A 1 character code.

DESCRIPTION The Campus identifier is the second component used to identify the institution. Campus identifiers used in this record must be consistent with those submitted by the institution as part of Campus Information System.

NOTES To assess whether the use of a campus identifier is appropriate use the following criteria:

A separate campus identifier should be used if a substantial number of staff are located on a campus at a significant distance from where the main institution is based, such that it would be regarded as not being in the same city/town. In this respect Greater London can be treated as a single entity.

In the majority of cases, the campus identifier will default to the generic value 'A' indicating the entire institution or main campus.

Mergers: A separate campus identifier should be used when a merger takes place, to identify any merged institutions as separate campuses if they otherwise fit the specified criteria.

Separate funding: In England, HEFCE expect separate campus identifiers to be used where any part of the institution is funded separately e.g. 0151 University of London (Institutes and activities).

Campus identifiers can only be used where a staff contract can be associated with a single site. It is recognised that because of the flexibility of employment patterns adopted by some institutions, it will be impossible to say categorically that some staff are assigned to a particular campus. If this is the case then code 'A' should be used. An institution that wishes separately to identify campuses may do so by using any character except for 'A' in field 3. Only those CAMPID codes submitted to HESA as part of the <A HREF="../C11041">Campus Information System</A> can be returned in this field.

There may be cases where a campus is returned in the Staff Record but not the Student Record, e.g. research sites. Please liaise with colleagues responsible for making the student returns to

ensure that details of all sites are returned to the Campus Information System.

REASON REQUIRED To provide separate figures for each campus.

To facilitate the derivation of geographic patterns of work.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Staff identifier	STAFFID	13

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

A 13 digit code.

DESCRIPTION The Staff identifier is the unique code allocated to a staff member in the person table.

NOTES This identifier is the key to the whole return as it enables linking between the person and contract tables as well as tracking over time.

Details of how to allocate Staff identifiers is given in <A HREF="../08025/fe003.htm">Field 3, Staff identifier</A> of the person table.

Where a staff member returns to an institution with two STAFFIDs (one from the previous HEI and one from the reporting HEI) the ID from the institution they are returning to should be used to retain tracking within the institution.

REASON REQUIRED To facilitate tracking and the analysis of mobility in the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Contract identifier	CONTID	20

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

Up to a 20 character code.

DESCRIPTION The Contract identifier is a code allocated to each contract held by a member of staff.

NOTES A contract identifier is collected to uniquely identify each contract held by each member of staff. The field length has been set to 20 to provide flexibility in the approach that institutions can take in completing field 5, Contract identifier.

The combination of field 4, Staff identifier and this field must be unique within an institution's submission. An institution might have a contract identifier in their database that can be easily used to populate this field. Alternatively, if the concept of "post identifier" exists - and the combination of "post-identifier" and field 4, Staff identifier is unique - this can be used.

In the absence of any existing data items, an institution might choose to complete this field with a sequential number for each contract held by each member of staff. In this case, the first contract for each person would have a value of 1, the second would have 2 and so on. In this example, we would expect the majority of contract records to have a value of 1 in this field.

Once allocated, the value in this field should not change over time. This will facilitate the analysis of patterns of employment in the sector over time.

REASON REQUIRED To identify each contract held and facilitate the analysis of all contracts held.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Terms of employment	TERMS	1

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

1 Open-ended/Permanent
2 Fixed-term contract
3 Atypical

DESCRIPTION The Terms of employment field describes the type of contract held.

NOTES This field should show the terms of employment at the return date or the end date of the contract if earlier.

Code '1' should be used for standard open-ended permanent contracts.

Code '2' should be used for rolling fixed-term contracts.

Code '3' should include staff who meet the <A HREF="c08025/Coverage_of_the_record#atypical">definition of atypical .

The fact that a member of staff is on probation is not in itself a reason for coding their terms of employment as temporary rather than permanent.

Code '1' should be used for term-time only staff on open ended contracts and either '2' or '4' returned in field 7, Mode of employment.

REASON REQUIRED To monitor the employment terms and conditions of HE staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Mode of employment	MOEMP	1

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

1 Full-time
2 Full-time, term-time only
3 Part-time
4 Part-time, term-time only
5 Atypical

DESCRIPTION This field describes the mode of employment detailed in the contract held.

NOTES This field should indicate the normal mode of employment of the contract held.

This field should show the mode of employment at the return date or the end date of the contract if earlier.

There is no single definition of term-time only as the number and length of terms may differ from one institution to another. Institutions are therefore advised to use a definition applicable to their institution.

Full-time staff who only work during the term should be returned as code 2 'Full-time, term-time only'.

REASON REQUIRED For analysis of contracts held by mode of employment.

To allow analysis of trends in HE employment practice.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Academic employment function	ACEMPFUN	1

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) for this contract have been coded '2A' **and** the contract is not 'atypical'.

VALID ENTRIES

1 Teaching only
2 Research only
3 Teaching and research
9 Not teaching and/or research
X Not applicable/Not required (Default code)

DESCRIPTION

The Academic employment function field indicates the role/categorisation of an academic contract.

NOTES

This field should show the academic employment function for the contract at the return date or the end date of the contract if earlier. Academic employment function relates to the contract of employment and not to the actual work undertaken.

Code '1' applies only to contracts indicating that staff are teaching only.

Code '2' should be used for those contracts where the primary academic employment function is research only, even though the contract may include a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff). This code is particularly important for institutions in Scotland, as SFC have a specific need to monitor Contract Research Staff (CRS).

Codes '2' and '3' do not carry any implications in terms of inclusion of individuals in the Research Assessment Exercises.

Code '9' should be used for contracts where the academic employment function is not teaching and/or research e.g. Vice-Chancellor.

Default code 'X' must be used when **all** of the activity code fields (24, 27, 30,) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED

For HESA classification purposes.

To allow identification of contract research staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	FTE during reporting period	CONFTE	5

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

A percentage in the range 000.0 to 100.0.

DESCRIPTION FTE during reporting period indicates the percentage of a full-time equivalent year being undertaken by this staff member on this contract in the course of the full academic/financial year 1 August to 31 July.

NOTES This field should show the proportion of FTE for the year according to the contract of employment.

Reducing FTE

FTE does not need to be reduced to take account of temporary arrangements such as maternity leave, sick leave or other temporary arrangements for a member of staff still eligible for inclusion in the record according to their contract of employment.

Clinical academics who as part of their contract, spend some of their time working outside of the institution in the NHS should not have their FTE reduced to reflect the amount of time spent working in the NHS.

FTE should be reduced, however, to take account of partial years worked by members of staff on contracts that started or ended during the reporting period.

Calculating FTE for a piece of work

Institutions will need to calculate an FTE for members of staff who are contracted to deliver a piece of work. In setting a rate of pay for the task the institution will have taken a view as to the size of the task and therefore how long it might take. It is expected that this will be used as the basis for calculating the FTE.

