PROFESSORIAL
ANNUAL REVIEW

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 member of the professoriate. This informs their 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.

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

Staff 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 is 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,
- the three Pro-Vice-Chancellors,
- the Dean of Postgraduate Research Studies,
- a Dean of Diversity & Inclusion,
- Professor Christine Williams (ex PVC and Professor of Human Nutrition)
- the Director of Human Resources.
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. There should be no expectation that staff will be awarded an increase on their base pay over and above the nationally agreed pay award.

The normal expectation is that Professors should advance from Zone 1 to Zone 2 within 5 years, at which point an application for advancement to Zone 2 must be submitted. No further salary progression is available within Zone 1 beyond point 4.

The zone criteria are structured into five 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 – outputs & funding
2. Academic Achievement – impact & environment
3. Academic recognition
4. Academic leadership
5. Citizenship

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.

Complete 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](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.

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 pulled through.

Please be succinct when completing the form, using bullet points where appropriate to help make your submission clear. To make the best use of information provided for other University processes, you are welcome to copy and paste material from other sources e.g. PDR, Research Review, into the form.

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.

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.

The Advisory Group will review all submissions and make recommendations for awards where it is considered to be merited. Therefore, you are only required to indicate if you are seeking advancement to a higher zone under the heading “Review Requested”. You must upload your full CV, set out in the
format of the standard CV template and saved as PDF format. You should only upload your CV if you are seeking advancement to a higher zone. No other documentation is required.

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 University recognises that some individuals may have serious personal circumstances that may have had a detrimental impact on the quantity and type of academic activity they have been able to undertake. Circumstances that may be taken into account include:

1. Absences for maternity, paternity, shared parental or adoption leave (with dates);
2. Part time or other flexible working;
3. Career breaks (with dates);
4. Periods of absence (with dates), or flexible working arrangements, due to 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. Absence from work whilst acting as a carer or undertaking domestic responsibilities;
7. Substantive absences that the University is legally obliged to permit (including involvement as a trade union representative or for religious observance);
8. Other personal circumstances covered by the Equality Act 2010.

If you would like such information to be taken into account in assessing your performance, you should declare it in the Personal Circumstances section of the form, explaining how you have been affected. 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.
Instructions for Heads of Schools

Once a Professor has completed and submitted their form, you will receive an e-mail notifying you that the form is ready for you to review and providing a link to access the form.

You are responsible for reviewing the form for factual accuracy and providing a comment on their performance, indicating whether you feel an award is merited by making reference to the zone criteria and how the individual has contributed to the achievement of University and School strategic objectives.

You may also wish to use this section if there are any special circumstances regarding the individual that you wish to bring to the attention of the Advisory Group, including any adjustments that may have been made to the individual’s work.

If you have any concerns about the information provided by the individual, you should click on the button to “Return” the form to the individual and they will be able to correct the information and re-submit the form. Once you have completed this section you should click on the “Submit” button and the form will be automatically forwarded to HR.

Heads of Schools are required to attend a meeting of the Advisory Group to provide clarification and act in an advisory capacity.

Timetable

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<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Complete and submit on-line form to Head of School by:</td>
<td>9 February 2018</td>
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<tr>
<td>Heads of Schools 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 will 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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<td>Effective date for salary changes:</td>
<td>1 August 2018</td>
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Communication of outcomes and feedback

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

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