## ACADEMIC EMPLOYMENT FUNCTION CHANGE FORM

### Human Resources

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Click here to enter text. | | |
| **Employee number:** | Click here to enter text. | | |
| **Grade:** | Click here to enter text. | **School:** | Click here to enter text. |
| **Current AEF:** | Choose an item. | | |
| **Revised AEF:** | Choose an item. | | |
| **Current Research Division:** | Click here to enter text. | | |
| **Revised Research Division (if applicable):** | Click here to enter text. | | |
| **Date effective from:** | Click here to enter a date. | | |
| **BUSINESS CASE FOR CHANGE** | | | |
| Click here to enter text. | | | |

## Authorisation

**To confirm this request has been discussed and agreed with the academic colleague**

|  |  |  |
| --- | --- | --- |
| EMPLOYEE Sign or print name | | |
|  | | |
|  | **Date** | Click here to enter a date. |
| HEAD OF SCHOOL Sign or print name | | |
|  | | |
|  | **Date** | Click here to enter a date. |
| PVC ACADEMIC RESOURCE & PLANNING Sign or print name | | |
|  | | |
|  | **Date** | Click here to enter a date. |

**HR USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Confirmation letter to employee |  | Update to Trent record |  |

**FOR INFORMATION ONLY. (Taken from** [**www.hesa.ac.uk**](http://www.hesa.ac.uk)**)**

The academic employment function (AEF) of a member of staff relates to the academic contract of employment and not the actual work undertaken.

**Teaching only** staff are those whose contracts of employment state that they are employed only to undertake teaching.

**Teaching and research** staff are those whose contracts of employment state that they are employed to undertake both teaching and research.

**Research only** staff are those whose contracts of employment state that 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).

**Neither teaching nor research** staff are those whose contracted academic employment function is neither teaching nor research, e.g. Vice-Chancellor.