Calculating FTE for staff working irregular hours

Where a member of staff does not have regular hours/patterns of work, or is appointed on a very short-term basis, it may be difficult to calculate FTE. (It is suggested that institutions estimate FTE for those contracts that involve working irregular hours using total salary information and hourly/daily pay rates).

Calculating FTE for staff working term-time only

The FTE for term-time only staff should be reduced to account for the fact that such staff only work part of the year. There is no single definition of term-time only, as the number and length of terms may differ from one institution to another. Institutions are therefore advised to use a definition applicable to their institution. For example, if there are 3 terms of 10 weeks in duration, the FTE for a full-time term-time only member of staff should be reduced by 30/52=0.58, compared to a similar member of staff working with the same intensity but for a full-year.

Staff seconded to a post within the reporting institution

Where the member of staff is seconded within the institution, any activity on posts should be returned, so where the secondment is for all of their time, the contract fields should contain information about the seconded post only, and where the secondment is for part of their time only, the contract table should contain two records if the institution issues two contracts.

e.g. for 2009/10 reporting period

1) Member of staff holding post 1, seconded to post 2 from Jan-Jul 2010
Post 1: Aug-Dec 2009 and Post 2: Jan-Jul 2010

2) Member of staff holding post 1, seconded to post 2 from Aug 2009-Jul 2010
Post 1: 0 FTE and Post 2: Aug 2009-Jul 2010

Staff seconded to a post at another HEI

For secondments to another HEI the reporting institution should reduce the FTE (to zero if the secondment is for the whole year) and the recipient institution should return the contract(s) they have issued.

Staff seconded to a post outside the HE sector

For those seconded to a post outside the sector, the reporting institution should only return the details of the contract they have issued. The institution should reduce the FTE (to zero if the secondment is for the whole year).

EXAMPLE

1) A contract to work full-time for twelve months of the year would be shown as 100.0 in this field

a) A full-time member of staff on maternity leave during the whole

reporting period (1 August to 31 July) would be shown as 100.0 in this field because the FTE in the contract should not be reduced for temporary arrangements such as maternity leave.

b) A contract to work full-time for six months of the year would be shown as 050.0 in this field because FTE is reduced to take account of partial years worked.

2) A member of staff employed on separate HEI and NHS contracts (e.g. A + B contracts) works a total of eleven sessions a week, five at the institution (45.45% FTE) and six for the NHS (54.55% FTE). This should be shown as 100.0 in this field as the FTE for clinical academics should not be reduced to reflect the amount of time spent working in the NHS.

3) The FTE for a member of staff who works 6 hours per year should be calculated by making a comparison based on the standard set for full-time staff within the institution.

Institutions may choose to set a standard as follows: Full-time staff who work for 52 weeks a year and 37 hours a week will work 1924 hours a year. Therefore 6 hours per year compared to the standard of 1924 hours per year set for full-time staff would result in an FTE of 0.3%.

Zero FTE: An FTE of zero should not occur when making such comparisons. In general the standard that is set for full-time should be no more than 2080 hours per year (40 hours per week), therefore a member of staff who works for 1 hour per year, will have an FTE of 0.05%, which, when rounded, will be 0.1% FTE.

REASON REQUIRED To estimate the total size of the workforce.

To enable resource comparisons with student and finance information.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Teaching through the medium of Welsh	TCHWLH	1

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) for this contract have been coded '2A' **and** the contract held is with an institution in Wales **and** the contract is not 'atypical'.

VALID ENTRIES

1 Teaching through the medium of Welsh
2 Not teaching through the medium of Welsh
9 Information not yet sought
X Not applicable/Not required (Default code)

DESCRIPTION

The Teaching through the medium of Welsh field will be used to indicate the proportion of academic staff in Wales that are teaching through the medium of Welsh.

NOTES

Institutions should refer to the HEFCW for further guidance about the completion of this field.

Institutions in Wales presently not collecting this data are required to complete this field using code '9'.

Code '2' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the member of staff is not teaching through the medium of Welsh **and** the contract held is with an institution in Wales.

Default code 'X' must be used for staff employed at institutions in England, Scotland and Northern Ireland.

Default code 'X' must be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED

To monitor the level of provision available through the medium of Welsh for institutions in Wales.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Not used	GRADE	2

STATUS Compulsory

VALID ENTRIES

XX Not used

NOTES Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'XX'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Senior management post holder	SMPH	1

STATUS

This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

1 Senior management post holder
2 Not a senior management post holder
X Not applicable/Not required (Default code)

DESCRIPTION

The intention of this field is to indicate whether the member of staff also has senior management/administrative responsibilities within the institution associated with this contract.

NOTES

It is expected that the contracts returned in this field would mostly be comprised of those of the senior management team.

Acting directors should be included in this field, if they hold senior management/administrative responsibilities.

Default code 'X' must be used for atypical staff.

REASON REQUIRED

To identify those members of staff who have senior management responsibilities.

For profiling staff levels and career patterns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Source of basic salary	SOBS	2

STATUS

This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

01 Wholly general institution financed
02 Partly (but principally) financed by the institution
03 NHS/General Medical or General Dental practice or Department of Health
07 UK central government bodies and local authorities
08 UK industry, commerce and public corporations
10 EU government bodies
11 EU other
12 Other overseas sources
15 Other sources
51 Biotechnology & Biological Sciences Research Council (BBSRC)
52 Medical Research Council (MRC)
53 Natural Environmental Research Council (NERC)
54 Engineering & Physical Sciences Research Council (EPSRC)
55 Economic & Social Research Council (ESRC)
57 Arts & Humanities Research Council (AHRC)
58 Science & Technology Facilities Council (STFC)
59 Research council - not specified
63 Cancer Research UK
64 Wellcome Trust
65 Other Association of Medical Research Charities (AMRC) charity
66 Other charitable foundation
XX Not applicable/Not required (Default code)

DESCRIPTION

This field should show the source of basic salary at the reference date or the end date of the contract if earlier.

NOTES

This is the main source of basic salary for the contract detailed in the record. This field should relate to basic salary only.

Whether income can be regarded as general institution funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be

considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post. The provider would be classified by a code in the range '03-15', for example '03' in the case of NHS Trusts.

Code '02' should be used if there is a 50:50 split and one of the two sources is 'financed by the institution'.

Any contract for which the principal source of basic salary comes from HEFCE 'Special initiative' funds should be considered to be general institution financed (either code '01 Wholly general institution financed' or code '02 Partly (but principally) financed by the institution').

Code '08' should be used if the main source of basic salary is from a UK branch of a multi-national company.

Code 65 should be used when the charity paying the salary is listed as a member of the Association of Medical Research Charities (AMRC). A directory of
<A
HREF="http://www.amrc.org.uk/HOMEPAGE/?Nav=479,536">AMR
C members</A> is available from the <A
HREF="http://www.amrc.org.uk/HOMEPAGE/?Nav=810">AMRC
web site</A>.

The British Academy and the Royal Society should be returned as code '59 Research council - not specified'.

Code '66 Other charitable foundation' should be used for all other charities not separately defined within the valid entries irrespective and should include both UK and overseas charities.

