

PROFESSORIAL REMUNERATION

Introduction

Aims of this procedure

1. This Professorial Remuneration Procedure defines a set of processes for the financial remuneration of all members of the Professoriate, which is fair, inclusive and delivers levels of reward which will support recruitment, retention and contribution to the success of the University. Financial remuneration forms part of the overall employment proposition which seeks to motivate and inspire the Professoriate to levels of excellent, world-beating performance. The University wants people to progress and succeed and this procedure aims to deliver an overall approach to remuneration which recognises performance and delivers progression which reflects the need to remain competitive in a sector where competition for talent is strong. The University is committed to the principle that employees at the University of Bath should enjoy levels of remuneration commensurate and equitable with Professors across the sector, and to working conditions that are seen to be fair and inclusive

Sector context

2. For many academic staff, the title of Professor can be the peak of their academic career. With over 20,000 Professors in the UK, this is a highly competitive field, with individuals often able and willing to move establishment. While much of this movement has been defined by research impact, particularly in the pre-92 Universities, we are starting to see greater recognition of the broader leadership required of and delivered by the Professoriate. The academic leader who can inspire, coach and build a high-performing community is now being much more recognised within pay and promotion systems.
3. Achieving inclusivity, and balance across the Professoriate also remains a sector challenge. Fewer than 30% of the Professoriate across the UK are female, compared to 40% across all academic contracts. Around 11% of Professors identify as BAME, compared to 18% across the academic workforce. At the University of Bath, figures are currently lower than these and it is generally recognised that the procedures used for advancement and reward will significantly influence the shape of the Professoriate.

Definitions

Scope

4. This procedure applies to all members of staff who have the title 'Professor'. Staff in senior academic roles whose title is not 'Professor' are covered by other procedures.

Professor

5. The status of professor recognises both an achievement and a role. Throughout an academic career, people play a role in the collective as well as their individual achievement, but as a Professor this academic leadership becomes the most significant aspect and responsibility. Academic leadership means investing in the community to multiply the efforts of others and have an impact in society through the application of specialist expertise, as well as shining a

light on the future through original thinking. Professorial performance will therefore be calibrated by evidence of breadth of positive impact on:

- your discipline
 - the University
 - wider society
6. Professors must also embody through their behaviours and performance the values of the University, including:
- a commitment to inclusion and diversity, working to ensure that all staff, students and stakeholders have equal access to the benefits of education, research and employment, and an equal ability to contribute to the University's progress;
 - a collegiate mindset, working with colleagues to ensure the continued success of individuals, teams and the University;
 - a commitment to excellent education and student experience, with teaching performance meeting accepted quality standards and pastoral responsibilities carried out effectively and inclusively.

Four pillars of contribution

7. The University Strategy expresses our ambitions across four key pillars. As academic leaders, our Professoriate is expected to lead across these four pillars.
- Fostering an outstanding and inclusive community
 - Driving excellence in education
 - Driving high impact research
 - Enhancing strategic partnerships
8. These criteria provide the basis upon which we expect to inspire, motivate and deliver across the academic enterprise of the University. They form the foundation of the Professorial remuneration system.

Links to the market

9. We recognise that the market for senior academic skills is an international one. The factors which drive any individual to choose a particular HE institution as one where they can flourish and enjoy working are complex, and financial remuneration is only one of those.
10. The times when an individual interacts with that market will tend to be when they arrive at the University, and if they are considering a move from the University. At these points we will take strong account of market factors. Because of the range of issues which influence individuals we do not aim to provide a financial remuneration system which is directly linked to market benchmarks. However, the University will review the use of the HERA benchmarking tool to determine if it can assist in recruitment decisions.

Principles of Professorial Remuneration

Being promoted to Professor ([link to CPER](#))

11. When an individual is promoted to Professor, this will be in line with procedures described in the *Career Progression in the E&R Job Family* document. An individual's starting salary will be

determined by the higher of (a) the lowest point in the pay scale; (b) a 10% increase in basic pay pegged to the next highest spine point.

Pay structure

12. The Professorial pay structure is shown at Annex A. All Professors, except those whose salary is 'above scale' will be allocated to a specific spine point within the pay structure. The salary for those working on fractional employment contracts will be calculated on a pro-rata basis. There is no process for moving staff down the pay structure without their agreement. The pay spine will be revalorised annually in line with the national pay award for the highest grade on the JNCHES scale.

