

**Professorial Pay Review**

**1 Introduction**

This Policy is part of the Role & Grading Framework, which is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to reward, roles and grading in Abertay University (the “University”).

If you would like this document in a different format (e.g. large print, braille) or need any assistance to access or understand the policy/procedure please contact your School/Service designated Senior HR Officer.

2 Purpose and Scope

The University aims to pay its professorial staff at an appropriate level, commensurate with the role being carried out, individual performance and relevant market comparisons. This policy sets out the principles and process for the review of the pay of the University’s professorial staff.

This policy does not form part of any employee's contract of employment and it may be amended at any time. The University may also vary any parts of this policy as appropriate to the circumstances.

3 Professorial Pay Scale

Professors are paid on Abertay’s published pay scale for Grade 10. Progression to point 51 is automatic, otherwise nationally agreed pay awards are applied to that pay scale, normally from 1 August each year, subject to satisfactory performance.  Movement from one point to another on the scale is subject to review with reference to the generic Professorial role profile, taking into account individual performance, the level and scope of the role being carried out and market comparisons.   The principles for determining the salaries of professorial staff are subject to review by the Remuneration Committee.

4 Professorial Pay Review Process

Professorial pay will be reviewed annually.  Each year, all Professors will have the opportunity to put forward a case for their pay to be increased.

Cases should be made using the Professorial Pay Review form. The case should describe any growth in the role being carried out by the professor, their contribution to their subject, School, the University, and the wider community, and any other relevant factors.    The case should describe the role and performance with reference to the Professorial Role Profile, which sets out the minimum expectations of a Professor and should include appropriate examples/evidence. Cases should be accompanied by a full academic CV incorporating all the information in the Academic CV Checklist.

Professors should discuss their case with the Head of School, as their line manager, for guidance and their information before applying. The Head of School will be asked to verify the information provided and give their view on the contribution of the professor. Applications should be submitted to HR by the specified deadline.

The University's Executive Group will consider the cases and determine any pay increases, with reference to the profile for the role of Professor at Abertay, benchmark data for professorial salaries and advice from the Director of HR and OD and others as appropriate.

Pay Review Outcome and Review

Applicants will be notified of the outcome, and any pay increase will normally take effect from the 1st August.

There is no right of appeal in relation to the outcome of the professorial pay review. Feedback will be provided, as appropriate.

|  |  |
| --- | --- |
| Document Information |  |
|  |  |
| Author | Human Resources |
| Equality Impact Assessment | 29/08/14 |
| Approved by | Executive Group |
| Approval date(s) | 29/08/14 |
| Review by | 29/08/18 |
| Version | 1.0 |
| Document Type | Policy and Procedure |
| Activity/Task | Policies & Procedures: Professorial Pay Review |
| Keywords | Professor, pay, role |
| Document Location | This document is available via the HR Web/Intranet pages. It should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy. |
| Confidentiality | Available via the HR Web/Intranet |
| Source | V:\HR\H2-Policy-Procedures\2-2-Approved\2-2-6-Role-&-Grading-Framework |

|  |  |  |  |
| --- | --- | --- | --- |
| Version Control Table | | | |
|  | | | |
| Version No. | Purpose / Changes | Author | Date |
| 1.0 | New Policy | Human Resources | 26/08/14 |