

## **Protocol regarding Fellows changing Colleges**

### *1. Background*

The following protocol, to operate when a Fellow of one College wishes to resign his or her Fellowship in order to take up a Fellowship in another College, was approved by the Colleges' Committee at their meeting on 10 May 1997.

### *2. Protocol*

No approach, formal or informal, may be made on behalf of a College offering a Fellowship to a Fellow of another College without the consent of the Head of House of that other College. No Head of House should seek the consent of another unless the Fellowship (or any associated College office) offered is in the nature of a promotion or betterment for the Fellow receiving the offer.

### *3. Notes*

The following notes were approved by the Colleges' Committee at their meeting on 18 February 2006.

- (i) The phrase 'promotion or betterment' relates to career progression, for example, the appointment of a Junior Research Fellow to a College Teaching Office, or the appointment of a College Teaching Officer on a fixed-term contract to a permanent College Teaching Officer position in another College. 'Betterment' does not mean the offer of employment benefits, such as subsidised housing, private health insurance schemes or childcare.
- (ii) The original College of a Fellow, on receiving an approach from another College offering a promotion or betterment, should not refuse consent where that would be unreasonably to the detriment of the Fellow concerned. Thus, the original College may wish to consider whether it is willing and able to match the career prospects the other College can offer its Fellow. If it were to match the conditions, it is assumed that the Fellow would not change College.
- (iii) This protocol encourages communication and is based on shared values. It is presumed that no College would wish to retain a Fellow against the Fellow's wishes.

The following additional notes were approved by the Colleges' Committee on 28 October 2017:

- (iv) For clarity, this protocol does not prohibit Colleges from advertising teaching Fellowship posts. An "approach" for this purpose of the protocol means a targeted communication to a specific Fellow of another College or a selected group which may include one or more College Fellows. It does not include open advertisements of teaching positions in a College.
- (v) Where an applicant who is already a Fellow of a College responds to an open advertisement, he or she should be encouraged by the advertising College prior to interview to discuss his or her application with his or her current Head of House.
- (vi) Colleges recruiting through open advertisements are expected to comply with any active Scheme for the distribution of University Teaching Officers ("UTOs") amongst the Colleges.