



## Introduction

We are committed to rewarding and recognising our employees. The Professorial Level 7 Pay Progression scheme is designed to reward exceptional performance for staff whose contribution goes above and beyond the normal expectation of their role.

Heads of School (HoS) can use the scheme to nominate an eligible member of staff for a consolidated award and all nominations will be reviewed by the Senior Staff Committee, a sub-committee of the Remuneration Committee, and then approved by the Remuneration Committee.

Consolidated awards are processed once a year and paid through payroll, subject to tax and National Insurance. They are applied on a pro-rata basis and will be backdated to 1 August.

## Eligibility

The Professorial Level 7 Pay Progression scheme applies to all Research and Teaching Level 7 professorial staff in Bands B, C and D, and who do not have a pay protection agreement in place.

All exceptional performance should be included except:

- Work which is eligible for nomination for recognition through an alternative scheme such as the National Clinical Excellence Award/Clinical Impact Award, or local based employer award for medical staff, as the same performance should not be recognised via more than one scheme

Please note that staff who have a live dignity, disciplinary or capability sanction on file at the time of the nomination are not eligible for an award through the scheme.

## Timetable

The timetable below sets out the key dates for nominations and rewards:

Deadline for nominations	Committee meeting to review	Target payment date
31 July	October	December (backdated to 1 August)

Please note that if a nominated staff member receives a pay increment through an internal role move whilst the award is being considered, then they are no longer eligible for a consolidated award. If the award is approved, then it will be converted and paid as a one off bonus to the staff member in December.

## Criteria

The Professorial Level 7 Pay Progression scheme is designed to reward those employees who are performing well in **all** key areas of their role (as detailed in the [Academic Framework](#)) and in addition have demonstrated exceptional performance, significantly above the normal expectations of their role.

They must have demonstrated examples of sustained excellence (**in excess of one year**), which has positive impact and wider contribution to the University and is above the normal expectations for the role. The employee should also have consistently demonstrated desirable behaviours aligned to [University values](#) of inclusivity, ambition, openness, fairness and respect.

### Nomination process

Heads of School are able to nominate team members using a [standard online form](#). The form will be available throughout the year and nominations must be made by 31 July to be considered in the October committee meeting.

Heads of School may wish to consider additional information in support of a nomination, including, but not limited to, unconventional career pathway, contracts of less than 1.0 FTE (for part-time workers and/or clinical contracts), reasons for discontinuity in service and achievement for example owing to maternity, adoption, parental or carers leave, information relating to disability including incapacity that lasts more than six months, periods of absence due to ill health or injury, absences of more than six consecutive months (ie career breaks), special leave of absence (ie secondment to other organisations), impact of LGBTQ+ status on travel to countries with non-inclusive legal regimes and any other personal circumstances including circumstances which may restrict their opportunities for travel for work.

### Authorisation process

Nominations will be reviewed by the Senior Staff Committee prior to being reviewed and decided on by the Remuneration Committee.

Remuneration Committee will continue to consider all EDI matters connected to Level 7 staff.

### Scheme caps

Band	Cap
<b>B</b>	20% of eligible staff
<b>C</b>	6% of eligible staff
<b>D</b>	6% of eligible staff

The Faculty Pro-Vice-Chancellor is responsible to ensure that the scheme caps are not exceeded.

### Budget impacts

All costs related to the Professorial Level 7 Pay Progression scheme will be picked up by local faculty/school/department budgets.

### Equality, diversity and inclusivity

In line with our core principle to value diversity and promote equality, we aim to ensure that all committee members consider equality and diversity when discussing and agreeing nominations. All decisions should be made based on objective evidence and supporting contextual information (including any significant career breaks and part-time status).

Committee members have a collective responsibility to ensure that decisions are made fairly and ensure that there is no unlawful discrimination on the grounds of any protected characteristic in line with other Equality Diversity and Inclusion (EDI) related guidelines.

Data will be reviewed annually to see how the scheme is being applied across Faculty/University level and to consider any EDI concerns.

### **Outcomes**

Each faculty/department will determine a local method for communicating the outcome of nominations after the Remuneration Committee; feedback should also be provided to the individual by a relevant manager where a nomination is unsuccessful. Any changes to salary will be implemented and backdated to 1 August.

### **Appeal**

The decision of the Remuneration Committee is final and there is no right to appeal the decision.