

**University of Worcester Professorial and Senior Staff Salary Reward Scheme 2022/23**

**Guidance notes for applicants**

1. **Purpose and scope of the scheme**
	1. This scheme is applicable to roles appointed on to the University of Worcester Professorial and Senior Staff salary scale. This scheme does not apply to colleagues who are appointed on the PVC pay scale and does not apply to colleagues who are Board Appointees.
	2. The [UW Senior Staff pay scale](https://www2.worc.ac.uk/personnel/documents/Copy%20of%20UW%20senior%20pay%20spine%20-%20for%20website%201.8.22.pdf) consists of 21 spinal points distributed over four pay bands. The pay bands reflect the difference in job size and scope; each pay band includes between five to seven increments.
	3. A general pay uplift across the whole pay spine is considered annually, and with reference to the national pay award process for the main University pay scale (Band 1 to Band 9/AC4).
	4. Incremental progression through the Senior Staff pay scale is not automatic; it is linked to individual performance and achieved through an application to this scheme. Movement to a higher pay band will be considered only when there is evidence to confirm that the size and scope of a role has increased on a long-term basis.
	5. The aim of this scheme is to recognise sustained performance which goes ‘above and beyond’ the normal expectations of an individual’s role, with demonstrable impact.
	6. When making an application to the Scheme, individuals should refer to the reward criteria provided in Section 4 of this guidance.
	7. To be successful, an application must demonstrate ways in which the work has made a significant contribution to the achievement of the School’s/Department’s, and therefore the University’s, strategic aims and objectives.
	8. The application must include evidence of the impact of the work and demonstrate that the impact has been or will be sustained for at least 12 months.
	9. This scheme is in relation to individual performance and achievements of during any or all of the following three academic years - 2019/20, 2020/21 and 2021/22. Where an individual has been appointed to a new post during this timeframe, the application should relate to achievements and performance within the current role.
2. **Eligibility**
	1. All senior and professorial staff employed at the date of publication of the scheme **except**:
* Staff who are currently within a probationary period for their current role. Staff ***must have*** successfully completed the probationary period by the date of publication of the scheme to be eligible to apply.
* Staff who are currently subject to the University’s formal improving performance procedures.
1. **Application process**
	1. Completed applications must be submitted on the University’s standard form by the published deadline. No late entries will be accepted.
	2. Staff wishing to nominate themself for an award should complete Section 1 (applicant details) and Section 2 (details of application) of the application form and then pass it to their line manager to complete Section 3 (line manager comments).
	3. The application must clearly provide evidence with reference to the specified reward criteria (see Section 4 below for further details) and include the dates applicable to the work that is being evidenced and the dates applicable to the impact of that work.
	4. As part of the University’s commitment to supporting equality and diversity, we recognise the effect that equality-related circumstances can have on an individual’s ability to meet the criteria. Where appropriate therefore, we encourage staff to declare information about any equality-related circumstances which they believe may have affected their ability to meet the criteria. Completion of the equality-related circumstances form is voluntary. This form is the only means by which the University will be gathering this information. The following circumstances may be taken into consideration:
* Part time employment – please indicate FTE and the dates of any changes, and how this has had an impact on your work
* Career break or secondment outside of the higher education sector – please provide dates and duration
* Maternity leave, statutory adoption leave, additional paternity leave (taken by partners of new mothers or co-adopters) and shared parental leave – please provide dates and duration
* Disability (including conditions such as cancer and chronic fatigue) – please indicate how this has had an impact on your work, including dates of any periods of leave
* Ill health or injury - please indicate how this has had an impact on your work, including dates of any periods of leave
* Mental health conditions - please indicate how this has had an impact on your work, including dates of any periods of leave
* Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare in addition to periods of maternity, statutory adoption, additional paternity leave or shared parental leave taken. This could include for example, pregnancy related illness and health and safety restrictions in laboratory and field work.
* Other caring responsibilities (including caring for an elderly or disabled person)
* Gender reassignment

The form should be submitted to snr\_rewards@worc.ac.uk at the same time as the main application, but as a separate document. The form will be retained by HR in the first instance and the information disclosed will not be shared with the review panel. If the initial assessment by the panel is that the application is not successful, HR will share the disclosure of equality related circumstances with the Chair of the panel, who will consider whether the equality related circumstances may have affected the applicant’s ability to meet the criteria. The Chair may share the information with panel members if they consider it appropriate and relevant to the decision-making process. All panel members are required to treat the disclosure as confidential.

