















## June 2017 Edition

### Annex B:

#### MSL Grades:

<b>Salary band</b>	<b>MSLs per grade</b>
SB01	21
SB02	29
SB03	32
SB04	36
SB05	42
SB06	51
SB07	68
SB08	80
SB09	90
SB10	125

#### MSL Grades for the New Academic Career structure from 1/8/2013 onwards:

<b>Role title</b>	<b>Salary band</b>	<b>MSLs per grade</b>
Assistant Professor	SBA1	70
Associate Professor	SBA2	86
Professor	SBA3	125



**Annex C: Contacts**

<b>Query</b>	<b>Name (Division)</b>	<b>Tel no/Email</b>
Allocations	Gary Barclay (Planning Unit)	7948/ <a href="mailto:g.j.barclay@lse.ac.uk">g.j.barclay@lse.ac.uk</a>
Appointments: Cost	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Appointments: Agency Temps	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Appointments: New Regular Appointments	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Appointments: Extensions	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Appointments: hourly-paid teaching staff	Nominated HR Administrator, Pay: Juan Du Plessis Sue Perry Mandip Singh	5028/ <a href="mailto:j.duplessis@lse.ac.uk">j.duplessis@lse.ac.uk</a> 3759/ <a href="mailto:s.perry@lse.ac.uk">s.perry@lse.ac.uk</a> 3667/ <a href="mailto:m.singh16@lse.ac.uk">m.singh16@lse.ac.uk</a>
APRC decisions, Reviews etc	Thomas Watson (Planning Unit)	7520/ <a href="mailto:t.watson@lse.ac.uk">t.watson@lse.ac.uk</a>
APRC Sickness & Maternity Contingency Fund	Gary Barclay (Planning Unit)	7948/ <a href="mailto:g.j.barclay@lse.ac.uk">g.j.barclay@lse.ac.uk</a>
Buy-out Money (External funds)	Mike Oliver (Research) Kerry Fyffe (Research)	7962/ <a href="mailto:m.oliver@lse.ac.uk">m.oliver@lse.ac.uk</a> 7961/ <a href="mailto:k.fyffe@lse.ac.uk">k.fyffe@lse.ac.uk</a>
Carry Forwards	Gary Barclay (Planning Unit)	7948/ <a href="mailto:g.j.barclay@lse.ac.uk">g.j.barclay@lse.ac.uk</a>
Commitments against MSLs	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Departmental Allocations	Naomi Richardson (Finance)	1284/ <a href="mailto:n.richardson@lse.ac.uk">n.richardson@lse.ac.uk</a>
Endowed Chairs	Mike Ferguson (Finance)	7094/ <a href="mailto:m.ferguson@lse.ac.uk">m.ferguson@lse.ac.uk</a>
HR Division Contacts	HR contacts tend to change regularly throughout the year. Please see the <a href="#">Who's Who</a> for an up-to-date list.	
Leave: effect on MSL	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Policy and Procedures on MSLs	Gary Barclay (Planning Unit)	7948/ <a href="mailto:g.j.barclay@lse.ac.uk">g.j.barclay@lse.ac.uk</a>
Promotions: Effect on MSL	Gary Barclay (Planning Unit)	7948/ <a href="mailto:g.j.barclay@lse.ac.uk">g.j.barclay@lse.ac.uk</a>
School Replacement Teaching Money	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Virements from MSLs	Finance Division	<a href="mailto:msl2.queries@lse.ac.uk">msl2.queries@lse.ac.uk</a>
Virements into MSLs	Gary Barclay (Planning Unit) Mike Ferguson (Finance)	7948/ <a href="mailto:g.j.barclay@lse.ac.uk">g.j.barclay@lse.ac.uk</a> 7094/ <a href="mailto:m.ferguson@lse.ac.uk">m.ferguson@lse.ac.uk</a>

**Annex D: Examples of how staff that are split costed are shown on the MSL forms****A. Where an employee is wholly or partially employed by another area of the School (which is not related to a research grant):**

In these cases the employee's costs should be split between the relevant budget codes for the proportion of time they are employed in each role.

*Example 1:* An Associate Professor who is working 50% of her time as the Director of an IGA Centre (from 01/06/15 to 31/07/19) and her other 50% in a Department. As she was originally 100% MSL funded by the Department, the Department's MSL/2 (cost) form has been amended from 1 FTE to 0.5 FTE for the period 01/06/15 to 31/07/19 freeing up 43 MSLs per annum for use by the Department on other staff. Her 50% of time as Director has been charged to an IGA budget code for payroll costs. When her stint as Director finishes she returns to the Department 100% of the time which is already reflected on the Department's MSL/2 (cost) form.

*Example 2:* An Associate Professor who is working 25% of his time on an Executive MSc (from 01/09/15 onwards) and 75% in a Department. As he was originally 100% MSL funded by the Department, the Department's MSL/2 (cost) form has been amended from 1 FTE to 0.75 FTE from 01/09/15 onwards which frees up 21.5 MSLs per annum for use by the Department on other staff. His 25% of time working on the eMSc has been charged to an eMSc budget code for payroll costs.

**B. Where an employee is employed a. at the School and at an external organisation or b. solely at an external organisation (which is not related to a research grant):**

If an employee is working jointly at an external organisation these are treated in the same way as A. above.

If an employee works solely at an external organisation for a period of time then that employee is paid fully by the external organisation for that period. In the example of an employee who was 100% MSL funded before taking the position at the external organisation, the Department's MSL/2 (cost) form will be amended from 1 FTE to 0 FTE for the period, freeing up the MSL value of the salary band (125 MSLs per annum – SBA3, 86 MSLs per annum – SBA2, 70 MSLs per annum) for use by the Department on other staff.

The HR website says the following about these assort of arrangements 'A member of staff may apply to be seconded for a period of up to two years. In cases where a strong case can be made on the grounds of public service, the Appointments Committee may agree to extend the period, subject to an absolute limit of three years'.

**C. Where an employee is supported by a research grant either from external sources or from internal sources for replacement teaching purposes:**

If an employee is supported by a research grant either from external sources (ESRC, Nuffield, Leverhulme, etc) or from internal sources (STICERD, CEP, etc) the employee continues to be paid by the School under their normal arrangement, e.g. if the employee is 100% MSL funded that continues.

In these cases the relevant Department's substitute teaching account (1-AXXX-0040) will be credited with funds for replacement teaching purposes.

The HR website says the following about these sort of arrangements 'Potential sponsors of buyouts must be recognised by the School and must provide clear indication of the level of financial compensation available. On receipt of the buy-out application form, Human Resources will seek confirmation of funding for the buy-out period from the Research Division.'