Default code 'XX' can be used for atypical staff.

EXAMPLE

A contract that is funded 70% through general institution funds and 30% through NHS funds would be coded '02', whereas code '03' would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED

To allow career monitoring and comparisons for those funded by different organisations.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Proportion of basic salary charged against general income	PSCAG	5

STATUS This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

A percentage in the range 000.0 to 100.0 or 'XXXXX'.

DESCRIPTION The Proportion of basic salary charged against general income field (for this contract) gives the proportion of the salary paid in respect of institutional duties that is chargeable to general income.

NOTES If a staff member's salary is completely paid for by general institution finance then this field must be coded 100.0. However, if the salary is completely paid for by any other source then this field must be coded 000.0

Whether income can be regarded as general institution funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post. The provider would be classified by a code in the range '03-15', for example '03' in the case of NHS Trusts.

Charged against general income should be consistent with chargeable to general institution income as defined for the Finance Statistic Return and is assumed to include all appointments not funded from sources '03-15' in fields 13, Source of basic salary and field 15, Secondary source of basic salary. The proportion of salary charged against general income should be given regardless of whether this is the principal source of salary or not. Staff whose contract salaries are not chargeable at all to general funds should be coded '000.0'.

If field 13, Source of basic salary is coded '01' Wholly general institution financed then field 14, Proportion of basic salary charged against general income field must be 100.0 and field 15, Secondary source of basic salary must be coded '01' No secondary source.

Default code 'XXXXX' can be used for atypical staff.

EXAMPLE A contract that is funded 70% through general institution funds and 30% through NHS funds would be coded '070.0', whereas code '030.0' would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED For comparison/analysis with finance information.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Secondary source of basic salary	SSOBS	2

STATUS

This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

01 No secondary source
02 Partly (not mainly) financed by the institution
03 NHS/General Medical or General Dental practice or Department of Health
07 UK central government bodies and local authorities
08 UK industry, commerce and public corporations
10 EU government bodies
11 EU other
12 Other overseas sources
15 Other sources
51 Biotechnology & Biological Sciences Research Council (BBSRC)
52 Medical Research Council (MRC)
53 Natural Environmental Research Council (NERC)
54 Engineering & Physical Sciences Research Council (EPSRC)
55 Economic & Social Research Council (ESRC)
57 Arts & Humanities Research Council (AHRC)
58 Science & Technology Facilities Council (STFC)
59 Research council - not specified
63 Cancer Research UK
64 Wellcome Trust
65 Other Association of Medical Research Charities (AMRC) charity
66 Other charitable foundation
XX Not applicable/Not required (Default code)

DESCRIPTION

This field should show the source of basic salary at the reference date or the end date of the contract if earlier.

NOTES

This is the secondary source of basic salary for the contract detailed in the record. This field should relate to basic salary only.

Whether income can be regarded as general institution funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be

considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post. The provider would be classified by a code in the range '03-15', for example '03' in the case of NHS Trusts.

Code '08' should be used if the secondary source of basic salary is from a UK branch of a multi-national company.

Code 65 should be used when the charity paying the salary is listed as a member of the Association of Medical Research Charities (AMRC). A directory of
<A
HREF="http://www.amrc.org.uk/HOMEPAGE/?Nav=479,536">AMR
C members</A> is available from the <A
HREF="http://www.amrc.org.uk/HOMEPAGE/?Nav=810">AMRC
web site</A>.

The British Academy and the Royal Society should be returned as code '59 Research council - not specified'.

Code '66 Other charitable foundation' should be used for all other charities not separately defined within the valid entries irrespective and should include both UK and overseas charities.

Default code 'XX' can be used for atypical staff.

EXAMPLE

A contract that is funded 70% through general institution funds and 30% through NHS funds would be coded '03', whereas code '02' would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED

To allow career monitoring and comparisons for those funded by different organisations.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Salary point	SPOINT	3

STATUS

This field must be completed with a valid code other than the default code when the salary for the contract is from a nationally negotiated pay spine **and** the contract is not 'atypical'.

VALID ENTRIES

A 3 character code showing the salary spine used and the spine point for either of the Framework Salary Spine or Clinical Salary Spine as at 31 July 2012, or end date of contract if earlier, or 'XXX'.

DESCRIPTION

The Salary point is a representation of the salary point within a national pay structure.

NOTES

The first character of this field must indicate which of the two salary spine scales is being used. If the Framework Salary Spine (previously referred to as Final Salary Spine) is being used then the first character must be 'F'. If the salary point is from the Clinical Salary Spine then the first character must be 'C'.

The second and third characters of this field must show the salary point from within the pay spine indicated and any single digit salary points should be prefixed with a zero, for example F04, F18, C10.

This field should show the salary point as at 31 July 2012 or the end date of the contract if earlier.
Where a part-time member of staff has a contract salary that is a fraction of a spine point, then that spine point should be returned. For example, a lecturer on 50% of point 04 on the Final Salary Spine would be recorded as 'F04'.

Salary point should be within the range for grade identified in GRADID.

If a salary point from a nationally negotiated (JNCHES) pay scale is returned in this field then the default code 'XXXXXXX' should be returned in SALREF.

This field must be completed with the default 'XXX' code for those members of staff whose salary is not from a nationally negotiated (JNCHES) pay spine.

The default code 'XXX' must be used if the staff member is not employed on a recognised salary point of any of the national salary spines identified.

Default code 'XXX' can be used for atypical staff.

Please note, 2010/2011 includes a new section on the Clinical tables, this is the **new scale** for 'staff not holding honorary consultant contracts' codes C51 to C62.

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Basic salary at reference date	SALREF	7

STATUS

This field must be completed with a valid code other than the default code when (field 16, Salary point has been coded 'XXX' **and** the concept of a per annum contractual salary applies to the member of staff **and** the contract is not 'atypical') or (field 16, Salary point has been completed with a salary point from a nationally negotiated (JNCHES) pay scale and local adjustments have been made to this pay scale and the contract is not 'atypical').

VALID ENTRIES

A 7 digit number.

DESCRIPTION

The Basic salary at reference date field should show the gross basic salary per annum (not pro rata), in pounds sterling as stated in the contract at the reference date or the end date of the contract if earlier.

NOTES

In the case of Part-time staff the full-time equivalent salary should be returned. In the case of a staff member who leaves half way through a year, the annual salary that they would have received had they stayed all year should be returned.

The Basic salary at reference date should not include any regular payments for additional duties, responsibility allowances or honoraria, regardless of their source. Subsequent back-dated pay awards will be excluded.

Salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

Where institutions are using the JNCHES national pay spine but making local adjustments, (for example to consolidate London weighting) then BOTH SPOINT and SALREF must be returned.

If a salary point from a nationally negotiated (JNCHES) pay scale is returned in SPOINT then the default code 'XXXXXXX' must be returned in this field, unless local adjustments to this pay scale have been made.

