



# Human Resources - Staffing Request

**SRF Application ID: 30332/AS/IE/20190916**

Submitted By: Mrs Sue Cadman

Submitted On: 16/09/2019 14:47:56

## Section 1 - Application for approval for

Application for approval for: **New Post**

## Section 2 - Organisation details

Faculty/Service: **Academic Schools**  
School/Function: **Institute of Education**

## Section 3 - Primary Working Campus

Campus: **Whiteknights / London Road**  
Location/Building:

## Section 4 - Details of New Post

Post Title: **Lecturer**  
Person to be appointed (if known): **James Wagstaffe NEW (J.P.Wagstaffe@pgr.reading.ac.uk)**  
Line Manager: **Prof. Suzanne Graham**  
Job Family: **Academic & Research**  
Pay Category: **Academic**  
Grade: **7**  
Spinal Point; From: **37**  
Spinal Point; To: **39**  
Full-time or Part-time: **Part-Time**  
Weeks per Year: **52.14**  
Hours per Week: **0.70**  
FTE: **0.02**  
Type of Contract: **Fixed Term**  
Fixed Term Reason: **The post is linked to an activity of fixed term**  
Requested arrangement to begin: **01/11/2019**  
Requested arrangement to end: **31/10/2021**  
Maximum number of hours per week: **35**  
Will this post involve unsupervised access to children and/or vulnerable adults? **No**  
Is this post Teaching and/or Research based: **Teaching**

## Funding Source:

<u>Funding Location</u>	<u>Percentage</u>	<u>Account Code</u>	<u>Project Code</u>	<u>Cost Centre</u>	<u>Date From</u>	<u>Date To</u>
External	100.00%	3010	H5461500	EBCP	01/11/19	31/10/21

## Section 5 - Business Case

Business Case:

Request for replacement teaching for Prof. Suzanne Graham who has been awarded Leverhulme Trust Research Project: Access and High Education: Inclusive Online Learning for Deaf Students. (Original PI, Jill Porter, leaver 31/7/19).

## Section 6 - Supporting Files

1. [Graham, Prof. S Leverhulme Trust Submission Cost Report 8 May \(002\).pdf](#)

### Approval Route:

#### Research Accounts: 18/09/19 13:47

Reviewed by Mr Christopher Tarry, Funding is Available for this request; further comments: Cost £2.1k at Grade 7:37, Cost £2.3k at Grade 7:39

SRF's 30330/30331/30332 need to be looked at in conjunction: Budget £22.0k

Cost of SRF's £21.3k at Grade 7:37

Cost of SRF's £22.6k at Grade 7:39

Costed at Grade 7:37 in Application.

Recommend to appoint at Grade 7:37 to remain in budget

PI to provide staff details & CV's to Leverhulme Trust.

#### Head of School: 30/09/19 08:03

Reviewed by Professor Cathy Tissot, I have Approved this request.

#### Planning Approval: 30/09/19 08:20

Reviewed by Dr Richard Messer, I have Approved this request.

#### Pro-Vice-Chancellor: 30/09/19 08:29

Reviewed by Professor Mark Fellowes, I have Approved this request.