4 January 2018

Dear Colleague

PROFESSORIAL ANNUAL REVIEW 2018

To discharge our own responsibilities effectively, and to ensure proper accountability, I – along with the Deputy Vice-Chancellor and Pro-Vice-Chancellors - require an annual review of the activities of each member of the professoriate. This informs our strategic decision making and 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, through the annual review process.

The annual review is undertaken by requiring each professor to complete an on-line form to describe their activities and achievements for the previous year. Both the form and the zone criteria are structured into five core sections (outputs and awards, impact and environment, leadership, citizenship and recognition), ensuring that these 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.

All professorial colleagues are **required** to submit an on-line form, setting out their activities and achievements for the 12 month period up to 31 December 2017. Failure to submit a form will only be accepted in exceptional circumstances and must be agreed with your Head of School. **The form must be submitted no later than 5pm on Friday 9 February 2018.**

The on-line form is accessible by logging in with your University username and password at [http://hrforms.reading.ac.uk](http://hrforms.reading.ac.uk). Only forms submitted through the portal will be accepted. 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 at 0118 378 6262, or extension 6262, asking for VPN to be setup on your computer.
This is a secure on-line form, which will automatically pull through your personal data held on Trent and your publications data from CentAUR to make it easier for you to complete. Once you have completed the on-line form, it will automatically be sent to your Head of School for review, before onward submission to Human Resources.

All submissions will be reviewed by an Advisory Group which will consult internally and externally, as appropriate. 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.

The timetable for the process is as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Completion and submission of on-line form to Head of School by:</td>
<td>9 February 2018</td>
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<tr>
<td>Heads of School to check and sign forms and submit to HR by:</td>
<td>2 March 2018</td>
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<tr>
<td>Advisory Group meetings to be held:</td>
<td>20 March to 25 April 2018</td>
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<td>Remuneration Committee meeting:</td>
<td>12 June 2018</td>
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<td>Formal outcomes communicated no later than:</td>
<td>30 June 2018</td>
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<tr>
<td>Effective date for salary increases:</td>
<td>1 August 2018</td>
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Formal outcomes will be notified by the Director of Human Resources. Requests for feedback should be addressed to your Head of School in the first instance.

I have attached the Professorial Annual Review Guidelines, which give further information regarding process, including:

- Professorial Annual Review Guidelines
- Professorial Zone Criteria
- Professorial Pay Structure (effective from 1 August 2017)
- Template CV.
- On-line Form User Guide

These can also be found on the Human Resources website.
Please remember that the form must be submitted no later than **5pm on Friday 9 February 2018.** The form will not be accessible after this date.

Best wishes

SIR DAVID BELL KCB