

## **Policy of Pay Progression for Clinical Academics (new Consultant Contract and Senior Academic GP Contract)**

### **1 Introduction**

- 1.1 This policy applies to all clinical academic staff employed by the University of Nottingham on either the new Consultant Contract or Senior Academic GP Contract.
- 1.2 The policy is based on the provisions specified in the new Terms and Conditions for clinical academic staff introduced from 1 April 2003.
- 1.3 The date on which a clinical academic becomes eligible for pay progression is determined by their seniority, and either the date they transferred to the new Consultant Contract or Senior Academic GP Contract or the date on which they commenced as a clinical academic. Staff are advised of their dates for pay progression, known as pay threshold dates, by the Human Resources Department, usually at the recruitment stage.
- 1.4 Pay progression is automatic. However, there will be a requirement for the Dean (or his/her nominee) to confirm that the specific criterion has been met before a pay threshold is implemented, detailed at Section 2.
- 1.5 A pay threshold may be withheld and deferred for review where some or all of the specific criteria has not been met

### **2 The award of pay thresholds**

- 2.1 A clinical academic on the new Consultant/Senior Academic GP Contract, and in post prior to the new Consultant/Senior Academic GP Contract being introduced, would become eligible for threshold progression as determined by their seniority and the date they transferred to the new Consultant Contract/Senior Academic GP Contract.
- 2.2 New clinical academic's taking up post following the introduction of the new Consultant Contract/Senior Academic GP Contract will become eligible for threshold progression on the date they took up post. See the below table which details the threshold points and number of years to become eligible for each point:

| <b>Threshold</b> | <b>Period before eligibility for threshold</b> |
|------------------|--|
| 1                | n/a (normal starting salary)                   |
| 2                | One year                                       |
| 3                | One year                                       |
| 4                | One year                                       |
| 5                | One year                                       |
| 6                | Five years                                     |
| 7                | Five years                                     |
| 8                | Five years                                     |

- 2.3 Salary scales are available on the Human Resources web site at:  
<http://www.nottingham.ac.uk/hr/guidesandsupport/rewardpayandallowances/salariescales/index.aspx>.
- 2.4 When a clinical academic becomes eligible for threshold progression by virtue of fulfilling the required number of years' service, he/she will receive the threshold provided that the

Dean confirms that they have met the criteria in the relevant year and, where applicable, each year since the award of a previous pay threshold.

2.5 The specific criterion relevant is as follows:

- a Job Plan has been completed/reviewed and the requirements and personal objectives within the Job Plan have been met;
- a joint yearly appraisal has been conducted in the last 12 months; and
- where private practice is undertaken, that the requirements in the Code of Conduct have been met.

2.6 The Dean will take in to account the following factors, which may be relevant:

- Where one or more of the criteria are not achieved in any year, the Dean (or his/her nominee) will have the discretion to decide, where appropriate, that the clinical academic should nonetheless be regarded as having met the criteria for that year, for instance if the clinical academic did not meet the criteria due to personal illness.
- Clinical academics should not be penalised if objectives have not been met for reasons beyond their control. Employers and clinical academics will be expected to identify problems affecting the likelihood of meeting objectives as they emerge, rather than wait until the annual integrated Job Plan review.
- Employing organisations cannot introduce any new criteria. For instance, a pay threshold cannot be withheld or delayed on the grounds of the employing organisation's financial position. Nor would it be acceptable for employing organisations to use any system of quotas for threshold progression.
- It will be the norm for clinical academics to achieve threshold progression and may only be deferred where the clinical academic has not met the criteria specified above, paragraph 2.5.

2.7 Where the Dean has decided in any one year that a clinical academic has not met the necessary criteria, the University will defer the award of the pay threshold for one year beyond the date on which they would otherwise have received the pay threshold. On review at the deferred date, provided that the Dean confirms that a clinical academic has met the criteria in the intervening year, the clinical academic will receive the pay threshold from the deferred date. Where a clinical academic is eligible for their next pay threshold in the deferred year, two pay thresholds could be paid from this date.

*Example:*

*A clinical academic is due pay threshold point 3 on 1 December 2012 and pay threshold point 4 on 1 December 2013. The clinical academic does not meet the necessary criteria for pay threshold 3 to be awarded from 1 December 2012 and the award is deferred for one year until 1 December 2013. On review the clinical academic meets the criteria and is awarded pay threshold 3 and 4 with effect from 1 December 2013.*

It is the expectation that the clinical academic will be awarded the pay threshold in the deferred year. However, where this is not the case a subsequent yearly review will be undertaken and the above approach applied.

2.8 The Human Resources Department will undertake yearly checks with the Dean (or his/her nominee) to ensure that a joint appraisal has been completed. Failure to complete yearly appraisals may result in threshold progression being withheld.

2.9 A clinical academic has the right of appeal against a decision by the Dean that he/she has not met the criteria in respect of any given year. In the event of an appeal, it will be the responsibility of the University to show why this decision was taken. The mediation and appeals process is available at:

<http://www.nottingham.ac.uk/hr/guidesandsupport/performanceatwork/clinical-academic-staff/documents/mediation-and-appeals-framework.pdf>.