



## 1. Introduction

Following on from the introduction of the [Level 7 Banding framework](#), Level 7 academic staff can apply to be re-banded on an annual basis should they meet the criteria at a higher band.

Staff wishing to apply should speak to their Head of School prior to application for guidance and support. Heads of Schools will need to complete a statement to accompany the application prior to the application being reviewed by a Faculty Committee. The final decision will be made by the University Committee.

## 2. Academic framework

The University published a new Academic Promotions Framework in 2019 and the Level 7 Academic Framework has been created in a similar format, which outlines both the core and indicative expectation for Level 7 bands from entry point (Band A) through to pre-eminent leader in their field throughout the world (Band D). The purpose of this framework is to provide greater differentiation in expectations through the Level 7 bands, in terms of the core and indicative expectations at each band.

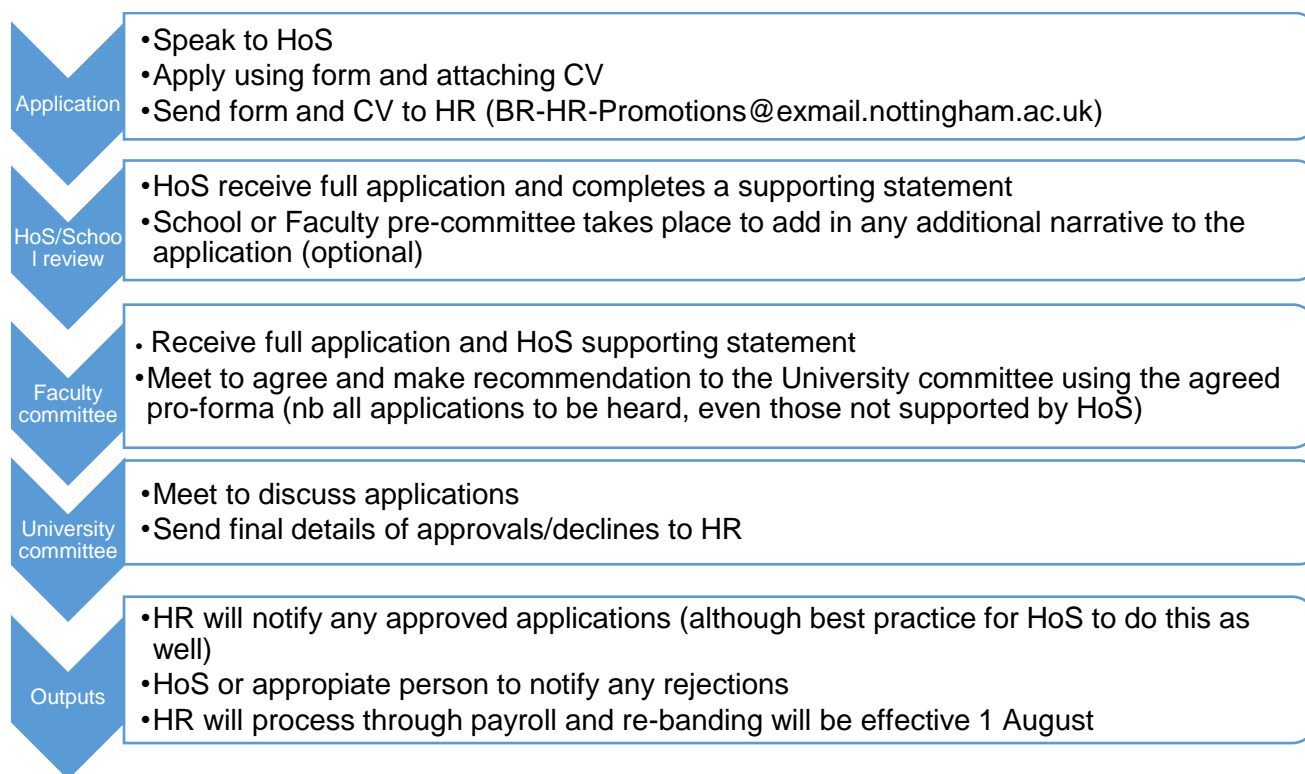
Individuals should use the Academic Framework to self-assess against their current band in order to complete their re-banding application. The Level 7 framework is additive and, therefore, requires achievement and evidence at the lower band(s), in addition to the band being applied for.