This field must be completed with the default code 'XXXXXXX' for atypical staff contracts for whom the concept of a per annum contractual salary does not apply. For all other staff contracts, including hourly paid staff, staff with zero hour contracts etc, this

field be completed with a monetary amount unless SPOINT has been completed.

Default code 'XXXXXXX' can be used for atypical staff.

EXAMPLE Example:

Part-time 050.0 Salary Paid 0015000 Full-time equivalent Salary 0030000

REASON REQUIRED To monitor the remuneration of the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	NHS contracts	NHSCON	1

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the related cost centre field has been coded '01-08' or '29' **and** the contract is not 'atypical'.

VALID ENTRIES

0 No NHS contract
1 HEI contract and NHS Honorary Contract (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements)
2 Separate HEI and NHS contracts (e.g. A + B contracts)
3 Joint HEI/NHS or primary/community healthcare contracts
X Not applicable/Not required (Default code)

DESCRIPTION

The NHS contracts field indicates the contractual arrangement that an individual academic with clinical responsibilities associated with this contract has with the HEI and the NHS employing body.

NOTES

The majority of clinical academics have substantive paid higher education contracts and honorary unpaid contracts. These contracts should be coded '1'.

Some have separate paid contracts with both a higher education institution and an NHS employer (often called A+B contracts). These contracts should be coded '2'.

A few individuals have genuinely joint HEI/NHS contracts. These contracts should be coded '3'.

In each case the contracts together constitute employment in a single job agreed by two employers.

Code '0' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and any** of the cost centre fields (25, 28, 31) have been coded '01-08' or '29'**and** the member of staff does not hold an NHS contract.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' must also be used when **all** the cost centre fields (25, 28, 31) have been coded '10-28', '30-57' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED For the development of curriculum and joint working plans in connection with delivery of undergraduate medical/dental education and/or research in association with health authorities and trusts.

Field Nr.	Field Description	Field Abbrev'n	Field Length
19	NHS contract grade	NHSCONGR	2

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30 have been coded '2A' **and any** of the related cost centre fields have been coded '01-08' or '29' **and** field 18 NHS contracts has been coded '1', '2' or '3' **and** field 20 Healthcare professional specialty has been coded '01-17' or '21' **and** the contract is not 'atypical'.

VALID ENTRIES

01 Consultant
02 Specialist Registrar
03 Staff Grade
04 Associate Specialist
05 General Practitioner
06 Senior House Officer
07 Clinical Assistant
08 Foundation Programme Doctor
09 Speciality Registrar
10 Speciality Doctor
11 Non-medical grade
XX Not applicable /Not required (Default code)

DESCRIPTION

The NHS contract grade field indicates for clinical academic members of staff their grade within the NHS.

NOTES

If field 20 Healthcare professional specialty has been coded '01-17' or '21' then this field must be completed with a valid code other than 'XX'.

It is intended that additional codes be added to this field in subsequent years to reflect the staff levels defined as part of Agenda for Change. Until then those with contracts other than medical should be coded '11'.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and all** the cost centre fields (25, 28, 31) have been coded '10-28', '30-57' or 'XX'.

Default code 'XX' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** field 18 NHS contracts has been coded '0' or 'X'.

Default code ‘XX’ can be used for atypical staff.

Codes '02', '03', '06' and '07' will have no new appointments made to them from 2009/10, but may be used for existing staff.

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length
20	Healthcare professional specialty	HSPEC	2

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and any** of the related cost centre fields have been coded '01-08' or '29' **and** field 18, NHS contracts has been coded '1', '2' or '3' **and** the contract is not 'atypical'.

VALID ENTRIES

01 Anaesthetics
02 Obstetrics and Gynaecology
03 Ophthalmology
04 Paediatrics and Child Health
05 Pathology
06 Psychiatry
07 Radiology
08 Surgery
09 Physicians/Medicine
10 Public Health Medicine
11 Occupational Medicine
12 Dentistry
13 General Practice
14 Additional dental specialties
15 Infection/Microbiology
16 Oncology
17 Medical Education
21 Others in medicine or dentistry
31 Nursing
32 Midwifery
33 Health visiting
34 Physiotherapy
35 Radiography
36 Occupational therapy
37 Podiatry
38 Speech and language therapy
39 Art therapy
40 Paramedic
41 Orthoptics
42 Prosthetics and orthotics
43 Dietetics
44 Healthcare scientists
45 Pharmacy
46 Clinical Psychology
51 Others
XX Not applicable/Not required (Default code)

DESCRIPTION This field indicates for clinical academic members of staff the healthcare professional specialty associated with this contract.

NOTES This field applies to members of staff with clinical academic contracts and indicates the healthcare professional specialty associated with their contract of employment as issued by the institution.

If field 18, NHS contracts has been coded '1', '2' or '3' then this field must be completed with a valid code other than 'XX'.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and all** the cost centre fields (25, 28, 31) have been coded '10-28', '30-57' or 'XX'.

Default code 'XX' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** field 18 NHS contracts has been coded '0' or 'X'.

Default code 'XX' can be used for atypical staff.

Healthcare professional specialties included in '01-17' are as follows:

01 Anaesthetics
- Anaesthetics
- Intensive care medicine

02 Obstetrics and Gynaecology
- Obstetrics and gynaecology

03 Ophthalmology
- Ophthalmology
- Medical Ophthalmology

04 Paediatrics and Child Health
- Paediatrics

05 Pathology
- Chemical pathology
- Clinical cytogenetics and molecular genetics (Radiotherapy)
- Medical microbiology and virology
- Histopathology (Morbid anatomy)

06 Psychiatry
- Child and adolescent psychiatry
- General adult psychiatry (Psychiatry/Mental Illness)
- Old age psychiatry

Psychotherapy
Psychiatry of learning disability

07 Radiology

Clinical oncology
Clinical radiology (Diagnostic radiology/Radiology)

08 Surgery

Accident & emergency medicine
General surgery
Cardiothoracic surgery (Thoracic surgery)
Neurosurgery (Neurological surgery)
Oral & Maxillofacial surgery (Basic Medical and Dental Training)
Otolaryngology
Paediatric surgery
Plastic surgery
Trauma and orthopaedic surgery
Urology

09 Physicians/Medicine

Allergy
Audiological medicine
Cardiology (Cardio-vascular disease)
Clinical genetics
Clinical neurophysiology
Clinical pharmacology and therapeutics
Dermatology
Endocrinology and diabetes mellitus
Gastroenterology
General internal medicine (General medicine)
Genitourinary medicine (Veneriology)
Geriatric medicine (Geriatrics)
Haematology
Immunology (Immuno-pathology)
Infectious diseases (Communicable diseases)
Medical oncology
Neurology
Nuclear medicine
Paediatric cardiology
Palliative medicine
Rehabilitation medicine
Renal medicine (Renal disease/Nephrology)
Respiratory medicine (Thoracic Medicine)
Rheumatology
Tropical medicine

10 Public Health Medicine

Public health medicine (Community medicine)

11 Occupational Medicine

Occupational Medicine

12 Dentistry

Endodontics
Dental Public Health
Oral Medicine
Oral Surgery
Orthodontics
Paediatric Dentistry
Periodontics
Prosthodontics
Restorative Dentistry
Surgical Dentistry

13 General Practice

General Practice

14 Additional dental specialties

Oral and maxillofacial surgery (when employed by the Dental School)
Oral microbiology
Oral pathology
Oral radiology

15 Infection/Microbiology

Medical microbiology and virology
Infectious diseases (communicable diseases)

16 Oncology

Clinical oncology
Medical oncology

17 Medical Education

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length
21	HEI joint contracts	HEIJOINT	4

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the contract held is a joint contract with another HEI **and** the contract is not 'atypical'.