Progression

13. The first four points in the pay scale (Spine Points 53-56) are an 'introductory zone' where staff will progress automatically if their performance is satisfactory. This is aimed at easing the transition into the Professoriate, giving new Chairs the opportunity to establish themselves.
14. Beyond the introductory zone, progression within a pay band is based on contribution i.e. it is performance related. All individuals can apply to take part in the remuneration round and all will be given feedback on their contribution. If an individual is assessed as having improved their contribution against the criteria, they may be awarded one or more additional spine points on their basic salary.
15. An individual, in discussion with their line manager, as part of career discussions should review their capability against the requirements of the different pay bands. If an individual believes that their capabilities match those of a higher band, they may apply to move to a higher pay band. An individual does not need to be at the 'top' of their current band to make an application. If an individual is successful in their application, their new salary will be determined by the higher of (a) the lowest point in the next pay band; (b) a 10% increase in basic pay [pegged to the appropriate spine point].
16. Progression within and between pay bands is based on the criteria at Annex B. You must demonstrate performance in the higher band across at least two domains:
 - a. for Professors on Research and Teaching contracts, at least one of these must be either Research or Education.
 - b. for Professors on Teaching contracts, one must be Education.
17. Of the indicators in the remaining two domains (Community, Partnerships), at least one must be in the higher band. Any indicators not in the higher band, must be at least consistently in the current band.
18. There is no minimum or maximum on the number of criteria which must be met. There is an expectation that, normally, an individual will demonstrate strong capability in at least two criteria, but more will strengthen a case. An individual will not normally be expected to have demonstrated against all criteria.
19. The indicators shown are illustrative of the level expected. The Faculty panel may consider other, equivalent indicators if appropriate to the individual and subject area.

Inclusivity and equality

20. This system has been defined to improve inclusivity and equality. The use of more transparent criteria, structured pay scales and equality checks during the process are all aimed at ensuring that the system offers fair outcomes to individuals. An equality analysis will be carried out each year by the Director of HR and the aggregated results made available to the University Executive Board and representative Trade Union. Furthermore, as the system is elective, a detailed equality check will be carried out on a triennial basis to ensure that no groups are being unfairly discriminated against or overlooked in the process.

Feedback and development

21. The pay system is primarily aimed at ensuring that appropriate levels of remuneration are provided to individuals within the Professoriate. However, feedback from any process which is contribution/ performance based is valuable to the individual and their line manager to support the individual in meeting their potential. This feedback is thus an important part of the process, and the Dean, as Chair of the Faculty Panel, is primarily responsible for ensuring that feedback is provided in a constructive and developmental manner.

Affordability

22. The Professoriate represents the majority of higher-paid staff at the University. As with all pay decisions, the University must take account of affordability to ensure that any increased investment in staff is sustainable, aligns with the University strategy and is distributed fairly. As part of the annual planning round, the University will determine what budget is available for the Professorial Remuneration process. While not a strict financial cap, this budget will determine the guidance given to Faculties. This guidance will include measures to ensure that equality issues remain to the fore in the distribution of available budget.

Procedures

Remuneration Cycle

23. Remuneration will be considered on an annual cycle with the line manager drawing information from the annual contribution review (the SDPR). Progression between pay bands will also be an annual process. Normally an individual will be expected to apply to these processes no more frequently than one year in two, but it is accepted that unusual individual circumstances may break this cycle on occasion.
24. Professorial staff will also be eligible for the annual 'Recognising Excellence' bonus scheme.

Annual contribution review (the SDPR or equivalent)

25. All staff within the scope of the Professorial Remuneration procedure are required to take part in the annual procedure (an individual can opt-out if they have a formalised plan to leave the University, through resignation or retirement in the forthcoming year).
26. The contribution review is both backward and forward looking and should focus on:
 - a. achievements within the previous 12 months (this is not a rigid timeframe, and should recognise that some achievements at this level will be spread over a longer period);
 - b. plans and strategies for the forthcoming 12 months (same comments on timeframe).

Pay progression within a band

Role of the individual

27. Upon receiving notice of the start of the pay review exercise, the individual may choose to be considered as part of the exercise and provide evidence of their contribution by means of Form A. The individual is expected to 'opt out' if they do not wish to take part in the review and this process will be monitored.

Role of the Head of Department

28. To communicate the timescales for the pay round to the department and to provide a performance evaluation of each individual. The Head of Department must ensure that all those in scope are fully aware of and engaged in this procedure.
29. To identify and support individuals who are ready for progression, including encouraging them and, where appropriate, submitting a recommendation for progression on their behalf.
30. To provide an initial evaluation of the contribution of the individual. The Head of Department will provide evidence-based commentary and assessment against each of the four pillars of contribution on the following scale:
 - a. Performing significantly below expected level;
 - b. Performing [contributing] at the expected level;
 - c. Performing largely at the expected level with some elements of the level above, or performing well across a range of domains;
 - d. Performing mostly in the level above or making substantial sustained contributions across the range.

