



Introduction

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

Heads of School/Department (HoS/D) can use the scheme to nominate an eligible employee for a consolidated award and all nominations will be reviewed by the Senior Salaries 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.

The Professorial Level 7 Pay Progression scheme is separate to the Level 7 Banding process, which gives Level 7 academic staff the opportunity to apply to be re-banded, moving from one band to another should they meet the criteria at a higher band (ie from Band A to Band B). Guidance on the banding process can be found [here](#).

Eligibility

The Professorial Level 7 Pay Progression Scheme applies to all Research and Teaching Level 7 professorial employees in Bands B, C and D. Employees are ineligible for nomination if they:

- Are **at** the maximum salary point for their band
- Have a pay protection agreement in place
- Are Band A (Band A automatically increment in August along with the Level 1-6 population)
- Clinical academic employees

Please note that employees 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:

Nomination window open	Deadline for Nominations	Committee meetings to review	Target payment date
w/c 17 June	12 July	September - October	January 2025* (backdated to 1 August)

**Assuming UniCore go-live in November 2024*

Please note that if a nominated employee receives a pay increment through an internal role move whilst the award is being considered, but before it is approved, then they are no longer eligible for a consolidated award. If, after the award is approved, the employees receives a pay increment through an internal role move, then it will be converted and paid as a one-off bonus to the employee in January 2024.

Criteria

The Professorial Level 7 Pay Progression Scheme is designed to reward 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.

Nominated employees 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/Departments will receive a prepopulated spreadsheet of their Research & Teaching Level 7 professorial employees to make the nominations. The nominations spreadsheets will be provided w/c 17 June 2024 and HoS/D will have until 12 July 2024 to submit their nominations to be considered at the October Remuneration Committee meeting.

The purpose of the nomination spreadsheet is to:

- Identify eligible and ineligible employees for Professorial Pay Progression
- Identify Level 7s previously nominated for a consolidated increase through the previous years' Professorial Pay Progression Scheme
- Include non-identifiable confidential equality, diversity and inclusion (EDI) data at a school and faculty level to inform HoS/D of the representation of protected characteristics across the school/department and faculty

To make a nomination, the HoS/D must identify eligible employees they wish to nominate on the spreadsheet, and provide the following information for each nomination:

- Details of exceptional performance, which is significantly above normal expectations of the role, as detailed in the Academic Framework; including examples of sustained excellence which has impacted the University
- Details of how the employee has consistently demonstrated desirable behaviours aligned to University values of inclusivity, ambition, openness, fairness and respect

Authorisation process

Nominations will be reviewed by the Senior Salaries Committee in September prior to being reviewed and decided by the Remuneration Committee in October.

Scheme caps

Band	Cap
B	20% of eligible employees
C	6% of eligible employees
D	6% of eligible employees

The nomination spreadsheets by school/department will be collated to a faculty level for review by the relevant Faculty Pro-Vice-Chancellor, who is responsible for ensuring the scheme caps are not exceeded.

It is recognised that in some smaller schools/departments, the caps may be exceeded by one nomination at each band, therefore, the above caps must not be exceeded at a faculty level. If at a faculty level, the caps have been exceeded, the HoS/D will be informed by their HR Business Partner that the nominations need to be reviewed.

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).

A review of the 2023 nominations found an underrepresentation of racially minoritised employees and employees declaring a disability nominated across all bands and faculties, and an underrepresentation of female employees nominated in some faculties. Therefore, the nomination spreadsheets include non-identifiable equality diversity and inclusion (EDI) data at a faculty and school/department level to help HoS/D consider the EDI implications of their nominations and ensure fairness and equity across the nominations. *Note: schools/departments with fewer than 5 eligible employees will not show EDI data at the school/department level for data protection.*

Committee members have a collective responsibility to ensure that decisions are made fairly and ensure that there is no discrimination on the grounds of any protected characteristic in line with other 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

The outcome of nominations will be communicated by HR 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.