VALID ENTRIES

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0007 Bishop Grosseteste University College Lincoln
0009 Buckinghamshire New University
0010 Central School of Speech and Drama
0011 University of Chester
0012 Canterbury Christ Church University
0013 York St John University
0014 University College Plymouth St Mark and St John
0016 Edge Hill University
0017 University College Falmouth
0018 Harper Adams University College
0021 The University of Winchester
0023 Liverpool Hope University
0024 University of the Arts, London
0026 University of Bedfordshire
0027 The University of Northampton
0028 Newman University College
0030 Ravensbourne
0031 Roehampton University
0032 Rose Bruford College
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0037 Southampton Solent University
0038 University of Cumbria
0039 St Mary's University College, Twickenham
0040 Leeds Trinity University College
0041 Trinity Laban Conservatoire of Music and Dance
0046 The University of Worcester
0047 Anglia Ruskin University
0048 Bath Spa University
0049 The University of Bolton
0050 Bournemouth University
0051 The University of Brighton
0052 Birmingham City University
0053 The University of Central Lancashire

0054 University of Gloucestershire
0056 Coventry University
0057 University of Derby
0058 The University of East London
0059 The University of Greenwich
0060 University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Lincoln
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 The Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0071 The Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 London South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 Teesside University
0080 The University of West London
0081 University of the West of England, Bristol
0082 The University of Chichester
0083 The University of Westminster
0085 The University of Wolverhampton
0086 The University of Wales, Newport
0087 Glyndwr University
0089 Cardiff Metropolitan University
0090 University of Glamorgan
0091 Swansea Metropolitan University
0095 University of Abertay Dundee
0097 Glasgow School of Art
0100 Queen Margaret University, Edinburgh
0101 Royal Conservatoire of Scotland
0104 The Robert Gordon University
0105 The University of the West of Scotland
0106 Glasgow Caledonian University
0107 Edinburgh Napier University
0108 Aston University
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University

0114 The University of Cambridge
0115 The City University
0116 University of Durham
0117 The University of East Anglia
0118 The University of Essex
0119 The University of Exeter
0120 The University of Hull
0121 The University of Keele
0122 The University of Kent
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0131 Goldsmiths College
0132 Imperial College of Science, Technology and Medicine
0133 Institute of Education
0134 King's College London
0135 London Business School
0137 London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0141 Royal Holloway and Bedford New College
0143 The Royal Veterinary College
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0149 University College London
0151 University of London (Institutes and activities)
0152 Loughborough University
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews

0174 The University of Stirling
0175 Scottish Agricultural College
0176 University of Wales Trinity Saint David
0177 Aberystwyth University
0178 Bangor University
0179 Cardiff University
0180 Swansea University
0184 The Queen's University of Belfast
0185 University of Ulster
0186 The University of Wales (central functions)
0188 The Institute of Cancer Research
0189 Writtle College
0190 Norwich University College of the Arts
0193 Stranmillis University College
0194 St Mary's University College
0195 Royal Agricultural College
0196 University of the Highlands and Islands
0197 The Arts University College at Bournemouth
0199 Conservatoire for Dance and Drama
0200 University College Birmingham
0201 Courtauld Institute of Art
0202 London Metropolitan University
0203 The University of Buckingham
0204 The University of Manchester
0205 Heythrop College
0206 University for the Creative Arts
0208 Guildhall School of Music and Drama
0209 The Liverpool Institute for Performing Arts
0210 University Campus Suffolk
0211 Leeds College of Art

DESCRIPTION

The HEI joint contracts field indicates the institution identifier of the other institution involved in a joint contract. The institution is identified by the HESA institution identifier (a four digit code relating to the institution). If the contract held is not a joint contract with another HEI the default code 'XXXX' must be returned in this field.

NOTES

If a member of staff holds a contract that was issued by more than one HEI, each institution must return that member of staff on their HESA Staff Record. The individual should have the same STAFFID returned on each of the institutions Staff Record. The CONFTE should reflect the proportion of FTE for the year according to the contract of employment for each institution. The MOEMP should reflect the mode of employment detailed in the contract held for each institution.

The default code 'XXXX' can be used when **all** of the activity

code fields (24, 27, 30) have been coded either ‘1’, ‘2B’, ‘3A’, ‘3B’, ‘3C’, ‘4A’, ‘4B’, ‘5’, ‘6’, ‘7’, ‘8’, ‘9’ or ‘XX’.

Default code 'XXXX' must be used when any of the activity code fields (24, 27, 30) have been coded '2A' and the contract held is not a joint contract with another HEI.

Default code ‘XXXX’ can be used for atypical staff.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED For staff profiling and tracking HE career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Start date of contract	STARTCON	8

STATUS This field must be completed with a valid code other than the default code when the date is known **and** the contract is not 'atypical'.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION The Start date of contract is the commencement date of this contract.

NOTES It is expected that institutions will be able to give a start date of contract, but in an exceptional case where start date of contract is not known, a default of '99991231' should be used.

Default code '99991231' can be used for atypical staff.

REASON REQUIRED To determine whether the member of staff might be included in a count of staff in a particular period.

For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length
23	End date of contract	ENDCON	8

STATUS This field must be completed with a valid code other than the default code when the contract has ended **and** the contract is not 'atypical'.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION The End date of contract is the completion date of the contract.

NOTES Only dates within the HESA reporting period (1 August to 31 July) should be returned. Dates that are after 31 July will be returned in the appropriate year. For example, a contract end date of 20 September 2010 should be reported in the 2010/11 academic year.

If a member of staff works in one department and then moves to another and this is not a new contract then do not close the record; just return an additional cost centre.

The default code '99991231' must be used for staff on contracts that have not ended.

Default code '99991231' can be used for atypical staff.

REASON REQUIRED To terminate inclusion of an individual contract in the HESA contract record table.