Role of the Dean and Faculty Panel

30. The Dean also provides performance evaluations for Heads of Department and Associate Deans. The Dean convenes and chairs the Faculty Panel that reviews the evaluations to make a recommendation with respect to level of pay and pay band. These recommendations will be:
 - a. An increase of one or more pay spine points with a recommendation that the individual should consider an application to the next pay band;
 - b. An increase of one of more pay spine points;
 - c. No change to the current pay spine point;
 - d. No change to pay spine point, and guidance to the Head of Department and individual where performance needs to improve as part of a development programme.
31. If the recommendation is for a pay increase of one, two, or three spine points within the same band, or for no change to the current pay point, the Faculty Panel has the authority to approve it without needing review by the University Panel.
32. There is no procedure for moving staff down the pay scale within this process

33. If an individual receives a 'spot salary' as a result of being remunerated above scale, the same procedure applies, except that the panel will need to consider an appropriate recommendation in the absence of spine points at this level.
34. The Faculty Panel provides a report to the University Panel.
35. At the conclusion of the process, the Dean is responsible for communicating the final decision to the individual.

Role of the University Panel

35. The University Panel serves to moderate the recommendations from the Faculty Panels. It reviews and either [a] confirms; [b] rejects or [c] asks for reconsideration of the recommendations in the reports received by the respective Faculty Panels. It then communicates those decisions to [a] the Deans of the respective Faculties for onward communication to individuals, and [b] Human Resources to enable the changes to be made to pay.
36. It also provides a summary report to the University Executive Board observing the number of changes, the overall investment and any equality or market issues. This report will be shared with the relevant Trade Union on a confidential basis for equality monitoring purposes.

Progressing to a new band

Role of the individual

37. Individuals can apply for progression to a higher pay band as part of the annual pay review. This progression is not a promotion ie. there is no change in title. The individual is required to provide evidence of their contribution by means of Form B. Normally an individual will be expected to apply no more frequently than one year in two, but it is accepted that unusual individual circumstances may break this cycle on occasion.

Role of the Head of Department

38. To communicate the timescales for the pay round to the department and to provide an evaluation of each individual against the criteria for the band applied for.

Role of the Dean and Faculty Panel

39. The Dean provides an evaluation of each individual against the criteria for the band applied for and Chairs the Faculty Panel. The Faculty Panel ensures that a completed case for each application is prepared with a recommendation to accept or reject for review by the University Panel.
40. At the conclusion of the process, the Dean is responsible for communicating the final decision to the individual. This must include feedback relevant to the individual to assist in their development.

Role of the University Panel

41. The University Panel serves to moderate the recommendations from the Faculty Panels. It reviews and either confirms or rejects the recommendations in the reports received by the respective Faculty Panels. It then communicates those decisions to [a] the Deans of the respective Faculties for onward communication to individuals, and [b] Human Resources to enable the changes to be made to pay. If the panel rejects the case, and performance supports

it, the panel has the option of awarding an increase of one or more spine points in the current band if the individual has not already reached the maximum for that band. If an individual is not successful in progressing to the next band, they may be awarded one or more pay spine points in their existing band, subject to scale maxima.

42. The panel also provides a summary report to the University Executive Board observing the number of changes, the overall investment and any equality or developmental issues.

Independent review

43. Given the range and complexity of academic subjects at the University, it may be necessary to seek independent external review.
44. For applications for movement to a higher pay band, the Faculty has the option to seek independent external review. This will be determined on a case by case basis and where they are deemed necessary discussed with the individual applying for progression. The type of external review will be based on an assessment of complexity and risk for each case:
 - The selection of appropriate referees will seek to avoid conflicts of interest, for example those where the applicant has had a close working relationship;
45. Any information from independent review will be used by the Dean when an application is submitted to the Faculty and University panels.

Appeals

46. This procedure is designed to be fair and equitable and should result in very few appeals. However, if an individual wishes to appeal the outcome of this procedure, they must do so within 10 working days of receiving the decision against which they are appealing. The appeal must be submitted to the Vice-Chancellor and confirm the grounds for appeal. Valid grounds are restricted to:
 - a. a failure of process. The University has not operated its process according to the agreed procedures. In this situation the Vice-Chancellor may seek external advice from the Remuneration Committee to determine whether the case should be resubmitted through the Faculty/University panel process for reconsideration;
 - b. a failure of information. Evidence which should have been available to support the case was not taken into account. In this situation the Vice-Chancellor will determine whether the information is sufficiently material to return the case to the Faculty/University panel process for reconsideration.
47. These are the only grounds for appeal, consistent with ACAS guidance. If an individual has broader concerns, they should use other University processes (Grievance, Dignity & Respect). Advice is available from HR and the relevant Trade Union in such circumstances. The Director of Human Resources will support the Vice-Chancellor in the appeal process. If the appeal pertains to movement between bands, the University may seek further external review to support the decision.