* 1. The completed and signed application **must not exceed five pages (including Section 3)**. Any applications in excess of five pages will not be considered by the panel. Only evidence contained within the form will be considered and additional supporting evidence should not be appended to the form.
	2. It is the responsibility of the applicant to ensure that Section 3 of their form is completed by their line manager and returned to them in advance of the given deadline. A line manager will have the right to decline to consider an application if they are not given appropriate notice to do so.
	3. Applications must be submitted **by 5pm on Friday 24th March to** **snr\_rewards@worc.ac.uk**. **No late applications will be accepted.**
1. **Reward Criteria**
	1. The application should provide evidence to demonstrate an outstanding contribution and impact in:
		1. Leadership and management – please note that evidence in this category is essential for all applications; and,
		2. **At least one** of the following categories:
* Innovation and Change
* Teaching and Learning
* Research and Scholarship activity
* Enhancing the student experience
* Income generation, Efficiency and Improved Productivity.
	1. Further details on the criteria are provided in sections 4.3 to 4.8 below. The examples are indicative but not exhaustive.
	2. Examples for *Leadership & Management* include, but are not limited to:
* inspiring and enabling outstanding performance across a team, school/department or more widely in the University;
* leading the enhancement, development and achievement of individuals, teams and colleagues within the wider community;
* initiating, encouraging and leading outstanding cross University working;
* developing and enhancing highly effective and productive partnerships;
* significantly enhanced service delivery;
* significantly enhanced management, including financial management.
	1. Examples for *Innovation and Change* include, but are not limited to:
* making a significant contribution to shaping, changing and delivering the University’s strategic vision and values, which has produced tangible results;
* leadership and management which has resulted in transformational change;
* creatively embedding innovative and environmentally sustainable practices, which benefit the University;
* innovative practice in any relevant area of responsibility, which has produced outstanding results.
	1. Examples for *Teaching and Learning* include, but are not limited to:
* innovation in teaching practice or curriculum design, which has increased student numbers, retention and success;
* imaginative cross disciplinary working which brings a benefit to the University;
* successfully integrating and embedding internationalisation;
* making enhancements to the student experience which has increased student numbers, retention and success;
* innovating and embedding employability skills development, with tangible graduate outcomes.
	1. Examples for *Research and Scholarship* activity include, but are not limited to:
* successfully attracting significant profitable research income to the University;
* successfully attracting significant knowledge exchange/consultancy/commercial income to the University;
* the publication of high impact, high quality outputs
* leading innovation in supporting research across the University or in research centres.
	1. Examples for *Enhancing the student experience* include, but are not limited to:
* creating new opportunities for student inclusion and participation, championing the student community and enabling the student voice to be heard
* developing new services and/or resources which respond to the needs of students, with tangible impact
* Improving student retention and achievement.
	1. Examples for *Income generation, efficiency and improved productivity* include, but are not limited to:
* development of new streams of income generation for the University
* implementation of new systems/processes/ways of working which have delivered demonstrable improvements in service delivery.

5. Decision making

5.1 All applications received by the published deadline will be considered by a panel consisting of:

* Provost (Chair)
* Pro Vice Chancellor Education, Culture and Society
* Pro Vice Chancellor Health and Science
* Pro Vice Chancellor Finance and Resources
* Director of Human Resources – Secretary to the Panel.

5.2 Awards will be made on the basis of only the evidence submitted in the application form provided. For consistency, no additional information will be accepted and considered.

5.3 Successful applications will receive the award of one incremental progression. Exceptionally, more than one incremental progression may be awarded where the panel deem this to be appropriate based on the evidence provided within the application. In addition, the panel may decide on an alternative award, for example a one-off payment.

5.4 When considering the award to be applied, the panel will consider and be guided by remuneration for comparative posts within the HE sector (using sector data provided by the University and Colleges Employers Association).

5.5 The panel will discuss and agree the outcome for each application and agree the feedback to be shared with each applicant.

5.6 The outcomes of the panel are subject to final ratification by the Vice-Chancellor.

5.7 The Director of HR will communicate decisions from the panel with individual applicants and their line manager once all outcomes have been confirmed.

5.8 Any incremental rise awarded will be backdated to be effective from 1st January 2023.

5.9 A report on the overall outcomes of the awards will be provided to the Remunerations Committee (Board Appointees) of the Board of Governors.

1. **Appeal process**

6.1 An appeal can be made only if the applicant believes that the procedure outlined above has not been followed correctly. There is no appeal on the grounds that an individual disagrees with the decision of the review panel.

6.2 The appeal should be made in writing to the Vice Chancellor, explaining clearly the grounds for the appeal, within ten working days of the outcome being notified. No appeals will be considered after this period.

6.3 If the Vice Chancellor finds that the appeal has been based on a relevant ground, the original documentation will be reassessed. Further documentation or information to support the application will not be required or accepted at this stage of the process.

1. **Record keeping**

7.1 All parties involved in the process will be required to maintain confidentiality and store all electronic and paper documentation securely.

7.2 A central record of the applications and outcomes will be held in HR after the panel meeting. All spare paperwork and electronic copies held by any panel member will be destroyed following the panel meeting.

1. **Equality audit**

8.1 Applicants and awards will be monitored by gender, disability, ethnicity and age, subject area and mode of employment. This data will be reported to the Board of Governors, through the People and Culture Committee. Please note that this is an anonymised equalities data monitoring exercise.