

**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:

* a non-consolidated award (one-off payment),
* a salary increase within your current zone (including increase from point 8 to 9),
* a salary increase if your current salary is at or above the top of zone 3.

**For applications for promotion to a higher zone, please complete Form B.**

Please speak to your Head of School or Executive Dean 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[[1]](#footnote-1) 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 Head of School or Executive Dean.
2. Complete sections 1-4 of this form.

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)** |

Please refer to the Professorial Zoning Guidance document. The salary scales for professorial zones can be downloaded from <http://hr.leeds.ac.uk/salary_scale>.

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

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| A salary increase within your current zone (including pt 9 to 12 in zone 1). If in zones 1 or 2, only a single increment can be applied for. |  |
| A salary increase above zone 3? (**at/above top of zone 3 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 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 salary increase**

Please state:

* the basis on which you are making this application/recommendation (with reference to the relevant zone criteria where appropriate);
* 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 12 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] |

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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 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 4: CONFIRMATION (FOR COMPLETION BY THE APPLICANT)** |

I confirm that:

* I have spoken to my Head of School/Executive Dean to inform my thinking;
* 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 5: 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, 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.* ***This section must be completed before 7th 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)