Market supplements

48. The positioning of an individual onto a spine point should be determined by an assessment of their capability against the requirements for the pay band, not by comparing salary levels.

Market supplements can be used to provide corrections between basic salary (i.e. the spine point given) and market issues, for example:

- when moving to a new (higher) pay band, there is a mismatch between the individual's basic salary and the total remuneration of their peers in the internal market;
- when being recruited from outside the University, there is a mismatch between the individual's basic salary and their current salary;
- if offered a position at another employer, and the University wishes to try and retain the individual through making a higher remuneration offer.

49. The process for applying a market supplement is at Annex G. The use of market supplements will be reported to the University Professorial Remuneration Panel, including an equality analysis.

Responsibility allowances

50. Responsibility allowances are non-pensionable, do not attract national pay awards and are non-consolidated. They are associated with a specific role, and when the individual leaves that role, they will be handled in accordance with the organisational policy on responsibility allowances.
51. When an individual is in receipt of a responsibility allowance, it will be paid in addition to their basic salary (which will be fixed to a particular spine point).
52. If an allowance is consolidated into salary, the new basic salary will be the next highest spine point. If this takes an individual above the spine points in their pay band, they will remain on a spot salary equal to the basic salary plus consolidated allowance. This spot salary will attract national pay awards, but progression may only be achieved through progression to a higher pay band.

Review

53. Providing a remuneration system which treats all with equity and fairness is at the heart of this approach and woven through the procedures. Equity is best achieved by equal treatment early in the procedure, ensuring that those making assessments have had the appropriate training. Furthermore, the procedures themselves need to provide sufficient guidance to ensure that equality issues are prioritised, for example the impact of maternity leave and primary caring responsibilities.
54. Data from the different stages of the procedures (Faculty, University) will be analysed by engagement with the procedure and outcomes by protected characteristic and any corrective measures actioned. This data will be shared with staff representatives to gather wider stakeholder views.
55. To assess equity across the broader sector, the University will review the distribution of Professorial pay with comparator institutions, using UCEA senior salary benchmarks. This will allow assessment of market issues and provide assurance that operation of the University system is remaining competitive. The University commits to working with UCU during the first year of implementation of the new procedure to assess and agree the potential role of the HERA job evaluation tool, used at other grades, in respect of the threshold for movement between bands or appointment of external candidates to a particular band.

56. Any individual who feels that they have not been treated equitably has access to the appeal procedures.

Annexes

- A. Pay structure
- B. Band criteria
- C. Faculty Professorial Remuneration Panel Terms of Reference
- D. University Professorial Remuneration Panel Terms of Reference
- E. Forms
 - E1. Form A : remuneration review
 - E2. Form B : application for progression between bands
- F. Recruitment, retention and market supplements
- H. Process maps

Senior Staff Pay Scale 2025-2026

Point	Pay (£) From 1 August 2025	Pay Band		
84	138,905			
83	136,182			
82	133,510			
81	130,892			
80	128,327			
79	125,811			Blue
78	123,344			
77	120,924			
76	118,555			
75	116,230			
74	113,951			
73	111,716			
72	109,525			
71	107,379			
70	105,272			
69	103,210		Green	
68	101,186			
67	99,202			
66	97,256			
65	95,350			
64	93,480			
63	91,646			
62	89,850			
61	88,088			
60	86,360	Amber		
59	84,668			
58	83,007			
57	81,380			
56	79,783			
55	78,220	Introductory Zone		
54	76,686			
53	75,182			

Progression within the Introductory Zone (Pts 53-56) is automatic and annual subject to satisfactory performance.

All other progression is based on contribution.

The scale is based on JNCES data as at and effective from 1 August 2025

Broad descriptors and indicators for the bands

Professors on Research and Teaching contracts can present evidence of progress under *either* Research or Education (or both)

Professors on Teaching contracts can present evidence of progress under Education

Community and Partnerships must be evidenced for both.

Descriptors and indicators for the bands are shown below. There may be other indicators, relevant to a specific discipline, which are equivalent.

