



## PROFESSORIAL PAY AWARDS GUIDANCE 2022

### 1. Introduction

- 1.1 The Remuneration Committee of Council has approved the framework for discretionary pay awards for the Professoriate<sup>1</sup>.
- 1.2 At grade 10, salaries are individually negotiated, subject to a minimum pay level which is currently £63,673 per annum. No incremental scale applies to grade 10, unlike the standard grades (grades 1 – 9).
- 1.3 The programme is designed to encourage and reward exceptional performance, results, values and behaviours which help to drive the University's mission, and Strategic goals as stated within the University's Strategic Framework, Sussex 2025, and in any cascading School/Divisional Strategies.
- 1.4 The Strategic Framework document is in its fourth year and therefore the values, behaviours and Strategy, should now be embedded within all aspects of work at the University.

### 2. Eligibility

- 2.1 Exceptional performance is that which is felt by the University to denote a level of performance that goes *significantly beyond* that which would normally be expected and therefore merits an appropriate financial award.
- 2.2 Although the Professorial pay review programme will be driven primarily through self-nomination, Heads of School will pro-actively work to encourage *all* high-performing members of the Professoriate, unless newly appointed/promoted, to put themselves forward for consideration for pay awards.
- 2.3 The Professoriate will be eligible to nominate themselves, provided that they have been in post on the effective date of the award (1<sup>st</sup> October) for over six months, have not been recently promoted, and are not subject to a capability process or a performance improvement plan.
- 2.4 Up to a maximum of 33% of Professorial staff from any School<sup>1</sup>, will be eligible to receive an award under the Discretionary Pay Review process.

### 3. Equality of Access

- 3.1 It is now a mandatory requirement that Heads of Schools and members of UEG/ULT complete the online Unconscious Bias training prior to making recommendations

<sup>1</sup> Excludes professors on clinical academic contracts who are subject to a separate, national pay scale and process.

under this process and pay due regard to the points raised. Heads of School are required to ensure that those undertaking any moderating duties pertaining to approval of DPR nominations have undertaken unconscious bias training prior to any moderation duties being undertaken.

- 3.2 As with previous years there will be an emphasis on equity this year, in particular in terms of the distribution of awards relative to the ethnic and gender mix within the school.
- 3.3 Each Head of School will be required to provide a statement explaining how they have ensured equity, specifying actions that they have taken to address any particular disparities that have come to light.
- 3.4 The Reward Team will be responsible for the equalities monitoring of the programme over time and will report as required to UEG, and Remuneration Committee B.

#### **4. Performance Criteria**

- 4.1 The performance criteria required for awards are specific and applied within each School and are established to align the individual's efforts with the School's Strategy, which in turn, supports and helps deliver the University's mission and Strategic goals as described in the [Sussex 2025 Strategic Framework document](#).
- 4.2 Consideration of an award under this policy will also refer to the University's values (contained in the Sussex 2025 Strategic Framework), and the Dignity and Respect Policy, for context the University believes that the **behaviour** of staff in delivering outcomes are as important as the outcomes themselves, as such an assessment of an individual's performance should include their behaviours as defined within the applicable policies.

#### **5. Process**

- 5.1 Heads of School will invite applications for Professorial pay awards using the relevant application form.
- 5.2 HR will provide Heads of School with spreadsheets at the launch of the process, setting out the current salary band, grade points and salaries for each member of the Professoriate in their School.
- 5.3 The evidence set out in the applications will be assessed by the Heads of School. However, Schools may find it helpful to set up an internal panel of senior staff to assess the nominations that are received within their area.
- 5.4 While it is not a mandatory requirement of the process, if Schools decide a panel would be beneficial, membership of that panel should be carefully considered, it is recommended that the diversity of the School is reflected in the composition of the panel.
- 5.5 Those applications which are approved will be reviewed with the Provost and the Director of Human Resources at a moderating meeting, (detailed in section 6 below), and put forward for awards. Heads of School will rank all awards and take the application forms and spreadsheet to the Moderating Meeting with the Provost and Director of HR to discuss awards and rankings. However please note that the provisions in 2.4 above will apply, i.e. a maximum of 33% of all Professorial staff

within the school will receive an award, therefore ranking of those nominated for an award is important.

- 5.6 In order to help ensure a consistent, robust and fair process of issuing pay awards, and also recognising that the Professoriate comprises a wide range of experience and academic standing, from those newly appointed to a Professorship to those of world renown, the **notion** of bands ranges has been developed to help **guide** recommendations for pay awards (please see Appendix 1 below). Please note that pay awards may take the form of either a consolidated award (i.e. an increase in salary in recognition of *sustained* contribution), or a non-consolidated award (i.e. a one-off lump sum payment in recognition of recent high-performance or delivery of a project). Both consolidated and non-consolidated awards, will be for one of the following values: £1,500; £2,000; £2,500; or £3,000
- 5.7 HR Business Partners will join the Head of School to review the submissions, and will be able to advise on reward submissions and matters of process.
- 5.8 All completed DPR forms and award spreadsheets must be provided to the central Reward Team for processing by 25<sup>th</sup> November 2022, emailed to [reward@sussex.ac.uk](mailto:reward@sussex.ac.uk).
- 5.9 Only submissions using the current documentation format will be accepted.
- 5.10 The full recommendations and costs of the process will be considered at a meeting comprising the Vice-Chancellor, Provost, Chief Operating Officer, Director of Human Resources and Director of Finance.
- 5.11 Payroll will process the awards for payment and these will normally be paid with the January pay date each year with an effective date of October 1<sup>st</sup> in the previous year. HR will prepare letters for those staff who have been successful, confirming the change in salary, for distribution to Heads of School, so that they can be given to staff in person by their line manager.

