



## Professorial Zoning Guidance on review process

### Contents

1. Context .....	1
2. Professorial zone criteria.....	1
3. Salary review and progression .....	3
Progression within zones.....	3
Promotion to a higher zone .....	3
Promotion to a higher zone – appeal process.....	4
4. Further information.....	5
Salary review process flowchart.....	6

### 1. Context

- 1.1. This document provides guidance to professorial staff who wish to submit an application to have their salary reviewed.
- 1.2. The salary zone criteria outlined in this document describe the academic achievement and contribution to the University expected for entry to a zone. The total remuneration package paid to a professor may also include other factors such as recruitment and retention supplements or honoraria for positions of leadership.
- 1.3. Clinical professors are paid in line with nationally agreed published NHS pay scales and in addition are eligible to apply for Clinical Excellence Awards which recognise contribution (including academic contribution). Clinical professors are therefore not eligible to apply through this process.
- 1.4. The University reserves the right to vary the processes outlined in this document in exceptional circumstances.
- 1.5. This document is regularly reviewed to ensure fitness for purpose.

### 2. Professorial zone criteria

- 2.1. The role of professor carries an expectation of engagement across all the key academic areas of Academic Leadership, Student Education, Scholarship and Research and Innovation whilst acknowledging that some will specialise in one or more of these areas as appropriate and agreed within their School/Faculty.
- 2.2. The professorial zones outlined overleaf are cumulative and each zone builds on the achievement within the previous zone(s).
- 2.3. The criteria outlined are for entry to a zone and it is expected that professors applying for a salary increase within zone will be able to demonstrate sustained and continuing improvement over and above previous responsibilities, activities and achievements.

As a **professor** at the University of Leeds, you will demonstrate academic contribution and leadership which in turn brings contribution to the University, the scale and impact of which will increase with the zones. The professorial zone criteria outline the level required for each zone.

You will demonstrate and promote the University's values and standards in all activity and carry out the full range of duties in line with University policies and procedures and local Faculty/School benchmarks, upholding high professional standards, developing more junior colleagues and leading by example.

You will have a continuing trajectory for contribution and achievement at the level of your zone<sup>1</sup>.

As a **Zone 1 Professor**, you will demonstrate extensive academic expertise, an established international reputation within the relevant field/discipline and impact through a sustained and externally recognised contribution to leadership of academic activities in the field and to institutional strategy.

You will demonstrate this by meeting the grade 10 academic promotions criteria available at [http://hr.leeds.ac.uk/promotion\\_criteria](http://hr.leeds.ac.uk/promotion_criteria).

*Specific criteria and indicative examples of activity are provided in the grade 10 promotion criteria.*

As a **Zone 2 professor**, you will demonstrate a high level international reputation and leadership of academic activities through your contributions shaping the academic field/discipline.

You will enhance the reputation of the University, have a sustained record of outstanding output and demonstrable high level impact, making a lasting and significant mark within the field/discipline which in turn makes a significant and influential contribution to the achievement of University strategic goals (or external organisation as appropriate).

As a **Zone 3 professor**, you will demonstrate that you are an acknowledged world leader of academic activities in your field of study and are widely recognised internationally as making a lasting and influential contribution in this field. Your own international reputation will in turn enhance the reputation and profile of the University and you will make a significant and sustained contribution to leadership of academic activities within the field.

Your world leading reputation and contribution to the leadership of academic activities in the field will translate to a major and influential contribution to the University's strategic aims (or external organisation as appropriate).

It is expected that only a small number of Professors, who bring great prestige and make a major contribution to the University through their sustained record of academic achievement and leadership of academic activity at the highest international level, will reach zone 3.

---

<sup>1</sup> Any plans that may affect the ability to evidence a continuing trajectory (for example a plan to retire) should be discussed with the Faculty Dean or Head of School prior to submitting evidence so this can be taken into account.