Field Nr.	Field Description	Field Abbrev'n	Field Length
24	Activity code 1	ACT1	2

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

1 Managers
2A Academic Professional
2B Non Academic Professionals
3A Laboratory, Engineering, Building, IT and Medical Technicians (including Nurses)
3B Student Welfare Workers, Careers Advisors, Vocational Training Instructors, Personnel and Planning Officers
3C Artistic, Media, Public Relations, Marketing and Sports Occupations
4A Library Assistants, Clerks and General Administrative Assistants
4B Secretaries, Typists, Receptionists and Telephonists
5 Chefs, Gardeners, Electrical and Construction Trades, Mechanical Fitters and Printers
6 Caretakers, Residential Wardens, Sports and Leisure Attendants, Nursery Nurses and Care Occupations
7 Retail and Customer Service Occupations
8 Drivers, Maintenance Supervisors and Plant Operatives
9 Cleaners, Catering Assistants, Security Officers, Porters and Maintenance Workers

DESCRIPTION Codes are allocated using the job title index provided in the document <A HREF="dox/datacoll/staff_general/OCM.pdf ">Occupational Coding for Higher Education Staff</A> (pdf)

NOTES The manual for "Occupational Coding for Higher Education Staff" contains introductory guidance for institutions on coding staff to SOC(HE). The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the Occupational Coding manual. Institutions should pay particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

Staff must have at least one activity code per contract i.e. 'XX' cannot be used in field 24, Activity code 1.

It is possible for a member of staff to have more than one identical activity code for the same contract if they are involved in the same activity, but in different cost centres.

Example:

An academic member of staff working in Cost centre 26 Catering

and Hospitality Management and Cost centre 27 Business and Management Studies should be coded:

ACT1 2A CCENTRE1 26
ACT2 2A CCENTRE2 27

Due to the variation in the lengths of codes institutions submitting fixed length files should left justify 1 character activity codes using the space character (ASCII no.32). Institutions submitting CSV files should not add a space to the field e.g. ,9, should be returned and not ' 9,.

REASON REQUIRED To provide data about occupational activity within the HE sector and enable comparisons to be made with other sectors of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
25	Cost centre 1	CCENTRE1	2

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

01 Clinical medicine
02 Clinical dentistry
03 Veterinary science
04 Anatomy & physiology
05 Nursing & paramedical studies
06 Health & community studies
07 Psychology & behavioural sciences
08 Pharmacy & pharmacology
10 Biosciences
11 Chemistry
12 Physics
13 Agriculture & forestry
14 Earth, marine & environmental sciences
16 General engineering
17 Chemical engineering
18 Mineral, metallurgy & materials engineering
19 Civil engineering
20 Electrical, electronic & computer engineering
21 Mechanical, aero & production engineering
23 Architecture, built environment & planning
24 Mathematics
25 IT & systems sciences, computer software engineering
26 Catering & hospitality management
27 Business & management studies
28 Geography
29 Social studies
30 Media studies
31 Humanities & language based studies
33 Design & creative arts
34 Education
35 Modern languages
37 Archaeology
38 Sports science & leisure studies
41 Continuing education
51 Total academic services
54 Central administration & services
55 Staff & student facilities
56 Premises
57 Residences & catering

DESCRIPTION Cost centre 1 indicates the cost centre under which the contract

will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres.

NOTES

Cost Centres

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of academic departments to cost centres made in response to the 'Allocation of Academic Departments to Cost Centres' exercise carried out by the Funding Councils.

It is possible that two of the cost centre fields have the same value if a member of staff is undertaking more than one activity as part of the contract, but both in the same cost centre.

Example:

A member of staff with one contract working in Cost centre 26 Catering and Hospitality Management in both an academic and a non academic capacity could be coded:

ACT1 2A CCENTRE1 26
ACT2 4B CCENTRE2 26.

If more than three cost centres are applicable then return data for the three cost centres where the member of staff is most active.

It is possible for staff on academic contracts to be assigned to non-academic cost centres (51 to 57) and vice-versa. Cost centre '54' should be used for those staff on contracts not assigned to academic cost centres and allocated as 'other income generating activity' in the 'Allocation of Academic Departments to Cost Centres' return.

Cost centre 51 Academic services

This includes centralised academic services such as libraries, learning resource centres and central computer rooms which are not operated by or specific to academic departments. This cost centre may also include museums, galleries and observatories which are not run by specific academic departments but are used for academic purposes.

Non-academic Cost Centres

Central Administration and Services, Staff and Student Facilities:-
Cost centres 54 and 55

This includes central administration, general educational and staff and student facilities and amenities.

Cost centre 54 Central Administration & Services includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.

Cost centre 55 Staff & Student Facilities includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies, wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.

Cost centre 56 Premises

This includes all maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.

Cost centre 57 Residences and Catering Operations

This includes providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
26	Proportion in cost centre 1	CCPROP1	5

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

A percentage in the range 000.1 to 100.0.

DESCRIPTION The proportion of the contract held in each cost centre.

NOTES Staff must have at least one Proportion in cost centre field per contract.

Members of staff whose activity has moved from one cost centre to another within the reporting period should be reported within each relevant cost centre according to the time spent in each cost centre.

The totals of field 26, Proportion in cost centre1, field 29, Proportion in cost centre 2 and field 32, Proportion in cost centre 3 must fall within the range 099.7 - 100.3.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
27	Activity code 2	ACT2	2

STATUS

This field must be completed with a valid code other than the default code when the contract held has more than one activity code.

VALID ENTRIES

1 Managers
2A Academic Professional
2B Non Academic Professionals
3A Laboratory, Engineering, Building, IT and Medical Technicians (including Nurses)
3B Student Welfare Workers, Careers Advisors, Vocational Training Instructors, Personnel and Planning Officers
3C Artistic, Media, Public Relations, Marketing and Sports Occupations
4A Library Assistants, Clerks and General Administrative Assistants
4B Secretaries, Typists, Receptionists and Telephonists
5 Chefs, Gardeners, Electrical and Construction Trades, Mechanical Fitters and Printers
6 Caretakers, Residential Wardens, Sports and Leisure Attendants, Nursery Nurses and Care Occupations
7 Retail and Customer Service Occupations
8 Drivers, Maintenance Supervisors and Plant Operatives
9 Cleaners, Catering Assistants, Security Officers, Porters and Maintenance Workers
XX Not applicable/Not required (Default code)

DESCRIPTION

Codes are allocated using the job title index provided in the document <A HREF="dox/datacoll/staff_general/OCM.pdf ">Occupational Coding for Higher Education Staff</A> (pdf)

NOTES

The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the Occupational Coding manual. Institutions should pay particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

The manual for "Occupational Coding for Higher Education Staff" contains introductory guidance for institutions on coding staff to SOC(HE). The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the manual. With this in mind, institutions are asked to read all of the guidance in Section 1, paying particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

It is possible for a member of staff to have more than one identical

activity code for the same contract if they are involved in the same activity but in different cost centres.

Due to the variation in the lengths of codes, activity codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

Default code 'XX' must be used when an activity code is not needed. It is expected that most staff will only have 1 or 2 activity codes per contract.

REASON REQUIRED To provide data about occupational activity within the HE sector and enable comparisons to be made with other sectors of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
28	Cost centre 2	CCENTRE2	2

STATUS

This field must be completed with a valid code other than the default code when the contract held has more than one activity code.