## **6. Moderation**

- 6.1 The moderation process will be same as in previous years. Heads of School will meet the Provost and the Director of Human Resources to discuss their cases, particular emphasis will be placed on equity and diversity.
- 6.2 There is no right of appeal against a decision not to grant a pay award, but an individual may request feedback from the Head of School on the decision made.
- 6.3 The Remuneration Committee will review reports provided by Human Resources on equality statistics and maintain oversight of the cost envelope in order to ensure that the process operates within the allocated financial provision.

Appendix 1

Indicative Professorial Bands and Salary Ranges Band and Award	Salary Range	Indicative Performance Criteria (over and above appointment criteria)
<p><b>Band A</b> <b>High Performance</b></p>	<p>£80,000 +</p>	<p><u>Research</u></p> <p>Highly prestigious academic publications Award of research prizes of international distinction Leadership of a major research team with significant external recognition through funding Major cluster of research students with sustained track record of successful supervision Track record of major research funding, including platform/major grants Invitations to chair grant awarding bodies or major panels</p> <p><u>Teaching and Learning</u></p> <p>Evidence of sustained, excellent student feedback Design, delivery and assessment of high quality, sustainable programmes Proven innovative teaching practice, typically adopted as best practice by others outside the institution at national level and some international recognition Leading curriculum development teams, including cross-disciplinary initiatives and/or working with partners with demonstrated improvements to the student experience and/or recruitment / retention/employability Consistent involvement in external examining at research-intensive universities Books or articles on pedagogy Publication of a highly regarded HE text book Development of educational software</p> <p><u>Enterprise</u></p> <p>Transfer of intellectual property into the wider economy Nationally acclaimed enrichment of wider culture through creativity in the humanities Leadership of a major knowledge exchange activity conferring significant financial benefit to the university Exceptional contribution to the development of business and community links which bring tangible benefits to the University</p> <p><u>Leadership and Service</u></p> <p>Major leadership role within the University, creating significant performance improvement Development, mentoring and career management of staff and research students Enhancing international standing of the School and University Membership of national academic policy-making bodies Editorship of academic publications External and visiting appointments at prestigious universities Invitations to deliver distinguished named lectures or lecture series Elected to key posts in learned societies Invited as external assessor in professorial appointment panels at research intensive universities</p>

Indicative Professorial Bands and Salary Ranges Band and Award	Salary Range	Indicative Performance Criteria (over and above appointment criteria)
<p><b>Band B</b> <b>Fully Performing –</b> <b>the expected career band</b></p>	<p>£66,000 - £79,999</p>	<p><u>Research</u></p> <p>Prestigious academic publications Award of research prizes of national distinction Collaboration with other organisations Supervision of research students A year-on-year flow of research funding with notable awards in terms of size or scope</p> <p><u>Teaching and Learning</u></p> <p>Evidence of sustained, excellent student feedback Design, delivery and assessment of high quality, sustainable programmes Proven innovative teaching practice, typically adopted as best practice within the institution and some national recognition as best practice Leading curriculum development teams, including cross-disciplinary initiatives and/or working with partners with demonstrated improvements to the student experience and/or recruitment / retention/employability Consistent involvement in external examining at research-intensive universities Books or articles on pedagogy Publication of a highly regarded HE text book Development of educational software</p> <p><u>Enterprise</u></p> <p>Transfer of intellectual property into the wider economy Enrichment of wider culture through creativity in the humanities Contribution to the development of business and community links which bring tangible benefits to the University</p> <p><u>Leadership and Service</u></p> <p>Leadership role within the University, creating significant performance improvement Development, mentoring and career management of staff and research students Enhancing international standing of the School and University Membership of national academic policy-making bodies Editorship of academic publications External and visiting appointments Invitations from grant awarding bodies to act as reviewer Invited as external assessor in professorial appointment panels at research intensive universities</p>

Indicative Professorial Bands and Salary Ranges Band and Award	Salary Range	Indicative Performance Criteria (over and above appointment criteria)
<b>Band C</b> <b>Normally newly appointed</b>	£63,673 - £65,999	<p><u>Research</u></p> <p>Peer reviewed publications and increasingly prestigious academic publications            Invitations to address international conferences            Collaboration with external organisations            Supervision of research students            A year-on-year flow of research funding</p> <p><u>Teaching and Learning</u></p> <p>Evidence of sustained, excellent student feedback            Design, delivery and assessment of high quality, sustainable programmes            Innovative teaching practice            Leading curriculum development teams            Consistent involvement in external examining            Books or articles on pedagogy            Development of educational software</p> <p><u>Enterprise</u></p> <p>Transfer of intellectual property into the wider economy            Enrichment of wider culture through creativity in the humanities            Contribution to the development of business and community links which bring tangible benefits to the University</p> <p><u>Leadership and Service</u></p> <p>Active participation in University, creating significant performance improvement            Development, mentoring and career management of staff and research students            Enhancing international standing of the School            Advancement of discipline by distinctive contribution to intellectual leadership, professional, clinical or vocational practice            Membership of an RCUK peer review college</p>