**ESAT Chair Guide**

The Edinburgh Scientific Academic Track Scheme (ESAT) aims to support outstanding scientists at the early stages of their independent academic careers with targeted support and development opportunities designed to enable them to develop the skills and experience required to achieve the next step in their career.

Fellows appointed to the ESAT scheme will normally have secured a prestigious Fellowship of 4 – 5 years such as a Chancellor’s or RCUK Fellowship, MRC Career Development Award, Wellcome Trust Henry Dale fellowship, or CRUK fellowship. ESAT provides a clear framework of support and guidance for the duration of the Fellowship so that the Fellow develops the knowledge, skills and experience they require to operate as a Lecturer or Senior Lecturer/Reader at the end of the Fellowship. On successful completion of the Fellowship the Fellow will be offered open-ended employment with the University at an appropriate level subject to a successful Fellowship Review.

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| **Action** | **Supporting information** |
| **Familiarise yourself with**  **the CMVM ESAT Guide** | Those on the ESAT Scheme will usually be given a 5 year fixed term contract and should be invited to have their progress reviewed 12-18mths before the end of that 5 year period. During the review the panel will decide whether the individual should be given more time to make progress and evaluated again, converted to an open ended contract or, if they had not made sufficient progress, it may be decided that their contract will end on the fixed term end date. |
| Be aware of **Data protection** and **Subject Access Request** requirements | Information relating to ESAT cases should be held in line with the University’s [Retention Schedule.](https://www.ed.ac.uk/human-resources/privacy-information-notice) This includes all electronic correspondence as well as all letters relating to the process and outcomes.    Be aware that an employee may make a subject access request to see data about their case which will include any emails between you, the panel members and HR. Therefore be prepared that any of your correspondence may be seen by the employee. |

**Guidance for chairing the meeting**

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| **Action** | **Supporting information** |
| **Preparing for the review meeting** | The CMVM HR Department will set up the review meeting/s – this will either be in person or via Microsoft (MS) Teams.  You will be asked to suggest an external panel member to be invited to sit on the panel. Whilst this is usually someone external to the University, on occasion it may be more appropriate for someone who is in a different College or School within the University to attend. |
| **Prior to the review meeting** | You along with the rest of the panel will be sent the ESAT review form, CV and Objectives at least 1 week before the panel for your review by CMVM HR.  When appointing someone new to the scheme either externally or internally to the University, you will be sent their CV at least 1 week before the meeting by CMVM HR.  CMVM HR will confirm whether this is an entry interview, first review or final review meeting, along with current contract end date, job title and grade. |
| **Meeting etiquette** | Open the meeting and (if applicable) introduce the external panel member.  Outline the schedulefor the meeting so that everyone understands when it will be their turn to speak or to answer questions.  The candidate will be asked to join the meeting 10 minutes after the start of the meeting.    Prior to the candidate joining, as a panel, agree what questions will be asked and in what order. |
| **Meeting Format** | Once the candidate joins the meeting   * Introduce all panel members * Explain the format of the review * Invite the Fellow to present * Questions asked by panel to the Fellow * Advise the Fellow of next steps following the meeting |
| **Following the meeting** | If it is felt that the Fellow has not met all their objectives, they will remain on the scheme on a fixed term contract to allow them time to progress and a further review will be arranged. If the Fellow’s contract end date is due to end, this would be extended to their next review date. Normally an extension would be at least a year.  If the Fellow is successful, they will move to an open-ended contract immediately but they will retain the same Fellowship title until the end of the Fellowship.  If the Fellow is unsuccessful (at any stage of the review process) you or your nominated deputy, will provide detailed verbal feedback on the reasons why and their end date. This will be followed up in writing within two weeks of the review date with details provided on how to appeal the decision.  If the Fellow is unsuccessful their contract will cease at the end of the 5 year Fellowship. College HR will provide additional advice on the process of contract termination.  If the Fellow is unsuccessful in their Formal Fellowship Review they have a right to appeal under the University’s Grievance Policy [grievance\_policy.pdf (ed.ac.uk)](https://www.ed.ac.uk/files/atoms/files/grievance_policy.pdf) |