VALID ENTRIES

01 Clinical medicine
02 Clinical dentistry
03 Veterinary science
04 Anatomy & physiology
05 Nursing & paramedical studies
06 Health & community studies
07 Psychology & behavioural sciences
08 Pharmacy & pharmacology
10 Biosciences
11 Chemistry
12 Physics
13 Agriculture & forestry
14 Earth, marine & environmental sciences
16 General engineering
17 Chemical engineering
18 Mineral, metallurgy & materials engineering
19 Civil engineering
20 Electrical, electronic & computer engineering
21 Mechanical, aero & production engineering
23 Architecture, built environment & planning
24 Mathematics
25 IT & systems sciences, computer software engineering
26 Catering & hospitality management
27 Business & management studies
28 Geography
29 Social studies
30 Media studies
31 Humanities & language based studies
33 Design & creative arts
34 Education
35 Modern languages
37 Archaeology
38 Sports science & leisure studies
41 Continuing education
51 Total academic services
54 Central administration & services
55 Staff & student facilities
56 Premises
57 Residences & catering

XX Not applicable/Not required (Default code)

DESCRIPTION These fields indicate the cost centres under which the contract will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres.

NOTES

Cost Centres

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of academic departments to cost centres made in response to the 'Allocation of Academic Departments to Cost Centres' exercise carried out by the Funding Councils.

It is possible that two of the cost centre fields have the same value if a member of staff is undertaking more than one activity as part of the contract, but both in the same cost centre.

Example:

A member of staff with one contract working in Cost centre 26 Catering and Hospitality Management in both an academic and a non academic capacity could be coded:

ACT1 2A CCENTRE1 26
ACT2 4B CCENTRE2 26.

If more than three cost centres are applicable then return data for the three cost centres where the member of staff is most active.

It is possible for staff on academic contracts to be assigned to non-academic cost centres (51 to 57) and vice-versa. Cost centre '54' should be used for those staff on contracts not assigned to academic cost centres and allocated as 'other income generating activity' in the 'Allocation of Academic Departments to Cost Centres' return.

Cost centre 51 Academic services

This includes centralised academic services such as libraries, learning resource centres and central computer rooms which are not operated by or specific to academic departments. This cost centre may also include museums, galleries and observatories which are not run by specific academic departments but are used for academic purposes.

Non-academic Cost Centres

Central Administration and Services, Staff and Student Facilities:-
Cost centres 54 and 55

This includes central administration, general educational and staff and student facilities and amenities.

Cost centre 54 Central Administration & Services includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.

Cost centre 55 Staff & Student Facilities includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies, wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.

Cost centre 56 Premises

This includes all maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.

Cost centre 57 Residences and Catering Operations

This includes providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
29	Proportion in cost centre 2	CCPROP2	5

STATUS This field must be completed with a valid code other than the default code when the contract held has more than one activity code.

VALID ENTRIES

A percentage in the range 000.1 to 100.0 or 'XXXXX'.

DESCRIPTION The proportion of the contract held in each cost centre.

NOTES The totals of field 26, Proportion in cost centre1, field 29, Proportion in cost centre 2 and field 32, Proportion in cost centre 3 must fall within the range 099.7 - 100.3.

Default code 'XXXXX' must be used when a cost centre proportion field is not needed i.e. any of fields 29-32 may not be needed. It is expected that most staff will only need 1 or 2 proportion fields per contract.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
30	Activity code 3	ACT3	2

STATUS

This field must be completed with a valid code other than the default code when the contract held has more than two activity codes.

VALID ENTRIES

1 Managers
2A Academic Professional
2B Non Academic Professionals
3A Laboratory, Engineering, Building, IT and Medical Technicians (including Nurses)
3B Student Welfare Workers, Careers Advisors, Vocational Training Instructors, Personnel and Planning Officers
3C Artistic, Media, Public Relations, Marketing and Sports Occupations
4A Library Assistants, Clerks and General Administrative Assistants
4B Secretaries, Typists, Receptionists and Telephonists
5 Chefs, Gardeners, Electrical and Construction Trades, Mechanical Fitters and Printers
6 Caretakers, Residential Wardens, Sports and Leisure Attendants, Nursery Nurses and Care Occupations
7 Retail and Customer Service Occupations
8 Drivers, Maintenance Supervisors and Plant Operatives
9 Cleaners, Catering Assistants, Security Officers, Porters and Maintenance Workers
XX Not applicable/Not required (Default code)

DESCRIPTION

Codes are allocated using the job title index provided in the document <A HREF="dox/datacoll/staff_general/OCM.pdf ">Occupational Coding for Higher Education Staff</A> (pdf)

NOTES

The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the Occupational Coding manual. Institutions should pay particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

The manual for "Occupational Coding for Higher Education Staff" contains introductory guidance for institutions on coding staff to SOC(HE). The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the manual. With this in mind, institutions are asked to read all of the guidance in Section 1, paying particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

It is possible for a member of staff to have more than one identical

activity code for the same contract if they are involved in the same activity but in different cost centres.

Due to the variation in the lengths of codes, activity codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

Default code 'XX' must be used when an activity code is not needed. It is expected that most staff will only have 1 or 2 activity codes per contract.

REASON REQUIRED To provide data about occupational activity within the HE sector and enable comparisons to be made with other sectors of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
31	Cost centre 3	CCENTRE3	2

STATUS

This field must be completed with a valid code other than the default code when the contract held has more than two activity codes.

VALID ENTRIES

01 Clinical medicine
02 Clinical dentistry
03 Veterinary science
04 Anatomy & physiology
05 Nursing & paramedical studies
06 Health & community studies
07 Psychology & behavioural sciences
08 Pharmacy & pharmacology
10 Biosciences
11 Chemistry
12 Physics
13 Agriculture & forestry
14 Earth, marine & environmental sciences
16 General engineering
17 Chemical engineering
18 Mineral, metallurgy & materials engineering
19 Civil engineering
20 Electrical, electronic & computer engineering
21 Mechanical, aero & production engineering
23 Architecture, built environment & planning
24 Mathematics
25 IT & systems sciences, computer software engineering
26 Catering & hospitality management
27 Business & management studies
28 Geography
29 Social studies
30 Media studies
31 Humanities & language based studies
33 Design & creative arts
34 Education
35 Modern languages
37 Archaeology
38 Sports science & leisure studies
41 Continuing education
51 Total academic services
54 Central administration & services
55 Staff & student facilities
56 Premises
57 Residences & catering

XX Not applicable/Not required (Default code)

DESCRIPTION These fields indicate the cost centres under which the contract will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres.

NOTES

Cost Centres

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of academic departments to cost centres made in response to the 'Allocation of Academic Departments to Cost Centres' exercise carried out by the Funding Councils.

It is possible that two of the cost centre fields have the same value if a member of staff is undertaking more than one activity as part of the contract, but both in the same cost centre.

Example:

A member of staff with one contract working in Cost centre 26 Catering and Hospitality Management in both an academic and a non academic capacity could be coded:

ACT1 2A CCENTRE1 26
ACT2 4B CCENTRE2 26.

If more than three cost centres are applicable then return data for the three cost centres where the member of staff is most active.

