

# PERSONAL TITLES

## The application of starting salaries

### About this procedure

1. This is an addendum to the Guide on Personal Titles processed and it sets out the method used to allocate a starting salary to those successful in the Personal Titles process.
2. The personal titles process assesses whether someone deserves to be promoted to Associate Professor or Professor; it does not assess relative merits of such candidates.
3. Reference to promotion to Associate Professor includes promotion to Research Grade 8 and promotion to Professor includes promotion to Research Grade 9.

### Promotion to Associate Professor

4. All academic staff successful in gaining an Associate Professor title through the Personal Titles process will be placed on a Grade 8 increment which gives a rise from current salary from 1 August. This is usually the first point on the Grade 8 scale but may on occasion not be, for example if someone is already within the contribution points.
5. The increment date will be set to 1 October in the next calendar year. This is in line with the University's terms and conditions of employment for new appointments.
6. An increment will not be applicable for employees placed at the maximum of the scale, whereby only contribution points are available on the grade.

### Promotion to Professor

7. All academic staff s successful in achieving promotion to Professor through the Personal Titles process will be placed on a salary in Zone 1 of the Professorial scale which gives a rise from current salary on 1 August. This would usually be the first point within Zone 1 but may on occasion not be, for example if someone is already within the contribution points.
8. In the event the current salary is above the maximum of the Zone 1 salaries, the newly promoted professor will remain within Zone 1 but will be placed on an 'ad-hoc' salary giving the same monetary rise as is achieved from moving from spinal point 49 on Grade 8 to Zone 1, spinal point 1 on the Professorial scale.
9. There is no automatic annual increments for Professorial staff. In the new academic year in which the promotion takes effect, newly promoted professorial staff will, like all Professorial staff, be required to participate in the Professorial Annual Review. This process provides the opportunity to request a salary increment and promotion to a higher zone. These requests are considered by the Professorial Pay Advisory Groups and the Remuneration Committee as part of the Professorial Annual Review process.

Human Resources  
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## Document Change Control

Date	Version	Comments
March 2017	1.0	First version of procedure approved by UEB 16 January 2017