## 3. Timetable for banding 2024/25 and going forward

What	When
Email to staff to let them know deadline for submitting applications	October 2024
Amended deadline for Level 7 banding applications	6 January 2025
Head of School statements	31 January 2025
Faculty committee meetings* deadline	31 March 2025
Data collection ready for University panels	30 April 2025
Senior banding committee deadline	31 May 2025
Confirmation of outcomes	June 2025
Effective date of change	1 August 2025

*\* Faculties can hold an optional local pre-committee prior to the deadline, but it is not mandatory and must be in advance of the Faculty committee meeting*

## 4. Process



### Notes:

a) Assessments should include:

- The completed self-assessment pro-forma, populated in relation to the Academic Framework (<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/banding-process/index.aspx>)
- Attach an up-to-date curriculum vitae (CV), completed in the standard format only (<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/banding-process/index.aspx>) to the self-assessment pro-forma
- Individuals should use the form in a concise manner, keeping to the word limit. In completing both the CV and the pro-forma, there may be headings where there is no relevant entry to be made because of the focus of the role of the individual self-assessment. If this is the case, please indicate 'Not applicable', giving a brief reason
- Applications received not using the correct pro-forma will not be heard

b) Staff are encouraged to discuss their self-assessments with their Head of School/Department to enable advice and support to be provided.

c) Individuals may wish to share additional information in support of their self-assessment, 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.

- d) All applications should be heard at the Faculty committee level. If an application is not supported, then the HoS should give reasons using the final comments on the HoS statement.
- e) A University committee (comprising Deputy Vice-Chancellor, Faculty Pro-Vice-Chancellor, Portfolio Pro-Vice-Chancellors, Pro-Vice-Chancellor for EDI (and the Associate Director for Business Partnering (or a suitable alternative representative to deputise where required) as secretary) will review the Faculty recommended outcomes, assess the equality and diversity data and associated implications and make decisions in relation to the final outcomes.

## 5. EDI considerations

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 banding assessments. 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 banding assessments 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.

## 6. Outcomes and new salary scales

Based on the information provided within the application, the outcome of the decisions will result in placement onto the new salary structure at the minimum of the confirmed band. Any changes to salary will be implemented from 1 August.

## 7. Other considerations

Any additional payments/supplements are not considered within the banding exercise. Base pay should always be within the appropriate band, however, additional payments may take total remuneration above the band maximum.

[Appraisal and Development Conversations \(ADC\)](#) should continue to be used to as part of the University's performance framework and to provide ongoing development feedback. Conversations about re-banding readiness (in the same way as promotion readiness for staff below Level 7) are encouraged, alongside development conversations and agreeing objectives to support career aspirations.

## 8. Performance related reward

- Non-consolidated performance related rewards will continue to apply via the [Nottingham Reward Scheme](#) for individuals in Bands A, B, C and D.
- Individuals who are in Bands B, C and D will be eligible to be nominated for an annual incremental increase within their relevant band via the [Professorial Pay Progression Scheme](#).

## 9. Confidentiality and feedback

Information collected via the self-assessment process will only be used in relation to the banding exercise and not for other purposes. This information will be available to Head of School/Department or appropriate nominee(s), Faculty, University committees and Human Resources.

The detailed proceedings, especially regarding the names of individuals and the discussions of the various committees concerned with the self-assessments, are to be treated as strictly confidential. However, the importance and value of providing appropriate information and feedback to individuals is also recognised, especially to individuals who have made a self-assessment, which is above their indicative band and have been unsuccessful **and** for individuals whose band has gone down as a result of the self-assessment process.

It is recommended that the Faculty Pro-Vice-Chancellor and/or Head of School/Department, or relevant nominee, provides feedback to individuals, and, whenever possible, this should be through a face-to-face meeting with the individual. The Head of School/Department and the individual should then review the feedback in the context of agreeing future objectives and any development/support requirements, which can be undertaken as part of the Appraisal and Development Conversations (ADC) process.

## **10. Appeals procedure**

Individuals may appeal against a re-banding decision based on the grounds of:

- Procedural irregularity - should an individual wish to appeal, they should write to Human Resources, outlining the reason for the appeal, within 14 calendar days of the decision being communicated to the individual member of staff concerned. Appeals will be heard by the University committee.