# **Email/Letter template for request to relinquish role**

Dear Members

This template is to help you craft an email to your PL (S&R)/HoD/Dean requesting to be removed from a role you may have been doing for a long time and now wish to be removed from. There are 3 stages you may need to go through, each one escalating slightly.

1. Dear <insert name of PL Staffing and Resources>

As you are aware, I have been doing the role of <insert role> since <Month Year>. However, I now feel that it is time for someone else to have this opportunity and for them to bring a fresh pair of eyes to the role.

I have recently been appointed to the <role of/research project/module leader for x new modules etc> and I am now at my maximum number of hours and can no longer give the role the time it needs.

At this point it would be useful if you could reference your [PDPR](https://unity3.tees.ac.uk/learninganddevelopment/Pages/Organisational%20Development/PDPR.aspx), especially if you discussed relinquishing your role in this process.

I would be happy to chat with you to discuss this further and I look forward to your response by <give deadline (we suggest about 10 working days)>

Regards

The PL will probably take one of the following approaches:

1. The Bambi – will freeze and hope it goes away
2. The Titanic – will say that the “the ship’s going to sink” if you don’t continue to do the role
3. The Tiny Tim – a variant on the Titanic but tends to be more personal and is basically emotional blackmail (what will happen to your dept/school & especially your colleagues if you don’t do this?)
4. Gaslighting – less likely at the first stage but may deny any request was made further down the line, so keep your email! We also suggest that you set a “read receipt” on the email.
5. Dear <insert name of HoD>

On <insert date of 1st email> I wrote to <insert name of PL S&R> (see below) requesting that the role of <insert role> be removed from my workload. To date I have (delete those that don’t apply)

* not yet received a response
	+ response: I specifically requested a response by <insert date>. Time is now running out to get this resolved and I really don’t want to do this role any longer because (re-iterate your points mentioned in your stage one letter)
* been told that I am the only person available
	+ response: this is hardly flattering as it sounds like someone else could do it had they been available. Or:
	+ I find it difficult to believe that I am the only member of staff in the Department with the requisite skills and experience to do this role. If this really is the case, then I would be happy to support a colleague take on the responsibilities of the role in order to support their CPD and personal development.
* Been told that I have the best skill-set and experience to take on the role.
	+ Response: whilst this is flattering to hear, I think this is a dangerous situation for the Department to be in, what if I was to go off on long-term sickness? I would be happy to support a colleague take on the responsibilities of the role in order to support their CPD and personal development. This approach would also be of benefit to the Department.
* Been told they did not receive the email I sent
	+ Response: As you can see from the email below and the associated “Read receipt” the email was correctly sent and read.

We also suggest discussing your career development at this stage, perhaps you are getting involved, or wish to be involved in a research project or enterprise? We also recommend that you reference the University’s IiP accreditation - suggested text:

I am aware that the University is an IiP Gold Award holder and that IiP states that “investing in your people is not only the right thing to do, it’s proven to be essential in delivering sustainable results, especially in a crisis. Organisations that lead, support and develop their workforce effectively are 17% more productive and 21% more profitable” (<https://www.investorsinpeople.com/accreditations/we-invest-in-people/> ) . By being continually kept in this role, in spite of requests to be removed from it, I feel I have been prevented from fully developing professionally. The University’s own [IiP - guidance for staff document](https://unity3.tees.ac.uk/learninganddevelopment/PublishingImages/Pages/Organisational%20Development/Investors-in-People-/Investors%20in%20People%20%E2%80%93%20guide%20for%20staff.pdf) states that the 3 key areas of the IiP standard are:

* + 1. Leading and inspiring <under this heading describe how you feel you have been, or not, motivated in your role, does your HoD provide a clear lead as well as being open to discussions regarding your personal CDP>
		2. Living the organisations values <under this heading describe how you have demonstrated that you are working within the values of the University, and try to link your discussion to points in the “[Values and Behaviours](https://unity3.tees.ac.uk/learninganddevelopment/Pages/UniversityValuesandBehaviours.aspx)” framework.>
		3. Empowering and involving people <under this heading describe how you have tried to lead in this role (& how well you have been supported, or not to develop it), if you have done some CDP courses offered by the University it would be good to discuss these here (this demonstrates that you are trying to improve your own performance), describe how moving to a new role or taking on different responsibilities would allow you to develop further as an individual and as a team member, thereby benefitting the University. Try and familiarise yourself with the provisions of the University regarding professional development (these are not always easy to find in the University’s systems which is why we have included a number of links here, they claim that they are committed to this but keeping you in a role where you cannot develop yourself goes clearly against this>

I am requesting a formal response to my request specifically in light of the points raised above by <give 10 working day deadline>

1. If you’ve not had a satisfactory response to your stage 2 email, then you need to think about really escalating your request and how far you want to take this. Try and use the policies and procedures outlined above to make your case for you, the more you can evidence your arguments using the University’s own processes the harder it is for them to say “no”. We know we all hate the PDPR process but use this to benefit and develop *yourself*. You can also request an interim PDPR (s.5 of the PDPR guidance doc) which might be useful. Do a “[Personal SWOC](https://unity3.tees.ac.uk/learninganddevelopment/Pages/Organisational%20Development/PDPR.aspx)” as suggested as part of the PDPR process. Basically, your argument will boil down to the fact that you are being prevented from developing professionally by being kept in this role in spite of your best efforts to enable yourself to take on a different role, this goes against the University’s own commitment to develop its staff and to its standing as an “Investors in People” accredited organisation.

You may wish to ask for Union representation at this stage, but please remember that we can only act for you if you have been a member for 3 months or more.