Band	Research	Education	Community	Partnerships
	International leader in their discipline having had major impact on the research field	Recognised international leader of educational innovation and delivery across the discipline	Widely-recognised, impactful and inclusive leader and role model within and outside the University	Leader of international networks and partnerships that have global impact and form a major part of the University's portfolio
	Acknowledged national leader with significant contributions to the global understanding of the research area	Leader of education strategy, delivery and innovation across the University, with demonstrable national leadership	Influential part of University decision-making and development, with voice and impact in the wider world	Leader or major role-holder in national networks or organisations accruing major benefits to the University
	Acknowledged academic standing on both the national & international stage, leading significant developments in the field	Nationally-recognised, leading programme-level educational strategy and policy at Faculty level, contributing to Universitywide practice	Faculty- and Department-level citizenship and leadership with impact across the University	Plays a significant role in building and sustaining regional and national partnerships and networks that advance institutional strategy and impact

Band	Research	Education	Community	Partnerships
	<p><i>International leader in their discipline having had major impact on the research field</i></p> <p>Sustained record of leading international collaborative projects at the highest levels of funding</p> <p>Seminal papers in research field, as recognised by citations</p> <p>Major international academic accolades (prizes)</p> <p>Award of honorary degrees for contribution to the field of research from leading institutions</p> <p>Leading role in developing research strategy on a national or international level</p> <p>Awarded international academic prize for established academics</p>	<p><i>Recognised leader of educational innovation and delivery across the discipline</i></p> <p>A leading voice in the development of education in the discipline through leadership of international of professional bodies and national partnerships</p> <p>Leading role in professional accreditation bodies, e.g.</p> <p>Author of widely-used and seminal teaching resources in the discipline</p> <p>Author of highly-cited pedagogic research over a sustained period</p> <p>Awarded international academic prize for established academics</p>	<p><i>Widely-recognised and impactful leader and role model within and outside the University</i></p> <p>Leading successful initiatives that build an organisational culture of care and inclusion, with recognition beyond the University</p> <p>Leading major national development initiatives delivering benefits to wider community on behalf of the University</p> <p>Contributing major impact to the support of colleague development through role modelling, mentoring and building structures and cultures to enhance the excellent community</p>	<p><i>Leader of international networks and partnerships that have global impact and form a major part of the University's portfolio</i></p> <p>Contributing to major developments in national/international policy and practice</p> <p>Leading internationally competitive innovation and enterprise activity with substantial benefit to the University and wider society, for example through major institutes or companies.</p> <p>Leading the development and delivery of new programmes and modes of study with international collaboration and impact</p> <p>Major, influential media presence with track record of influential communication such as TV series</p>

Band	Research	Education	Community	Partnerships
	<p><i>Acknowledged national leader with significant contributions to the global understanding of the research area</i></p> <p>Leading national initiative with global reach</p> <p>Significant grant record (a number of grants in the higher levels for the discipline)</p> <p>Sustained track record of publishing with significant national and international researchers</p> <p>Long standing senior research status at leading international organisations</p> <p>Rising citation rate compatible to recognised leaders in the field</p> <p>Sustained record of developing research teams and networks across disciplinary and national boundaries</p>	<p><i>Leader of education strategy, delivery and innovation across the University, with external partnerships and recognition</i></p> <p>Leadership of major educational developments in the University which are nationally leading, e.g. new portfolios</p> <p>Leadership of national professional accreditation processes</p> <p>Leading collaborative education programmes with national or international partners</p> <p>Leadership of major departmental and/or crossinstitutional learning initiatives, both national and international, with evidence of personal impact</p> <p>Development and successful implementation of curricula or methods of teaching designed to attract new client groups, in new national and international markets</p> <p>National prizes and awards for teaching</p>	<p><i>Influential part of University development and decisionmaking, with voice and impact in the wider world</i></p> <p>Successfully leading University-wide long-term change projects involving multiple stakeholders, e.g. setting up a Centre, programme overhaul, departmental reorganisation</p> <p>Playing a leading role in developing a more inclusive and equitable community, such as leading successful cross-University diversity initiatives</p> <p>Leading major developments to enhance the student experience</p>	<p><i>Leader or major roleholder in national networks or organisations accruing major benefits to the University</i></p> <p>Sustained contribution as e.g. major committee role-holder to professional bodies and learned societies</p> <p>Frequent contributor to media debates and platforms that enhance public understanding of science/research</p> <p>Sustained record of serving on advisory boards for major national and international bodies (e.g. WHO, CERN)</p>

