

Professorial Pay Guidance

1. This document is intended to be used alongside the [Professorial Remuneration Procedure](#) and is intended to provide supporting information to individuals on how to participate in the pay review process.
2. The professorial pay review process considers progression within a pay band and between pay bands.

How do I confirm my intention to participate?

3. Heads of Department are responsible for communicating the timescales for each pay round to their department.
4. Upon receiving notice of the start of the process, those who would like to participate should confirm this to their Head of Department and the HR Reward Team.

Do I need to do anything if I don't intend on participating?

5. Those who do not intend to participate in a pay review process are expected to opt out by notifying their Head of Department in writing.
6. 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.

What documents need to be submitted?

7. The level of documentation required will depend on the type of application being made. There are two different paths through which an individual might apply for progression:
 - a. A move within a pay band
 - b. A move between pay bands
8. The table below clarifies what documentation is required for each of these. Some of the documents requested are mandatory, whilst others are Faculty/School specific or optional.

Applying for....	Movement within band	Movement Between Bands
Mandatory	Form A Short cv, particularly covering last 2-3 years HoD assessment (paragraph 29 of the Remuneration Procedure) Pay recommendation (paragraph 30 of the Remuneration Procedure)	Form B HoD evaluation (paragraph 38 of the Remuneration Procedure) Dean evaluation (paragraph 39 of the Remuneration Procedure) Full cv PURE report
Faculty to decide		External References
Optional for individual to decide	Full cv PURE report	

References in this table are to the relevant part of the [Professorial Remuneration Procedure](#)

9. The individual's application and assessment by the HoD/Dean must:

- reflect the relevant requirements for the pay band in the procedure. [See: [professorial pay bands](#).]
- use recognised data, where appropriate, to support any case. For research-active staff this will include grant awards, publications, and citations. For other areas, the Faculty will define what quantitative data is appropriate to the specialism.
- include future plans in addition to previous achievements. It is important to evidence planning of how the individual's scholarship will develop and how this will contribute to the Department, Faculty, University and broader.

How is information submitted

10. The launch email circulated by Head of Departments contains a link to a personal SharePoint folder for every eligible individual to upload their information to. This will be managed by the HR Reward Team and can only be accessed by the individual, their Head of Department and their Dean.
11. Once the submission deadline has passed individuals will be unable to access their folders until the Professorial Pay Review process has been completed. From this point Heads of Department and Faculty Deans will be able to add their feedback to any submissions made.

Automatic Progression

12. Those within the introductory zone are eligible for automatic progression (subject to satisfactory performance and six months in post) until they reach point 56, after which they will need to apply for further progression.
13. There is no requirement for an application to be submitted to be considered for an automatic progression point. However, Heads of Department are expected to confirm that performance has been of a satisfactory standard for automatic progression to be applied.
14. To be considered for further progression (more than one incremental point) or to move beyond point 56 an application does need to be submitted.

External References

15. References are optional and the decision to request these will be determined on a case-by-case basis by the Head of Department or Faculty Dean and discussed with the individual applying.
16. Where references are requested, your Faculty/School Dean will arrange for the referees you have provided to be contacted.
17. When seeking external references, referees will be asked to comment against specific criteria in the relevant pay bands, within the context of the overall descriptors of the band applied for.
18. External referees should be familiar with the discipline/field of work and be as independent as possible to ensure they are able to comment on the strength of your application and work only.
19. External referees should not be relatives, friends, previous line managers, PhD supervisors or frequent collaborators.
20. Suggested external referees should be a full professor or of professorial standing if they are not within academia.
21. The following information will be forwarded to the referees:
 - a. Your submission
 - b. The criteria for the Professorial Pay Bands
 - c. A template form to complete