It is possible for staff on academic contracts to be assigned to non-academic cost centres (51 to 57) and vice-versa. Cost centre '54' should be used for those staff on contracts not assigned to academic cost centres and allocated as 'other income generating activity' in the 'Allocation of Academic Departments to Cost Centres' return.

Cost centre 51 Academic services

This includes centralised academic services such as libraries, learning resource centres and central computer rooms which are not operated by or specific to academic departments. This cost centre may also include museums, galleries and observatories which are not run by specific academic departments but are used for academic purposes.

Non-academic Cost Centres

Central Administration and Services, Staff and Student Facilities:-
Cost centres 54 and 55

This includes central administration, general educational and staff and student facilities and amenities.

Cost centre 54 Central Administration & Services includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.

Cost centre 55 Staff & Student Facilities includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies, wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.

Cost centre 56 Premises

This includes all maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.

Cost centre 57 Residences and Catering Operations

This includes providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
32	Proportion in cost centre 3	CCPROP3	5

STATUS This field must be completed with a valid code other than the default code when the contract held has more than two activity codes.

VALID ENTRIES

A percentage in the range 000.1 to 100.0 or 'XXXXX'.

DESCRIPTION The proportion of the contract held in each cost centre.

NOTES The totals of field 26, Proportion in cost centre1, field 29, Proportion in cost centre 2 and field 32, Proportion in cost centre 3 must fall within the range 099.7 - 100.3.

Default code 'XXXXX' must be used when a cost centre proportion field is not needed i.e. any of fields 29-32 may not be needed. It is expected that most staff will only need 1 or 2 proportion fields per contract.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
33	Grade identifier	GRADID	10

STATUS

This field must be completed with a valid code other than the default code for:
- all records coded '1-9' in any of ACT1, ACT2 or ACT3 that are not classed as atypical and
- atypical records coded '2A' in any of ACT1, ACT2 or ACT3.

VALID ENTRIES

400 Clinical lecturer/researcher - not paid as consultant
410 Clinical senior lecturer/researcher - not paid as consultant
420 Consultant clinical academic - old contract
430 Consultant clinical academic - new contract
500 FE-linked grades
510 NHS-linked grades
520 Contract not graded
900 Other
XXXXXXXXXX Default code

DESCRIPTION

The Grade identifier indicates the staff member's grade for this contract and links the contract record and the grade record where appropriate.

Valid entries: In order to make a link to the relevant information about the grade, this field should contain either an identifier of up to 10 alphanumeric characters as reported in INSTGRAD (field 003 in the Grade table) or one of the generic codes listed in the Valid entries below.

NOTES

This field should show the grade for the contract at 31 July 2012 or the end date of the contract if earlier.

Staff coded 400-430 should be paid on one of the four national pay and grading scales for clinical academic doctors and dentists.

The use of codes 400-430 should reflect the payscale of the employee, and not their job title.

In particular, 400 Clinical lecturer/researcher and 410 Clinical senior lecturer/researcher should be those **not** holding honorary consultant contracts with the NHS (i.e. codes 400 and 410 are to be used for Clinical lecturer/researchers and Clinical senior lecturer/researchers that hold honorary contracts below the level of Consultant (e.g. Specialty Registrar)).

Code 510 'NHS-linked grades' should be used for "other" NHS-linked

grades (that is those who are neither Clinical lecturer/senior lecturer/researcher below the level of consultant, nor a Consultant clinical academic). This includes those not on one of the national clinical academic grades issued by UCEA (i.e. codes 400, 410, 420 or 430), but are on locally determined clinical academic scales based on an NHS pay scale).

Code 520 'Contract not graded' could include a small number of contracts such as Professorial and atypical contracts where a concept of grade does not apply. It should also include those 'red-circle' staff who are not associated with a grade.

The "old contract" is the pre 2003 contract in England, and the pre 2004 contract in Scotland and Northern Ireland; it is not applicable in Wales. The "new contract" is the 2003 contract in England, and the 2004 contract in Wales, Scotland and Northern Ireland.

Institutions should use code 420 for Consultant clinical researchers on the old contract and code 430 for Consultant clinical researchers on the new contract.

Code 900 'Other' should only be used where the contract is graded but none of the generic codes are applicable or the grade cannot be set-up on the Grade Table.

Institutions should return the GRADID a staff member was on in the previous year or use Code 900 'Other' when including records solely for the purpose of satisfying the muster list for records that should have been closed in the previous reporting year.

Default code 'XXXXXXXXXX' can be used for atypical staff who have not been coded 2A in any of the activity code fields (24, 27, 30).

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length
34	Clinical status	CLINICAL	1

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) for this contract have been coded '2A' **and** the contract is not 'atypical'.

VALID ENTRIES

0 Not Clinical academic
1 Clinical academic doctors and dentists
2 Clinical academic nurses and midwives
3 Clinical academic health professions
4 Other Clinical academic staff
X Not applicable/Not required (Default code)

DESCRIPTION

The Clinical field indicates the clinical/non-clinical status of the contract held by the member of staff.

NOTES

Staff identified as Clinical academics are not necessarily paid on clinical academic pay scales.

Staff identified as 1, Clinical academic doctors and dentists, should be registered with the General Medical Council and/or General Dental Council, and should normally be undertaking clinical duties in addition to teaching and/or research. Doctors and dentists who, as part of their specialty medical/dental training, are undertaking a period of dedicated research are, however, also covered.

Staff identified as 2, Clinical academic nurses and midwives, should be registered with The Nursing and Midwifery Council and should normally be undertaking clinical duties in addition to teaching and/or research.

Staff identified as 3, Clinical academic health professions, should be registered with the Health Professions Council as one of the following below and should normally be undertaking clinical duties in addition to teaching and/or research:

Art therapists
Biomedical scientists
Chiropodists/Podiatrists
Clinical scientists
Dieticians
Occupational therapists
Operating department practitioners
Orthoptists

Paramedics
Physiotherapists
Prosthetists & Orthotists
Radiographers
Speech and language therapists.

Staff identified as 4, Other academic staff, should be involved in the delivery of patient care as well as teaching and/or research.

REASON REQUIRED To allow identification of clinical staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length
35	Professor	PROF	1

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded as '2A', **and** the contract is not 'atypical'.

VALID ENTRIES

0 Not a professor
1 Professor
X Not applicable

DESCRIPTION

This field indicates whether or not the contract is for a professorial role.

NOTES

In some institutions 'professor' is not a grade in the local grade structure. As such professors will probably be coded 520 in the GRADID.

This field should be coded 1 where this contract confers the title of 'Professor', or where that title has been conferred through a formal process subsequently but without explicit variation of the contract. Institutions that use titles including the word 'professor' more widely than has been usual hitherto in the United Kingdom, for example following the model common in the United States of America of 'Assistant Professor', 'Associate Professor', 'Professor', should use code 1 only for those whom they consider to be full professors and not otherwise.

This field is intended to allow identification of professors in the academic workforce.