

**UNIVERSITY OF LEEDS**

**SENIOR STAFF SALARY REVIEW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is this a: |  | Self application? |  |  | UEG recommendation? |

|  |  |
| --- | --- |
| **NAME[[1]](#footnote-1):** |  |
| **FACULTY / SERVICE:** |  |
| **SCHOOL / INSTITUTE / DEPARTMENT:** |  |

Please speak to your UEG lead to help inform your thinking and please bear in mind that awards will only be made where a clear and strong case can be evidenced. If you have any personal circumstances[[2]](#footnote-2) that may have impacted on your work, please provide details by completing the personal circumstances statement (Section 3).

**Before submitting your application, please:**

1. Speak to your UEG lead to help inform your thinking.
2. Complete sections 1-4 of this form.

Please submit your application electronically as a Microsoft Word document to the Reward team via reward@leeds.ac.uk by **no later than** **23.59 on Friday 29th April 2022.**

*Please delete any sections which are not relevant.*

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

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

|  |  |
| --- | --- |
| A salary increment on the scale? |  |
| A salary increase above the top of the scale? (**at/above top of scale only)** |  |
| A non-consolidated award (one-off payment)? |  |

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

Focus on new initiatives, developments or 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 projects 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 (Arial, font size 11 minimum).**

1. **Rationale for salary increase**

Please state:

* the basis on which you are making this application/recommendation;
* 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 your academic contribution under each heading, addressing those areas which are appropriate to your role:

1. **Leadership achievements;**
2. **Contribution to University strategic initiatives and evidence of providing leadership and working across different services to deliver University-wide strategic objectives;**
3. **National profile and activities / involvement in sector or professional initiatives.**

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| --- |
| [Insert text here] |

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| **SECTION 3: 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 leave 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. |
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| **SECTION 4: CONFIRMATION (FOR COMPLETION BY THE APPLICANT)** |

I confirm that:

* I have spoken to my UEG lead to inform my thinking;
* I have completed all of the relevant sections of this form; and
* all information provided on this form is accurate.

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

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

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| **SECTION 5: FOR COMPLETION BY THE UEG LEAD** |

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

*Please provide either your comments in support of the case, including the number of increments/amount of one-off payment/salary increase figure, or the reasons why you do not support it and whether you would recommend an alternative award.*

|  |
| --- |
| [Insert comments here] |

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

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

1. If you are making a UEG recommendation, please insert the details of the individual you are recommending here. [↑](#footnote-ref-1)
2. 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-2)