

PROFESSORIAL ANNUAL REVIEW GUIDELINES

Introduction

In order to discharge their responsibilities effectively, and to ensure proper accountability, the Vice-Chancellor, along with the Deputy Vice-Chancellor and Pro-Vice-Chancellors, requires an annual review of the activities of each professor at the University. This informs strategic decision making and the ability to promote the University, at the same time as ensuring that all staff are rewarded in an appropriate manner.

Having professorial status at the University of Reading is a sign of academic achievement and distinction. The title comes with responsibilities and expectations regarding on-going performance. It also comes with opportunities for salary progression, or advancement to a higher professorial zone. The University recognises the contributions of colleagues and wishes to reward those whose performance delivers results over and above the performance the University is entitled to expect for their level of experience and standing and their current level of remuneration.

Each year eligible professors are required to provide a statement regarding their achievements and activities for the previous 12-month period.

Colleagues are not eligible for review within the first 12 months of appointment or internal promotion.

Principles

The guiding principles of the University's Annual Review process for professorial staff are:

- To ensure that the University remains competitive and able to recruit and retain professorial staff capable of helping the University to meet its strategic objectives;
- To enable the University to act fairly and with consistency in its approach to rewarding its most senior academic staff, whilst allowing for discretion to reward exceptional contribution;
- To be mindful of equality and gender pay gap issues when determining salaries;
- To take account of the University's on-going ability to meet salary costs.

Advisory Group

Submissions will be reviewed by an Advisory Group comprising:

- the Deputy Vice- Chancellor (Chair),
- the Pro-Vice-Chancellors,

- the Director of Human Resources.
- the Dean for Diversity & Inclusion (right of attendance)

The Group will consult internally and externally as appropriate and reserves the right to seek further information from individual Professorial colleagues where necessary. Heads of Schools are invited to attend a meeting of the Advisory Group in an advisory capacity to provide points of clarification. The process is subject to scrutiny by a lay member of Council, who will attend at least one meeting of the Advisory Group.

The Advisory Group will report its recommendations to the Remuneration Committee, who will consider the recommendations, being mindful of equality issues and the University's overall financial position.

Professorial Zones

Having professorial status at the University of Reading is a sign of academic achievement and distinction. The title comes with responsibilities and expectations regarding on-going performance, these being appropriate to the zone as captured within the zone criteria. Each professor is situated in one of four zones:

1. Emergent;
2. Established;
3. Outstanding;
4. Exceptional.

There are no automatic increments or progression within or between the zones: these are awarded on the basis of exceptional performance against the relevant zone criteria. Awards may be through a consolidated salary increase, or a one-off non-consolidated payment. There should be no expectation that colleagues will receive an award each year. Salaries will be increased in line with the nationally agreed pay award.

If you have been in Zone 1 for 4 or more years, you **must** make a submission for advancement to Zone 2. No further salary progression is permitted within Zone 1. You should discuss your submission with your Head of School. Earlier progression to Zone 2 is possible in exceptional cases. Applications for advancement must provide evidence across the range of the criteria for Zone 2, demonstrating continued development and achievement since appointment, or promotion, linking to PDR discussions and any objectives set therein where appropriate.

The zone criteria are structured into four core sections to ensure that they cover contributions to both teaching and research, are aligned to the University's strategy and values, and pay due regard to issues of diversity and inclusion:

1. **Academic Achievement**
 - a. **outputs & funding** e.g. publications, grants and contracts, scholarly outputs, text books, monographs or equivalent.
 - b. **impact & environment** measures of impact could include: citation counts, contributions to major national and international research bodies, contribution to knowledge exchange, innovation and enterprise, PhD supervision, significant engagement activities which improved student outcomes or experience, development of innovative teaching methods/use of technology.
2. **Academic recognition** e.g. membership of prestigious academic bodies/institutions, invitations to speak at events or conferences, prizes, awards, honours, being awarded SFHEA/PFHEA, visiting teaching or research positions.
3. **Academic leadership** e.g. creation of research centres or other groupings within the University or links with external professional scholarly networks and to have contributed to the leadership or development of these networks, shaping the future of a School, Department or discipline, activities which improve student outcomes and/or experience, leadership of strategic activity in Research or Teaching & Learning, membership/leadership of significant committees or professional bodies.
4. **Citizenship** e.g. wider contribution to the Department/School/University/national or international community; mentoring colleagues, serving on editorial boards, or advisory bodies, contributing to quality assurance and enhancement, Teaching & Learning governance, widening participation and access activities, recruitment and outreach, diversity and inclusion networks.

The zone criteria are indicative rather than prescriptive and do not represent a simple check-list formula. The criteria are cumulative, implying that activities in higher zones would normally be undertaken in addition to those in lower zones. There is some overlap between zones and movement within a particular zone, or progression to another zone, will reflect the degree to which particular criteria are achieved and demonstrated by the individual. Movement through and between Zones will become progressively harder, as expectations of what constitutes normal performance increase.

