

**UNIVERSITY OF LEEDS**

**PROFESSORIAL SALARY REVIEW**

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| **NAME:** |  |
| **FACULTY** |  |
| **SCHOOL / INSTITUTE:** |  |
| **Have you undertaken any work/duties outside the above faculty in the last 12 months (e.g. Leadership role)?** | **Yes / No** | **Please specify the additional Faculty/Service:** |  |

**Note that this form should be completed only in relation to application for promotion to the next zone.**

**For applications for non-consolidated awards (one-off payments) and salary increases within zone, please complete Form A.**

Please speak to your Head of School and/or Executive Dean to help inform your thinking and please refer to the [zone criteria](https://hr.leeds.ac.uk/info/7/pay_and_reward/257/professorial_and_senior_staff_salary_review) in the Professorial Zoning Guidance document when completing your submission. If you have any personal circumstances[[1]](#footnote-1) that may have impacted on your work, please provide details by completing the personal circumstances statement (Section 4).

**Before submitting your application, please:**

1. Speak to your Head of School and/or Executive Dean to help inform your thinking.
2. Complete sections 1-5 of this form.
3. Obtain the permission of the **two** academic referees detailed in section 3.

Please submit your application electronically as a Microsoft Word document the Reward team via reward@leeds.ac.uk by **no later than** **23.59 on Friday 17th May 2024.**

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| **SECTION 1: AWARD (FOR COMPLETION BY THE APPLICANT)** |

Consideration of the award requested should be with reference to the [zone criteria](https://hr.leeds.ac.uk/info/7/pay_and_reward/257/professorial_and_senior_staff_salary_review) appended to the Professorial Zoning Guidance document.

**I am applying for promotion to *(please tick* *)*:**

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| --- | --- |
| Zone 2 |  |
| Zone 3 |  |

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| **SECTION 2: DETAILS OF CONTRIBUTION AND ACHIEVEMENTS (FOR COMPLETION BY THE APPLICANT)** |

Focus on achievements over the last 2-3 years or since the last award made by the Review Committee, whichever is the shortest. If appropriate, longer term grants or other activities may also be included to provide a comprehensive summary of workload and achievements. **Your rationale and supporting information combined should not exceed two A4 pages in length (Arial, font size 11 minimum).**

1. **Rationale for zone increase**

Please state:

* the basis on which you are making this application (with particular reference to the relevant zone criteria);
* any information which you would like to draw to the attention of the Review Committee, and your main objectives for the next 12-18 months.

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| [Insert text here] |

1. **Supporting information**

Outline academic contribution under each heading, addressing those areas which are appropriate to your role and removing those which are not:

1. **Research and innovation excellence including:**
2. *Income;*
3. *Outputs \*if appropriate, provide a separate publication list detailing* ***recent and relevant*** *publications (****maximum of two A4 pages, Arial, font size 11 minimum****);*
4. *Impact (including citations, industrial partnerships and entrepreneurial activity (e.g. patents, licensing, spin outs));*
5. *Supervision (e.g. PGRs, Research Fellows).*
6. **Teaching excellence and the student experience examples including:**
7. *How you have integrated your research and learning & teaching responsibilities;*
8. *Contribution to the sustainability and effectiveness of education provided.*
9. **International strategy and global engagement activity contributions including:**
10. *International student recruitment and support;*
11. *International research collaborations;*
12. *Other global engagement activities (e.g. Alumni, business).*
13. **Institutional leadership, esteem indicators and other contributions.**

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| 1. **Research and innovation excellence**

[Insert text here]1. **Teaching excellence and the student experience**

[Insert text here]1. **International strategy and global engagement activity contributions**

[Insert text here]1. **Institutional leadership, esteem indicators and other contributions**

[Insert text here] |

1. **Curriculum Vitae**

Attach a short academic CV which covers recent and relevant information to support your application (**maximum of four A4 pages, Arial, font size 11 minimum**).

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| **SECTION 3: INDEPENDENT ACADEMIC ASSESSMENT part 1 (FOR COMPLETION BY THE APPLICANT)** |

Please provide the details of **two** academics (**one of whom should be international**) from within the relevant field or discipline who can provide **external**\* academic assessment to the Review Committee.

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| --- | --- | --- | --- |
| Title: |  | Name: |  |
| Institute: |  |
| Country: |  |
| Email address:  |
| Rationale for nomination: |   |
|  |
| Title: |  | Name: |  |
| Institute: |  |
| Country: |  |
| Email address: |  |
| Rationale for nomination: |  |

*\*external to the University*

*NOTE: In accordance with the Data Protection Act 2018, there is no legal requirement for the University to disclose the contents of any confidential reference which it receives or provides. The University will take all steps practicable to provide personal data to an individual where it is requested in accordance with the law. This could involve anonymising or redacting confidential references where appropriate. The University will seek the permission of the author where a request to release a reference has been received, and will remain mindful of its responsibility to protect the personal data of third parties.*

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| **SECTION 4: PERSONAL CIRCUMSTANCES STATEMENT** |

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| If there are any personal circumstances that may have impacted on your work, that you would like the panel to consider, please provide brief details below (including dates).Examples of personal circumstances could include:* Career break
* Secondments to external organisations
* Period(s) of reduced FTE or flexible working
* Carer (to dependent, family member or partner)
* Disability, temporary or permanent
* Absence(s) due to health or injury
* Absence(s) due to maternity, paternity, shared parental or adoption leave.

Please note that your circumstances will be considered in relation to the quantity rather than the quality of your achievements. Please contact your HR Manager if you would like to discuss this. |
| [Insert text here] |

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| **SECTION 5: CONFIRMATION (FOR COMPLETION BY THE APPLICANT)** |

I confirm that:

* I have spoken to my Head of School/Executive Dean to inform my thinking;
* I consider that I meet the criteria for the zone to which I am applying;
* I have sought the permission of the two academic referees detailed in section 3;
* I have completed all of the relevant sections of this form; and
* all information provided on this form is accurate.

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| * **Signature\***
 |  | **Date:** |  |

*\*Please type your name if you do not have an electronic version of your signature*

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| **SECTION 6: INDEPENDENT ACADEMIC ASSESSMENT part 2 (FOR COMPLETION BY THE FACULTY EXECUTIVE DEAN)** |

On behalf of the School, please provide the details of **two** academics (**one of whom should be international**) from within the relevant field or discipline who can provide **external**\* academic assessment to the Review Committee. ***This section must be completed before 7th June.***

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| Title: |  | Name: |  |
| Institute: |  |
| Country: |  |
| Email address:  |  |
| Rationale for nomination: |  |
|  |
| Title: |  | Name: |  |
| Institute: |  |
| Country: |  |
| Email address: |  |
| Rationale for nomination: |  |

*\*external to the University*

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| **SECTION 7: FOR COMPLETION BY THE FACULTY EXECUTIVE DEAN** |

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| I support this application *(please tick )*: |
| Yes |  |
| No |  |

*Please provide either your comments in support of the case, or the reasons why you do not support it and whether you would recommend an alternative award.* ***This section must be completed before 7h June.***

*You may wish to undertake additional consultation with key parties.*

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| [Insert comments here] |

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| --- | --- | --- | --- |
| **Signature\*** |  | **Date:** |  |

*\*Please type your name if you do not have an electronic version of your signature*

1. Personal circumstances could be career break, secondments to external organisations, period(s) of part-time or flexible working, carer (to dependent, family member or partner), disability, temporary or permanent, absence(s) due to health or injury or absence(s) due to maternity, paternity, shared parental or adoption leave. [↑](#footnote-ref-1)