Band	Research	Education	Community	Partnerships and networks
	<p>Acknowledged academic standing on both the national & international stage, leading significant developments in the field</p> <p>Significant contribution to both national and international projects (as PI and Co-I)</p> <p>Strong (and rising) citation rates compared to subject norm</p> <p>Received paid visiting fixed term status at leading national/international institutions</p> <p>Sustained track record of UK grant income</p> <p>Awarded national academic Prizes for established academics</p> <p>Track record of successfully supervising and managing doctoral students and research staff, with evidence of maintaining healthy team culture</p>	<p>Leading programme-level educational strategy and policy at Faculty level, contributing to University-wide practice</p> <p>Sustained record of teaching, student support and leading programmes at the highest levels of quality, evidenced by programme evaluation, University and Faculty prizes</p> <p>Leading innovative changes to the curriculum with approaches adopted elsewhere in the Dept/Faculty/University</p> <p>Sustained record of leading adaptation and innovation in teaching, e.g. new use of technology across programmes, enhancing inclusivity and access</p> <p>Professional recognition commensurate with the leading practitioners in the sector, e.g. PFHEA</p>	<p>Faculty- and Department-level citizenship and leadership with impact across the University and growing influence outside</p> <p>Sustained success in leadership roles for the Department (e.g. [HoD] DHoD, DoR, DoT)</p> <p>Contributing to the development of academic culture and practice, e.g. sustained record of innovation in academic engagement, or governance processes</p> <p>Membership of editorial panels and grant committees</p> <p>Demonstrable impact on the development of staff through the leadership of teams, groups and collaborations</p>	<p>Plays a significant role in building and sustaining regional and national partnerships and networks that advance institutional strategy and impact</p> <p>Initiating and sustaining major knowledge exchange programmes</p> <p>Establish and sustain academic networks with other institutions</p> <p>Representing the University's interests with external groups, policymakers, agencies</p> <p>Innovation and impact in widening participation initiatives</p>

Faculty Professorial Remuneration Panel

The membership of the Faculty Professorial Remuneration Panel will be as follows:

Ex-officio members:

- Dean of Faculty/School (Chair)
- Heads of Department
- Associate Deans
- Faculty Director of Administration
- Nominated members:
 - One representative from the Faculty staff
 - One representatives from another Faculty/School
 - Faculty ED&I Representative

In attendance:

- HR Business Partner
- Faculty Coordinator (note taker)

1. The representative from the Faculty staff will be elected by members of the Faculty following Expressions of Interest. Their term of office will be for three years (renewable).
2. Representatives from another Faculty/School will be nominated by their respective Deans of Faculty/School following an Expression of Interest. Their term of office will be for three years (renewable).
3. The Faculty ED&I representative will be nominated by the Chair and their term of office will be for three years (renewable).
4. The quorum for meetings of the Committee is 50% of the membership and must include the Dean.
5. The responsibilities of the Faculty Professorial Remuneration Panel is to consider and review the evaluations to make recommendation to the University Professorial Remuneration Panel with respect to Professoriate level of pay and pay band.
6. When considering pay progression within a band, the Panel will make one of the following recommendations:
 - a. An increase of one or more pay spine points with a recommendation that the individual should consider an application to the next pay band;
 - b. An increase of one of more pay spine points;
 - c. No change to the current pay spine point;
 - d. No change to pay spine point, and guidance to the Head of Department and individual where performance needs to improve as part of a development programme.
7. If the recommendation is for a pay increase of one, two, or three spine points within the same band, or for no change to the current pay point, the Faculty Panel has the authority to approve it without needing review by the University Panel.

8. When considering progression to a new band, the Panel will make one of the following recommendations:
 - a. An increase to a new band
 - b. No change to current pay spine point
 - c. No change to pay spine point, and guidance to the Head of Department and individual where performance needs to improve as part of a development programme.
9. The Panel will provide a report of recommendations to the University Professorial Remuneration Panel.
10. The panel will provide the assessments to University Professorial Remuneration Panel where Independent External Review has been sought for complex cases moving to a higher pay band

Reporting Arrangements

11. The Faculty Professorial Remuneration Panel will routinely report to the University Professorial Remuneration panel:
 - a. the number of staff moving to one or more spine points within one band
 - b. the number of staff moving to a new band
 - c. the number of staff where no change in spine point has occurred
 - d. the number of staff where no change in spine point has occurred and guidance has been provided to the Head of Department as part of a development plan

University Professorial Remuneration Panel

The membership of the University Professorial Remuneration Panel will be as follows:

Ex-officio members:

- Vice-Chancellor (Chair)
- Deputy Vice Chancellor (Deputy Chair)
- Pro Vice Chancellors
- In attendance:
- Director of Human Resources

The quorum for meetings of the Committee is 50% of members.

1. The main responsibilities of the University Professorial Remuneration Panel in relation to Professoriate pay are:
 - a. to consider the evaluation and recommendations provided by Faculty Professorial Remuneration Panel of individuals' performance against the relevant criteria.
 - b. to confirm or reject those recommendations made by the Faculty Professorial Remuneration Panel
 - c. to communicate those decisions to the Deans of Faculty/School to inform the individuals and
 - d. to communicate those decisions to Human Resources to implement changes approved.
 - e. to provide a summary report of recommendations to the University Executive Board on the number of changes, the overall investment and any equality or market issues.

