

Timetable for Faculty of Humanities Non-clinical Professorial Salary Review 2025

Date (2025)	Action/Event
By Wednesday 5 th February	Launch initiated via Faculty People Team
By Friday 7 th February	<p>HoS to communicate with each professor in the School informing them that the review has commenced and inviting¹ them to submit a CV and covering statement (maximum one page, minimum font size 12) of how:</p> <ul style="list-style-type: none"> they have demonstrated exceptional performance and should receive a salary increase within a zone, <u>or</u> they meet the ADDITIONAL requirements to move up a zone;
W/c Monday 10 th February	Data relating to the professors in each School to be sent to each HoS by Faculty People Team under confidential cover, including equality and diversity statistics.
By Friday 7 th March	Deadline for return of CVs and statements to HoS by professors.
By Monday 7 th April	<p>HoS to convene a small advisory panel to consider cases and then to submit recommendations via Faculty People Team² in the following categories, using a pro forma provided:</p> <p>Pay progression within zone-for approval by the Dean.</p> <ul style="list-style-type: none"> In each case for progression within zone, the recommendation should be accompanied by a 1-page statement of how the case demonstrates exceptional performance. N.B. HoS should only submit details of those cases they are supporting HoS to notify staff³ whether or not they are submitting a case for progression within zone Cases progression within Zones A and B will be referred to the University's Senior Salaries Review Group which meets in September/October (TBC) <p>Rezoning-for consideration by the Faculty Professorial Pay Review Committee.</p> <ul style="list-style-type: none"> In each case for rezoning, the recommendation should be accompanied by a 1-page statement of how the case meets the ADDITIONAL requirements to move up a zone. N.B. HoS should only submit details of those cases they are supporting. HoS to notify staff³ whether or not they are submitting a case for rezoning and, in the case of staff they are not supporting, advise them of their right to submit a personal case⁴ to the Faculty Professorial Pay Review Committee via the Faculty Head of People* by Monday 14th April.

¹ There is no compulsion to submit a CV and in fact professors should only submit a CV if they believe their current zoning is incorrect or they have demonstrated exceptional performance.

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³ i.e. where staff have submitted a case

⁴ Personal cases may be submitted for rezoning only, not progression within zone

Date (2025)	Action/Event
By Monday 7 th April	HoS, Vice Deans and Associate Deans to submit their CVs to the Dean in the event they wish to make a case. This should be accompanied by 1 page statement of how they think they meet the ADDITIONAL requirements to move up a zone <u>or</u> a one paragraph statement setting out why they should be moved up within a zone.
By Tuesday 22 nd April	Papers distributed to Faculty Rezoning Panel members Panel members to return scoring by 5th May for review and in order to determine running order
By w/c 12 th May	<ol style="list-style-type: none"> 1. Dean considers and approves pay progression within zone. 2. Dean considers and approves pay progression for HoS, Vice Deans and Associate Deans 3. Faculty Professorial Pay Review Committee meets (14th May) to consider submissions for rezoning, including any personal cases.⁵ 4. Dean makes reference back to HoS in respect of personal cases or cases where the Faculty Professorial Pay Review Committee wishes to change the School's recommendation.
By Monday 9 th June	<p>For pay progression within zone</p> <ul style="list-style-type: none"> • Professors in Zone C to E will be advised of the outcome of their case via the Head of School. Successful cases will receive a letter from People and OD confirming their revised salary. <p>For rezoning</p> <ul style="list-style-type: none"> • Professors will receive a personal letter informing them of their rezoning application/recommendation result, revised salary or, if the case has been rejected by the Faculty Professorial Pay Review Committee, their right of appeal under Section 9 of the policy.
15 th July	Appeals Panel meets to consider any cases ⁶ (all cases to be submitted directly to Ele Morrissey by Thursday 3rd July)
1 October	Revised zonings and salaries become effective
TBA – October	Senior Salaries Review Group considers cases for progression within Zone A and B, and individuals are notified of the decision. ⁷

N.B. Easter break runs from 14 April to 27 April. Good Friday is 18 April, Easter Monday is 21 April, 5 May is Early May bank holiday, and 26 May is Spring bank holiday.

⁵ Where the Faculty feels an individual meets the criteria for inclusion in Zone B or A, the Dean will make a recommendation to the President and Vice Chancellor for consideration

⁶ The Appeals board will hear challenges to the outcome of the rezoning review; not progression within zone

⁷ Increases will be backdated to 1 October