

Timetable for the Faculty of Biology, Medicine and Health Non-clinical Professorial Salary Review 2025

Date (2025)	Action/Event
By Monday 3 rd February	Launch initiated via Faculty People & OD
By Friday 7 th February	Data relating to the Professors in each School to be sent to each HoS by P&OD under confidential cover, including equality and diversity statistics.
By Friday 7 th February	HoS to communicate with each Professor in the School informing them that the review has commenced and inviting ¹ them to submit a CV and covering statement (maximum one page, minimum font size 12) of how: <ul style="list-style-type: none"> • they have demonstrated exceptional performance and should receive a salary increase within a zone, <u>or how</u> • they meet the additional requirements to move up a zone
By Friday 7 th March	Deadline for return of CVs and statements to HoS by professors.
By Friday 11 th April	HoS to convene a small advisory panel to consider cases and then to submit recommendations via Faculty P&OD ² in the following categories, using a pro forma provided: <p>Pay progression within zone-for approval by the Faculty Committee.</p> <ul style="list-style-type: none"> • In each case for progression within zone, the recommendation should be accompanied by a statement from the HoS as to 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 for progression within Zones A and B will be referred to the Vice-President & Chancellor for approval <p>Rezoning-for consideration by the Faculty Committee.</p> <ul style="list-style-type: none"> • In each case for rezoning, the recommendation should be accompanied by a statement from the HoS as to 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 staff 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

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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Date (2025)	Action/Event
	case ³ to the Faculty Committee via the Faculty Head of P&OD by Friday 2nd May
By Friday 11 th April	Academic members of FLT to submit their CVs to the Dean in the event they wish to make a case. This should be accompanied by a CV and covering statement (maximum one page, minimum font size 12 setting out either how they think they meet the additional requirements to move up a zone <u>or</u> why they should be moved up within a zone.
By Monday 5th May	Papers distributed to Faculty Committee members
By Friday 13 th June	<ol style="list-style-type: none"> 1. Dean considers and approves pay progression for Academic members of FLT for cases in zones E to C. Rezones to B/A and increases within zones B/A will be recommended to the University Senior Salary Review Group for approval. 2. Faculty Committee meets 5th June to consider submissions for rezoning, including any personal cases and pay progression within zone.⁴ 3. Faculty Committee makes reference back to HoS in respect of personal cases or cases where the Faculty Committee wishes to change the School's recommendation.
By Friday 13 th June	<p>For pay progression within zone</p> <ul style="list-style-type: none"> • Professors will be advised of the outcome of their case via the Head of School. Successful cases will receive a letter from People Services 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 Committee, their right of appeal under Section 9 of the policy.
Tuesday 15 th July	Appeals Panel meets to consider any cases ⁵ .
1 st October	Revised zonings and salaries become effective

N.B. Easter break runs from 7th April to 27th April 2025

Good Friday is 18th April 2025; Easter Monday is 21st April 2025

5th May 2025 is Early May Bank holiday; 26th May 2025 Spring Bank Holiday

³ Personal cases may be submitted for rezoning only, not progression within zone

⁴ Where the Faculty Committee 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

⁵ The Appeals board will hear challenges to the outcome of the rezoning review; not progression within zone