Reporting Arrangements

2. The University Professorial Remuneration Panel will routinely report to the University Executive Board:
 - a. the number of staff moving to one or more spine points within one band
 - b. the number of staff moving to a new band
 - c. the number of staff where no change in spine point has occurred
 - d. the number of staff where no change in spine point has occurred and guidance has been provided to the Head of Department as part of a development plan
 - e. the overall investment
 - f. any market or equality issues raised

FORM A: APPLICATION FOR MOVEMENT WITHIN A PAY BAND

Personal Details	
Name:	Department:

This is your opportunity to inform others of your achievements and plans. Describe your work in each of the four domains below using no more than two sides of A4 (in an 11 pt font such as Arial, single spaced.) There is not a prescribed length for each section. They can include a small selection of key outputs and projects, but should be narrative in nature, rather than lists, and explain the difference your work has made.

Your submission must refer to the band descriptors provided. Please provide examples aligned clearly to the explicit criteria for the band you are applying for progression in each relevant domain. [See: [professorial pay bands](#).] Enhanced performance must be demonstrated against at least two of the four domains below, as defined in the Professorial Remuneration Procedure, and particular focus should be given to performance since you last received a rise in pay increment.

1. Excellence in Education

For example, how have you contributed to the development and delivery of internationally leading courses, and to the development of education in your discipline? How have you also ensured our students have outstanding experiences and outcomes?

2. High Impact Research

For example, how have you demonstrated excellence and leadership in the generation and development of new ideas, tools, hypotheses, tools or knowledge? How have you contributed to the development of the wider research community, and what impact has your work had within research and elsewhere?

3. Community

For example, how have you strengthened and enhanced our community, ensuring that students and colleagues are included and able to thrive and develop, and then demonstrated leadership in this field more widely in line with the domain criteria? What outcomes and impact has your leadership had for the success of individuals, teams, the wider community and the sector?

4. Partnerships

For example, how have you built, led and sustained connections with partners and networks outside the University, and what are the demonstrable and anticipated benefits and impacts of these?

5. Plans for Next Year

For example, new educational or research initiatives or areas whereby you will contribute to your Department or the wider University, and what are the demonstrable and anticipated benefits and impacts of these. Your statement should indicate how your performance is in line with the Pay Band criteria.

Individual circumstances

Please describe any individual circumstances that you would like to be taken into consideration. These include anything that impacts your ability to meet the expectations outlined in this framework. For example, prolonged absences, restrictions or travel or networking opportunities, flexible working

patterns, or reduced working hours, including any equality factors and/or the impact on your work of Covid-19. Please include any local arrangements that have been made and agreed with your line manager, such as a pro-rata reduction across your selected criteria if working part-time.

Submission for progression within band Amber/Green/Blue (delete as appropriate)

Your submission must refer to the band descriptors provided. Please provide examples aligned clearly to the criteria for the band in which you are applying [See: [professorial pay bands](#).] Enhanced performance must be demonstrated against at least two of the four domains.

Head of Department Review:

Please use this section to comment on and assess the evidence provided. As well as commenting on individual achievements, contribution and future plans, your assessment must reference the relevant parts of the Professorial pay band criteria. You should provide evidence of how this application fits with subject/Department norms.

Excellence in Education

Comments:

Recommendation:

High Impact Research

Comments:

Recommendation:

Community

Comments:

Recommendation:

Partnerships

Comments:

Recommendation:

Plans for Next Year

Comments:

Recommendation:

FORM B: APPLICATION FOR TRANSITION BETWEEN PAY BANDS

Personal Details	
Name:	Department:

This is your opportunity to set out your case for progressing to a new pay band based on your achievements and plans. Describe your work in each of the four domains below using no more than four sides of A4 (in 11pt font such as Arial, single spaced.) There is not a prescribed length for each section. They can include a small selection of key outputs and projects, but should be narrative in nature, rather than lists, and explain the difference your work has made.

Your submission must refer to the band descriptors provided. Please provide examples aligned clearly to the explicit criteria for the band you are applying for progression in each relevant domain. [See: [professorial pay bands](#).] Enhanced performance must be demonstrated against at least two of the four domains below, as defined in the Professorial Remuneration Procedure.

1. Excellence in Education

For example, how have you contributed to the development and delivery of internationally leading courses, and to the development of education in your discipline? How have you also ensured our students have outstanding experiences and outcomes?

2. High Impact Research

For example, how have you demonstrated excellence and leadership in the generation and development of new ideas, tools, hypotheses, tools or knowledge? How have you contributed to the development of the wider research community, and what impact has your work had within research and elsewhere?