### **3. Salary review and progression**

- 3.1. Applications for a review of salary will be invited and, where it is felt that your achievement warrants a review, a case may be submitted by you requesting:
  - a non consolidated award; or
  - progression within the current zone; or
  - promotion to the next zone.
- 3.2. In addition, your Dean (or Head of School via the Dean) may submit a recommendation for a non-consolidated award or progression within your current zone. Any request for promotion to the next zone must be made by you.
- 3.3. Applications will be reviewed by a Review Committee which will comprise:
  - Pro-Chancellor as Chair
  - Vice-Chancellor
  - Deputy Vice-Chancellor
  - Pro-Vice-Chancellor
  - Director of Human Resources
- 3.4. Internal input from Faculty Deans and Heads of School will be sought and presented to the Review Committee.
- 3.5. The outcome of the Review Committee's deliberations will be communicated in writing to you in good time following the Review Committee meeting and any increase will be applied with effect from 1 August following the Review Committee meeting.
- 3.6. Up to point 8 of the professorial salary scale you will typically receive an annual increase to the next salary point without the need to put forward a case for progression within the zone. This is subject to satisfactory performance and at the discretion of the Review Committee. It does not preclude a submission/recommendation for an additional incremental increase.

#### Progression within zones

- 3.7. Cases for progression within your current zone should be made on the basis of your contribution and achievements in line with agreed goals and the criteria for your zone. Typically, information provided should focus on the last 2-3 years or since the last award made by the Review Committee.
- 3.8. The Review Committee will consider your submission and decide whether an award is warranted and, if so, whether this ought to be a 'one-off' payment or a consolidated salary increase. Typically a consolidated salary increase will only be made where you are able to demonstrate sustained exceptional contribution.
- 3.9. You should only make an application for salary review or progression where there has been a significant increase in achievement and contribution.

#### Promotion to a higher zone

- 3.10. If you believe you meet the criteria for a higher zone, you should submit a case for promotion which provides evidence of how your academic achievements and contribution to the University are in line with the criteria for the higher zone. Your application should typically reference your contribution and achievements over the last 2-3 years.

- 3.11. You are encouraged to inform your thinking by discussing your application with your Head of School or Faculty Dean, who will be asked to verify your application. You may also involve another senior individual aligned with your discipline if you feel it appropriate to do so.
- 3.12. Additional written input from sources external to the University, but from within the relevant field or discipline, will be sought and submitted to the Review Committee, which will consider your submission and judge whether the evidence provided meets the criteria for the higher zone.
- 3.13. Once within a zone it is expected that you will continue to meet the criteria for that zone.