If you have reached the top salary point of Zone 2 or Zone 3, you can only be considered for a non-consolidated award, as no further salary progression is available. Or you may request to be advanced to the next zone.

Completing the form

Application form

You are required to complete the online form, accessible by logging in with your University username and password at <http://hrforms.reading.ac.uk>. Only forms submitted through the portal will be accepted.

A User Guide to completing the form is available on the HR website.

If you wish to access the form from a computer that is not wired to the University network, you will need to connect using VPN first. If you do not have VPN configured please contact the IT HelpDesk on 0118 378 6262, or extension 6262, asking for VPN to be setup on your computer.

Access to the VPN also requires you to have setup 'multi-factor-authentication'. If you have not already done this then follow the instructions here:

<https://www.reading.ac.uk/internal/its/MFA/mfa-guide.aspx>

Alternatively, a call to the IT HelpDesk on the above number and they will help with the process.

This is a secure on-line form, which will automatically pull through your personal data held on Trent and a list of your publications from CentAUR to make it easier for you to complete. Please contact either Human Resources or the CentAUR team if you identify any data errors so they can be rectified. Please do not try to amend the form, as many of the fields are read only. Please ensure that your publications record is up to date on CentAUR before commencing the form, as any subsequent changes will not be updated.

Any work cited in the submission must be available in the public domain. Work that has not been published and funding applications that are pending must not be included. You may include relevant bibliometric data in your submission in order to support and complement other information and evidence. You must clearly state the source of the bibliometric data used.

Please be succinct when completing the form, using bullet points where appropriate to help make your submission clear. Each section has a word limit. You are welcome to make use of information provided for other University processes where appropriate, e.g. PDR, Research Review.

When completing each section, attention should be paid to the zone criteria. You are entitled to describe activities and achievements that might not be explicitly covered by the criteria, but they are expected to be of an equivalent standing.

If you work part-time and hold another part-time post at another University, your contribution to the University of Reading must be made clear.

In the interests of consistency, additional documentation in support of a submission will **not** be accepted. You should not upload copies of papers or book chapters. You should only upload your CV if you are seeking advancement to a higher zone and you should indicate this by ticking the box under the heading "Review Requested". Your full CV should be set out in the format of the standard CV template and saved as PDF format. Only your CV is required, no other documentation should be uploaded.

The information you have entered into the form will be saved automatically when you click on the "Previous" or "Next" button to move from page to page. You can exit and return to the form at any time. The final page of the form is a summary page to enable you to review your submission. You can make any changes by clicking on the "Edit" button next to the relevant section. Once you have completed the form you should click on "Submit" and the form will be forwarded to your Head of School.

Role of referees (Advancement to Zone 4 only)

References are sought where advancement to Zone 4 is being requested.

In determining advancement to Zone 4, the University attaches considerable importance to the role and independence of external referees. External referees can provide useful insights into many aspects of an individual's work, but are especially important in assessing their contribution and standing in scholarship and research.

Human Resources will write to referees to ask for their opinions on the individual, providing the criteria for promotion to Zone 4. Referees' reports are subject to the strictest confidentiality.

Personal Circumstances

The completion of this section is entirely optional. It is essential to be able to take due account of any personal, familial, or other non-academic circumstances that have impacted upon an individual's work for a defined period of time. Circumstances that may be taken into account include:

1. Time away from work for maternity, paternity, shared parental or adoption leave (with dates);
2. Part time or other flexible working arrangements;
3. Career breaks (with dates);
4. Periods of absence (with dates), or flexible working arrangements, arising from: caring responsibilities, disability, injury or ill health;
5. Periods of absence (with dates), or flexible working arrangements, arising from the impact and consequences of gender re-assignment;
6. Other personal circumstances covered by the Equality Act 2010.

You may use this section if you wish to draw to the attention of the Advisory Group, any specific equality-related issues that you consider relevant. You should not describe the personal circumstances themselves, but rather, detail how the circumstances have impacted upon your work for the period under review. You may wish to have a confidential discussion with your Head of School before completing this section.

You are not obliged to declare any circumstances on the form if you do not wish to. However, if not declared, such matters cannot be subsequently taken into consideration.

If you feel there have been no special circumstances affecting your performance, you should simply ignore this section of the form.

Further advice and guidance on declaring individual circumstances is available from Human Resources.

Timetable

Action	Date
Complete and submit on-line form to Head of School by:	31 January 2020
Heads of Schools to check and sign forms and submit to HR by:	28 February 2020
Advisory Group meetings will be held:	26 March to 15 April 2020
Remuneration Committee meeting:	9 June 2020
Formal outcomes communicated no later than:	30 June 2020
Effective date for salary changes:	1 August 2020

Communication of outcomes and feedback

Formal outcomes will be notified by the Director of Human Resources by 30 June 2020.

Requests for feedback in respect of notified outcomes should be addressed to your Head of School in the first instance.