**Form EJRA 2A: To be completed by department (or equivalent)**

**Please review the information below before completing this form**

All requests for employment beyond the EJRA (Employer Justified Retirement Age) will be considered by the EJRA Committee. The Committee makes its evaluation of each individual case according to the [EJRA Procedure](https://hr.web.ox.ac.uk/the-ejra#tab-1532481). Departments should consult the relevant departmental committee in order to complete this form ([see Procedure, para 17](https://hr.web.ox.ac.uk/the-ejra#tab-1532481)).

Departments should consider whether the individual’s and/or department’s aims could be achieved through use of a genuine non-employment arrangement following retirement, such as an honorary research agreement or visitor’s agreement. Departments may consult the [Retirement Guidance](https://hr.web.ox.ac.uk/files/retirement-guidance-staff-and-managerspdf) for further details. If a non-employment alternative is identified, the University’s expectation is that this course would be taken, rather than an application for an extension of employment being submitted.

The individual submission (Form EJRA1A) and this departmental submission (Form EJRA2A) should be collated after review by the appropriate departmental committee and forwarded to the Head of Division by the deadline for the next gathered field exercise as published on the [HR website](https://hr.web.ox.ac.uk/the-ejra#tab-1540871).

Before the collated submissions are seen by the EJRA Committee, the applicant will have the opportunity to comment on the submissions made by their Department and Division. The applicant may also be asked to clarify in writing any point in their own submission that the Committee Chair considers unclear.

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| **PART 1 – Applicant information** | |
| Department |  |
| Departmental Committee reviewing EJRA application |  |
| Date of committee at which application was reviewed |  |
| Applicant’s title and name |  |
| Applicant’s job title |  |
| Applicant’s current retirement date |  |
| Does the applicant hold a cross-departmental appointment? | YES / NO  If YES, please answer Part 3 below |

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| **PART 2 – Departmental considerations** |
| *Please provide factual comment only on the considerations below. Evaluative comments or testimonials will not be considered by the EJRA Committee.* |
| 1. Please explain what non-employment options have been discussed with the applicant, whether the department considers them to be viable, and if not, why not. See[Procedure, para 6-7.](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. Please explain why the project could not be completed or duties could not be performed by any other individual, either by a current member of University staff or through a recruitment exercise. See [Procedure, para 41(a)(ii).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. Please explain what employment costs (including salary and on-costs) will be incurred as a result of the proposed extension, and how these will be funded. See [Procedure, para 36(iii).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. Do you agree with the applicant’s assessment of the facilities (eg space, equipment and other resources) required if employment continues? Please summarise the impact that the allocation of these facilities to this individual would have on others and on the department’s abilities to refill the applicant’s post. See [Procedure, para 36(ii).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. What impact, if any, would a refusal to extend the applicant’s employment have on the duties of project currently being undertaken by the applicant (or, if complete, the ability to gain the benefit of them)? What is the minimum period of extension required to ameliorate that impact? See [Procedure, para 41(a)(i).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. Please describe the career development opportunities for others that will be created in the University by the extension that would not otherwise have been created (eg the creation of new research-funded posts). See [Procedure, para 41(b).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. Please provide details of the succession plans, with timings, which the department has already started to put in place or is going to put in place. See the [*Aims.*](https://hr.admin.ox.ac.uk/the-ejra#collapse1533041) |
| 1. Please comment on the strategic importance to the department of the applicant’s proposed duties or project. Please provide all relevant evidence that the Department would wish the Committee to consider in this regard. See [Procedure, para 41(a)(i).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |
| 1. If the applicant has provided information about personal circumstances, do you have any comments on those? See [Procedure, para 41 (d) and (e).](https://hr.web.ox.ac.uk/the-ejra#collapse1533406) |

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| **PART 3 – Cross-departmental appointments** |
| *In the case of cross-departmental appointments, it is the lead employing department that should complete this form.* |
| If applicable, please confirm that the other relevant department(s) have been consulted, and report or attach any information provided by them in response. |

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| **art 4 - Declaration** | | | |
| I confirm that the appropriate departmental committee has considered the application, and that there has been discussion between me and the applicant in accordance with the EJRA Procedure. | | | |
| Signature:  *(Head of Dept or equivalent)* |  | Date: |  |

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| **Part 5 – Applicant comment** | | | |
| Applicant’s comments on departmental submission [*to be added at final stage before submission to the EJRA Committee*]: | | | |
| Applicant’s signature: |  | Date: |  |