# UR Device Outline

Academic and Governance Services

Unit name goes here

Case for Retention of a member of staff

Request for the consideration of the retention of a member of staff

This form should be completed by the Head of School or Service to propose the retention of a member of staff. Please refer to the University’s Staff Retention Policy when completing this form.

|  |  |  |
| --- | --- | --- |
| Member of staff’s details | | |
| Please use this section to complete the details of the member of staff who it is proposed to retain. | | |
| School/Function: | Choose an item. | |
| If other, please specify: | Click here to enter text. | |
| Research Division: | Choose an item. | |
| Nominee details: | Title(s): | Click here to enter text. |
| Forename(s): | Click here to enter text. |
| Surname: | Click here to enter text. |
| Current Role: | Job Title: | Click here to enter text. |
| Grade: | Click here to enter text. |
| Salary: | Click here to enter text. |
|  | | |
| Description of job offer | | |
| Please use this section to enter the details of the job offer which the staff member has received. Please include all known details. | | |
| Institution: | Click here to enter text. | |
| Role offered: | Click here to enter text. | |
| Salary offered: | Click here to enter text. | |
| Expected start date: | Click here to enter a date. | |
| Any other relevant details: | Click here to enter text. | |
|  | | |
| CASE for Retention | | |
| Please use this section to outline the case for retaining the member of staff. This should include all relevant reasons – such as the academic case, the strategic case, business continuity reasons, and any other reasons. Please also include details of the required timescales for a decision. | | |
| Click here to enter text. | | |
|  | | |
| Proposed Retention Offer | | |
| Please use this section to outline the proposed offer for the member of staff. This might be but is not limited to promotion, salary increase, or the award of a personal title. | | |
| Click here to enter text. | | |
|  | | |
| Proposer’s Details | | |
| Please use this section to complete the details of the Head of School or Service proposing the retention case. | | |
| Name: | Click here to enter text. | |
| Date: | Click here to enter a date. | |

**Please submit this completed form via email to the University Secretary, Dr Richard Messer, (**[**r.j.messer@reading.ac.uk**](mailto:r.j.messer@reading.ac.uk)**).**