**ULSTER UNIVERSITY**

**PROFESSORIAL SALARY PROGRESSION 2021**

**GUIDANCE NOTES FOR PROFESSORIATE STAFF**

**1. BACKGROUND**

The University has a well-established system to measure and recognise the performance of Professors against agreed annual targets/objectives set by Executive Deans/Heads of School/ Department/Research Directors. This system affords opportunity for Professors to progress to the next point within their professorial band dependent upon performance. Progression within a band is not automatic. Those Professors who underperform against agreed targets/ objectives will be held at the relevant spinal point until they achieve the targets/objectives.

The annual review process is conducted under the authority of the Governance, Nomination and Remuneration Committee (GNRC).

**2. ASSESSING PERFORMANCE**

GNRC has agreed that the measurement of performance against targets/objectives for Professoriate staff must be done annually and must be robust. A straightforward five-point scale is used to assess performance against targets/objectives set as follows:

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| --- | --- |
| **Score of 1** | Non achievement of any of the targets/objectives set |
| **Score of 2** | Achievement of a number of the targets/objectives set |
| **Score of 3** | Achievement of all of the targets/objectives set |
| **Score of 4** | Achievement of all of the targets/objectives set and significant additional achievements |
| **Score of 5** | Achievement of all of the targets/objectives set and outstanding additional achievements |

Using the above performance measurement scale therefore, a Professor scoring 1 or 2 will be held at his/her spinal point. Those Professors who persistently fail to achieve their targets/ objectives will be managed under the Guidance for Performance Management.

Those Professors who attain a score of 3, 4 or 5 will be recommended for progression to the next point within their salary band.

Applicants for salary progression are asked to note the following:

1. All Professoriate staff must have targets/objectives set and their performance against those targets/objectives must be assessed. It is not optional for Professoriate staff not to have targets/objectives set
2. For those staff who are assessed as scoring 1 or 2 on the common five point scale, Faculties must detail in their submissions the follow-up actions for those staff who are not achieving the targets/ objectives set, including actions initiated under the Guidance for Performance Management document.
3. Professoriate staff will only be assessed against achievement of the objectives/targets set in year. Details of achievement in previous years or since an individual first became a Professor are irrelevant and will be disregarded.
4. With regard to setting targets for Professoriate Staff who may be in a Research Institute/Centre or whose job is considered to be research intensive, the GNRC has decided that such targets should be set over a three-year period with specific targets in terms of outputs to be achieved in each of the three years. Professoriate staff can then be assessed against achievements of the specific Research targets in year.
5. **Staff appointed or promoted within the last twelve months are ineligible for consideration**.

**3. PROGRESSION TO THE NEXT PROFESSORIATE SALARY BAND**

Although the opportunity has been created for Professors to progress through the Professoriate Bands, the GNRC has determined that progression from one band to the next will not be automatic but rather each ‘candidate’ will have to be assessed rigorously against detailed criteria for the relevant Professoriate Salary Band and Pathway. Criteria for each of the four Professoriate Bands within the three recognised pathways (Learning and Teaching, Research and Impact, Academic Enterprise) have been established and can be found at the following link:

https://www.ulster.ac.uk/peopleandculture/guidance-for-managers/professoriate-progression

The following points are being drawn to the attention of all Professors and Executive Deans/Heads of School/Department/Research Directors and PVCs.

* **Progression can only be from one band to the next.**
* **Only staff on the top of their current salary band are considered for progression to the next band.**
* **Staff appointed or promoted within the last twelve months are ineligible for consideration.**

**4. ACTIONS AND TIMETABLE**

It is now open for Professorial staff to put themselves forward for consideration for progression through to the next Professoriate Salary Band, indicating how in their view they meet the criteria for the relevant Band and Pathway through completion of pro-forma (PP.3/21). Both the pro-forma (PP.3/21) and Guidance Note, which is essential reading in preparation for this exercise, can also be found at the above link.

The closing date for submission of completed applications to Heads of School/ Department/ Research Directors from individual staff members will be **26 AUGUST 2021.**

Heads of School/Department and Research Directors will be required to make recommendations to the Executive Dean in respect of Professors who they believe meet the criteria for progression through to the next Professoriate Salary Band under the relevant pathway.

By **23 SEPTEMBER 2021**, Executive Deans will have produced and submitted to People and Culture, a clear written evidence-based rationale against the relevant criteria for each recommendation emanating from the Faculty.

Candidates not supported by the Faculty for progression to the next Professoriate Salary Band may put himself/herself forward for consideration. In such cases, the paperwork and time-scales as outlined above **must** be completed and adhered to by both the candidate and Faculty Management.

**5. OUTCOMES**

In **October 2021** the Professoriate Executive Committee (VC/ PVCs) will meet to consider all recommendations and self-recommending ‘candidates’ for progression through the Professoriate Salary Bands. The Professoriate Executive Committee will then prepare a report with recommendations to the Governance, Nomination and Remuneration Committee at its meeting in **November 2021**.

All Professors approved for progression to the next point within their respective salary band or for progression to the next Professoriate Salary Band will be notified in writing during November 2021. For candidates who are successful in being progressed to the next salary band, progression will be to the first point. All payments will be backdated to 01 August 2021 and paid in December 2021 salaries.

**6. HEA AWARD**

Please note that Senate has agreed that mandatory threshold requirements for HEA Fellowship for all applications for promotion to personal professorship, regardless of pathway, would apply from 2017/18 promotion round.

All applicants for promotion to personal professorship, **regardless of pathway**, are now required to hold as a minimum FHEA and for candidates for promotion with Learning and Teaching as a sole or principal component of a promotion track to Personal Professorship; they are now required to hold SFHEA.