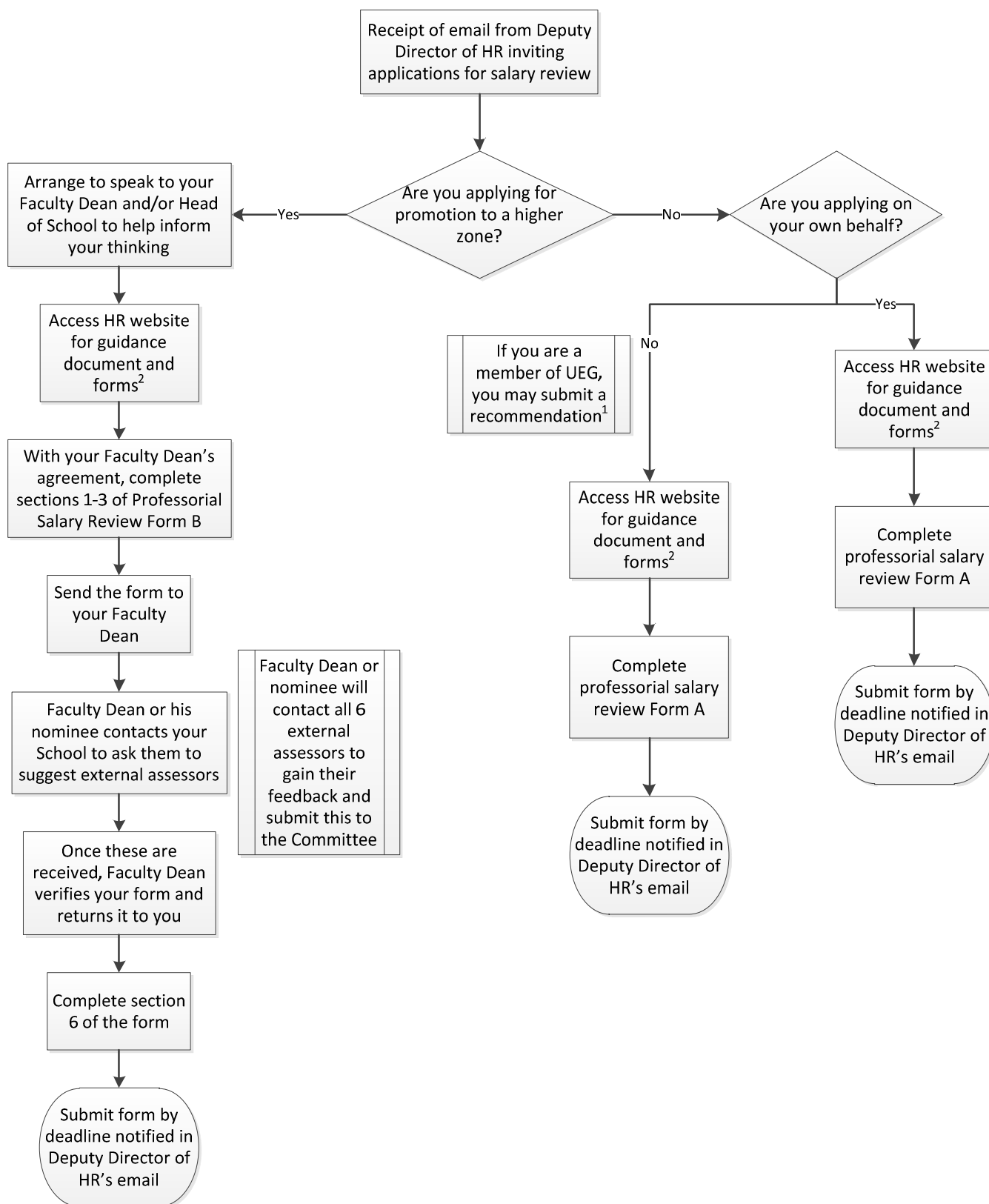
#### Promotion to a higher zone – appeal process

- 3.14. If you believe that your application for promotion to a higher zone has not been considered appropriately, you may request a review based on the application of the procedure and the process used to determine the case.
- 3.15. An appeal will be considered by an Appeal Committee which will comprise:
- A Deputy Vice-Chancellor or another appropriate member of the University Executive Group as Chair
  - One Executive Dean
  - Two members of the professoriate
  - A nominee of the Director of Human Resources
- 3.16. No member of the Appeal Committee will have been previously involved in the consideration of the case.
- 3.17. It is not the role of the Appeal Committee to make a fresh assessment of the case or substitute their view for that of the Review Committee; the issues before the Appeal Committee will be limited to matters of procedure and fairness only. The evidence presented to the Appeal Committee will be limited to:
- the papers received by the Review Committee;
  - the decision of the Review Committee (including the statement of reasons for the decision); and
  - a submission from you as to why you believe there has been a material procedural error, or how you believe that your application was not fairly considered and the outcome determined.
- 3.18. If the Appeal Committee takes the view that there has been a material procedural error, or your application was not fairly considered and the outcome determined, then the case may be considered afresh either by the original Review Committee and one member of the Appeal Committee or in a manner as directed by the Appeal Committee. When a case is reconsidered, new evidence may only be submitted if the Review Committee, or such body determining the case afresh, is satisfied that there is a good reason why such new evidence was not available at the time of the original consideration of the case. The fresh determination will be limited to the question of whether the correct zone has been allocated.
- 3.19. There is no appeal process for progression within a zone.

#### **4. Further information**

If you have any queries on anything in this document, or the process in general, please contact Lisa Courtney in Human Resources (email: [l.d.courtney@adm.leeds.ac.uk](mailto:l.d.courtney@adm.leeds.ac.uk) / tel: 31834) in the first instance.

## Salary review process flowchart



**Notes:**

- 1. Professorial recommendations can be made for within zone or one-off payments only
- 2. [http://hr.leeds.ac.uk/prof\\_salary\\_review](http://hr.leeds.ac.uk/prof_salary_review)