3. Community

For example, how have you strengthened and enhanced our community, ensuring that students and colleagues are included and able to thrive and develop, and then demonstrated leadership in this field more widely in line with the domain criteria? What outcomes and impact has your leadership had for the success of individuals, teams, the wider community and the sector?

4. Partnerships

For example, how have you built, led and sustained connections with partners and networks outside the University, and what are the demonstrable and anticipated benefits and impacts of these?

Personal statement

Over-arching goals and motivation, how you will move forwards and sustain this level of performance, what the impact will be. It is essential that as part of your submission that you outline your career goals for the next two years, and how you plan to achieve them.

Individual circumstances

Please also describe any individual circumstances that you would like to be taken into consideration. These include anything that impacts your ability to meet the expectations outlined in this framework. For example, prolonged absences, restrictions or travel or networking opportunities, flexible working patterns, or reduced working hours, including any equality factors and/or the impact on your work of Covid-19. Please include any local arrangements

that have been made and agreed with your line manager, such as a pro-rata reduction across your selected criteria if working part-time.

Submission to move to band Green/Blue (delete as appropriate)

Your submission must refer to the band descriptors provided. Please provide examples aligned clearly to the criteria for the band you are applying for progression to. [See: [professorial pay bands](#).] Enhanced performance must be demonstrated against at least two of the four domains.

Personal Statement

You must include a personal statement including your career goals for the next 2 years and how you intend to achieve them.

Referee Details (Optional):

For applications for movement to a higher pay band, you may be asked details of referees. The requirement for these are considered on a case by case basis and will be discussed with you if required.

Referee 1

Name:

Position:

Institution:

Contact email:

Criteria they can provide supporting information on:

Referee 2

Name:

Position:

Institution:

Contact email:

Criteria they can provide supporting information on:

Head of Department Review:

Please use this section to comment on and assess the evidence provided. As well as commenting on individual achievements, contribution and future plans, your assessment must reference the relevant parts of the Professorial pay band criteria. You should provide evidence of how this application fits with subject/Department norms.

Excellence in Education

Comments:

Recommendation:

High Impact Research

Comments:

Recommendation:

Community

Comments:

Recommendation:

Partnerships

Comments:

Recommendation:

Dean Review:

Please use this section to comment on and assess the evidence provided. Your assessment does not need to duplicate that of the Head of Department, but should concentrate more on Faculty standing and commentary regarding any references requested. As well as a recommendation, areas for development will provide support to the case.

Excellence in Education

Comments:

Recommendation:

High Impact Research

Comments:

Recommendation:

Community

Comments:

Recommendation:

Partnerships

Comments:

Recommendation:

1. The University will wherever possible explore other approaches before considering financial payments to recruit or retain key staff. However, it is recognised that to maintain and enhance its standing the University, may have to offer a competitive pay and conditions of service package over and above the salary for the pay band in relation to specific market places in order to recruit and/or retain high quality people.
2. Recruitment and retention payments will only be considered where there is a significant risk of turnover of existing staff or unfilled vacancies due to lack of staff/applicants with the right skills, and/or where market data indicates that there is a significant differential in pay levels, warranting a supplement when also taking into consideration our total remuneration package, and where non-pay related initiatives are not enough.
3. In order to comply with Equal Pay legislation, the University will, through implementation of this procedure, demonstrate objective justification if different rates of pay are offered to staff whose work is of equal value. It will demonstrate the business need for each variation from the norm, and there is provision for the reduction or withdrawal of such supplements when they can no longer be justified by market conditions.
4. The University will obtain market pay data and all decisions regarding the amount of a recruitment and retention payment will be based on the external market data. Recruitment and retention payments may be driven by one or more needs:
 - a. Where the specific role and specialism commands an enhanced salary in the market.
 - b. Where the specific individual, due to a unique combination of skills and need at the University represents a higher personal market worth
5. Recruitment and retention supplements are non-consolidated and will be pensionable, subject to the provisions of the relevant pension schemes. Supplements will be paid on a pro-rata basis for part-time staff. The supplement will not be included for the purposes of applying any nationally agreed cost of living pay award.
6. The award of any supplement will be:
 - a. Recommended by the Dean based upon a business justification regarding the individual's position in the market
 - b. Funded from within the Department's existing budget
 - c. Supported by internal and external market data provided by Human Resources
 - d. Approved by the University Professorial Remuneration Panel, taking the above into account
 - e. Reviewed at two-yearly intervals by the Faculty and Human Resources. If:
 - i. an increase in supplement is recommended, this will be paid immediately
 - ii. a decrease in supplement is recommended, a notice period equivalent to the individual's contractual notice will be provided before this takes effect
 - f. Not subject to appeal





