

## **Pay Progression within Professorial Grades and Contribution Related Pay**

### **1. Introduction**

The aim of this policy and process is to ensure transparency, fairness and equality to all staff.

Bangor University wishes to recognise and reward all individuals and groups of staff who make an exceptional (sustained or one-off) contribution that furthers the aims and objectives of the University, College, School or Departmental, or meets an exceptional shorter-term operational challenge.

This policy applies to all staff covered by the professorial grade bandings.

### **2. Equal Opportunities**

Procedures for pay progression and the consideration of contribution related payments are intended to be fair, transparent and consistent with the University's Equal Opportunity Policies.

Against this background, all members of staff will be treated fairly and equitably and decisions taken will be based solely on assessment of individual/team performance, ability and the needs of the University, irrespective of employment or contractual status and personal circumstances i.e. part time, fixed term, career break etc. Furthermore, the University's Equality and Diversity Task Group will monitor the outcome of pay progression, applications for contribution related pay, and reviews trends and statistics in order to ensure that the criteria against which decisions are taken, remain objectively justifiable and lawful in accordance with equal opportunities and discrimination legislation.

### **3. Principles**

The procedure adheres to the following principles:

- All staff should be rewarded fairly according to their contribution, including the application of new skills and of expertise developed over time in the job.
- With the agreement of the applicant the section of the Performance Development Review 'achievements of agreed targets and objectives', will be used to inform the Contribution Related Pay process
- Assessment of contribution should be clearly related to: the relevant and appropriate University, College, School or Department objectives, recognise achievements and reward competencies and activities likely to contribute to the future success of the University
- Heads of School/Deans of College should ensure that they annually review the contributions of all their staff, in order to bring forward all cases that meet the criteria for reward

- Criteria for assessing contribution should be applied fairly and consistently and account taken of the reasonable expectations of the post and post holder
- Judgments should be demonstrably based on objective evidence and, where appropriate, recognise team work and good citizenship.

#### 4. Scope

This policy applies to all staff covered by the professorial grade bandings.

To ensure consistency and maximum opportunity for staff to be recognised, the award of contribution/discretionary increments and one-off payments will be considered by the Remuneration Committee.

#### 5. Definitions

**5.1 Excellence Contribution increments** will be used to recognise an individual's sustained excellent contribution over and above the normal expectation for the role, in the context of expected continuation at that level.

**5.2 One-off payments (Single exceptional contribution payment)** will be used to recognise an individual's single exceptional contribution, over and above the normal expectation for the role, in the context of a one-off task or project that is finite by nature.

#### 6. Application Criteria and Contribution Payment Types

Applications, which can be either self-application or by Heads of School/Deans of College recommendation, must demonstrate that the member of staff has sustained, or exceeded the normal contribution required as described in the relevant Professorial Grade Banding criteria. Applications should demonstrate how the contribution relates to quality improvement and/or, innovation and/or productivity, which supports the achievement of the strategic/local objectives.

Where sustained contribution at an exceptional level has led to development of the job e.g. the on-going job now fits better with a higher Grade Banding, an application for promotion should be made.

##### 6.1 Excellence Contribution Increment

The staff member's excellent contribution should have been over the period of not less than twelve months, with evidence of continuous working at that level. The evidence should be at a level above that expected of current banding criteria but not yet of a sufficient level to merit the next band up.

Evidence may include, but is not limited to:

- Attainment of agreed longer-term objectives, identified in the Performance Development Review, to a consistently exceptional

standard that have positively impacted on the University, College, School or the Department;

- Research achievement – for example, significant research output in terms of publications, grant capture, conference presentations, editorships or other esteem indicators.
- Significant initiatives in the field of teaching and learning quality.
- Leadership and development of a subject area – in terms of curriculum development – leading or likely to lead to increased student recruitment.
- Significant knowledge transfer and enterprise activity leading to income generation.
- Significant managerial or administrative achievement at a senior level on behalf of a department/ college or the University as a whole.
- Enhancing the reputation of the University through educational endeavour, public service, or positive media coverage.
- Undertaking significant additional responsibilities in pursuit of the University's aims and objectives.

Advancement up one point will normally be approved. In exceptional cases, advancement by more than one point can be awarded.

For a member of staff who is at the top of his/her grade band, or who is already on a contribution point (but not the maximum contribution point), advancement up one point will normally be awarded.

There should be a clear demonstration that the individual has increased his/her contribution to the University's, College's, School's or Department's objectives on an ongoing basis. The level of contribution then becomes the normal expectation for that member of staff. Therefore, the same evidence will not attract additional recurrent or lump-sum, one-off payments.

A member of staff on the maximum contribution point is ineligible for further consideration for an additional increment on that grade.

Increments are normally effective from 1 August each year. These payments may be effective from some other appropriate date at the discretion of the Chair of the Senior Remuneration Committee.

## **6.2 Single Exceptional Contribution (One-Off Payment)**

The staff member's exceptional contribution will normally relate to a one-off project or task that is finite in nature.

The award for a single exceptional contribution will be a one-off, nonpensionable payment. It is not normally appropriate for applications for

single exceptional contributions rewards to be received for the same or very similar reasons in consecutive years for the same member of staff. This would normally indicate that the case no longer meets the criteria for an award designed to recognise single exceptional contribution, but matches the criteria for sustained excellence. The Remuneration Committee are able to transfer such cases for consideration for a sustained excellence award.

## **7. Application Process**

Applications for a contribution payment will normally be made by a Head of School/Dean of College, having reviewed the contributions of all the staff reporting to him/her, normally via the Performance Development Review Process. Where a selfnominated case is submitted by the member of staff, the Head of School/Dean of College will be required to verify the factual accuracy of the submission.

Each case will be considered by the Head of School/Dean of College, who will decide if it is appropriate to make a recommendation to reward to the Remuneration Committee. The Committee will consider all applications and make a decision on each case, having due regard to the overall budget provision.

All decisions, including the rationale for the decisions, will be recorded for the purposes of feedback to applicants and monitoring of the procedure. The Human Resources Department will communicate the outcome to all applicants via the relevant Head of School/Dean of College.

Where an application has been unsuccessful, or in the case of a member of staff who has been awarded a different type of payment than had been applied for, feedback about the decision should be given.

## **8. Remuneration Committee**

The terms of reference for the Remuneration Committee will be amended to take into account their responsibilities and authority in relation to this policy.

## **9. Fast Track Applications.**

In circumstances which are deemed to be wholly exceptional and unforeseeable, applications may be submitted to the Remuneration Committee outside of the normal timetable. In such cases, the standard procedure will be followed, however, in the event that time does not permit, or circumstances dictate otherwise, an electronic consultation exercise will take place in accordance with an appropriate timescale.

## **10. Monitoring**

Data on Contribution Related Pay will be compiled and reviewed annually by the HR department for equal opportunities monitoring purposes. Supplements will also be included in any equal pay audits that the University undertakes. Information compiled for monitoring purposes will be shared annually with the recognised campus unions and consultation will take place to enable the effectiveness of this policy to be reviewed. A full report will be presented each year to the HR Task Group.

### **11. Timetable**

Deadline for submission of applications to HR will be published on the University website. This will normally be on an annual basis.

### **12. Confidentiality**

Due to the requirements under the Data Protection Act 1998, whilst it is the policy of the University to keep the information provided confidential to the Senior Remuneration Committee and the individual staff members concerned, it should be noted that applicants may be able to challenge this policy and force disclosure of all information provided.

### **13. Records Management**

Applications from each round of contribution payment will be held in the member of staff's HR records along with the letters of outcomes sent.