



## 1. Introduction

The University is introducing a new Level 7 banding framework, based on the recommendations of the Senior Banding and Pay Review, so that an improved pay banding system can be delivered for Level 7 academic colleagues from August 2022. This will introduce a new banding system and associated salary scale, similar to those at other leading Russell Group universities, which can enable colleagues to progress further, faster and more fairly up the salary scale in the future.

To enable the move to the new structure, staff have been placed indicatively into four bands (A, B, C and D), based on their current salary to enable a self-assessment process to take place to challenge or verify their position based on the new Level 7 Academic Framework and the following steps out line the timeline, what will take place, potential outcomes and additional information to support the process.

## 2. Timetable for Self-Assessment Process

Activity	Timeline
Letters to staff regarding their indicative banding outcome	July 2021
Self-assessment and application window deadline	17 January 2022
HoS/HoD pro-forma for self-assessment deadline	14 March 2022
Faculty Committees review self-assessment applications	April – May 2022
University Committee review self-assessment applications	June 2022
Final banding outcomes confirmed to individuals	July 2022
Confirmed bands and salary scales implemented	1 August 2022 – 1 November 2022

## 3. Indicative Banding Exercise

Staff have been mapped onto one of the four bands, based on current salary.

## 4. 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 Preeminent 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 indicative band in order to complete their individual self-assessment details.

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.

## 5. Self-Assessment Process (2021-2022)

- a) HR will communicate the indicative banding outcomes with individuals based on current salary.

- b) Individuals will have a window to complete a self-assessment against the Academic Framework and submit this for consideration. ***NB individuals who are within Band A from the indicative banding exercise, may wish to be self-assessed and will have the opportunity to do. All staff with an indicative band of band B, C and D will be required to complete a self-assessment.***
- c) Self-assessments to be submitted **July 2021 – January 2022**. The submission deadline is **17 January 2022** and the information should include:
- The completed Self-Assessment Pro-forma (<https://forms.office.com/r/SmrapeUFq4>), populated in relation to the Academic Framework (<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/professorial-banding-review/index.aspx>)
  - Their indicative band and the band they wish to apply to be assessed against to challenge or verify their position
  - Attach an up-to-date Curriculum Vitae (CV), completed in the standard format only (<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/professorial-banding-review/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.
- d) Staff are encouraged to discuss their self-assessments with their Head of School/Department to enable advice and support to be provided.
- e) 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.
- f) Individuals may also wish to include reference to any impacts from Covid-19.
- g) The Head of School/Department<sup>1</sup> or suitable nominee will complete a Head of School/Department pro-forma in relation to the application.
- h) Faculty Committees will be convened to review all self-assessments and make recommendations to the University Committee to enable the University to make the final decisions over the outcomes.
- i) The rationale for making recommendations will be recorded by the Faculty Committee and the recommendations will be shared with the University Committee.
- j) A University Committee (comprising DVC, FPVCs, Portfolio PVCs, PVC for EDI and People and HR Director 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.

---

<sup>1</sup> In this context, Head of Department is in reference to the Faculty of Engineering.

- k) The University Committee will confirm the decisions back to the HR who will write to individuals to confirm the outcome of the Committee decisions, and placement onto the new salary structure.

## 6. 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.

## 7. Outcomes and New Salary Scales

Based on the information provided within the self-assessment, the outcome of the decisions will result in placement onto the new salary structure within the confirmed band. Any changes to salary will be implemented from August 2022.

## 8. Pay Protection

Where it is confirmed that an individual's confirmed band placement results in the band falling below the individual's current salary, then the University's agreed pay protection policy will apply. This is four years pay protection, after which time the individual will be placed on to the confirmed band. Advice will be provided to the individual to support them to remain within the band during this time.

## 9. Other Considerations

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

## 10. New Salary Scales and Performance Related Reward

- New salary scales. (<https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregarding/professorial-banding-review/index.aspx>), based on the four bands are available from July 2021 and will be updated to reflect any pay award increases.
- There will be annual incremental progression for Band A only under the new scale
- Performance related reward will continue to apply via the [Nottingham Reward Scheme](#). From August 2022, individuals who are in bands B, C and D will be eligible to be nominated for all four levels of performance related reward including an annual incremental increase within their relevant band. Staff in Band A will be eligible to be nominated for the three non-consolidated rewards.

## 11. 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.

HR will write to the individuals to confirm the final outcomes and any associated salary changes.

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.

## **12. 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.
- In the cases of a down-banding outcome, the individual will have the automatic right to appeal in line with the guidance, which will be sent to the employee. Appeals must be submitted within 14 calendar days of the decision being communicated.

Appeals will be heard by the University Committee.