

**Timetable for the Faculty of Biology, Medicine and Health Non-clinical Professorial Salary Review 2026**

<b>Date (2026)</b>	<b>Action/Event</b>
By Monday 2 <sup>nd</sup> February	Launch initiated via People Leader Advisor Team
By Friday 6 <sup>th</sup> February	Data relating to the Professors in each School to be sent to each HoS by People Advisor Team under confidential cover, including equality and diversity statistics.
By Friday 6 <sup>th</sup> February	HoS to communicate with each Professor in the School informing them that the review has commenced and inviting <sup>1</sup> them to submit a CV and covering statement (maximum one page, minimum font size 11) of how: <ul style="list-style-type: none"> <li>they have demonstrated exceptional performance and should receive a salary increase within a zone, <u>or how</u></li> <li>they meet the additional requirements to move up a zone</li> </ul>
By Friday 6 <sup>th</sup> March	Deadline for return of CVs and statements to HoS by professors.
By Friday 10 <sup>th</sup> April	HoS to convene a small advisory panel to consider cases and then to submit recommendations via People Leader Advisor <sup>2</sup> in the following categories, using a pro forma provided: <p><b>Pay progression within zone-for approval by the Faculty Committee.</b></p> <ul style="list-style-type: none"> <li>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</li> <li>HoS to notify staff<sup>3</sup> whether or not they are submitting a case for progression within zone</li> <li>Cases for progression within Zones A and B will be referred to the Vice-President &amp; Chancellor for approval</li> </ul> <p><b>Rezoning-for consideration by the Faculty Committee.</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>

<sup>1</sup> 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 (2026)	Action/Event
	case <sup>3</sup> to the Faculty Committee via the Faculty Lead People Partner by <b>Friday 1<sup>st</sup> May</b>
By Friday 10 <sup>th</sup> April	<b>Academic members of FLT</b> 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 11 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.
<b>By Friday 8<sup>th</sup> May</b>	<b>Papers distributed to Faculty Committee members</b>
By Friday 12 <sup>th</sup> June	<ol style="list-style-type: none"> <li>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.</li> <li>2. Faculty Committee meets <b>2<sup>nd</sup> June 2026</b> to consider submissions for rezoning, including any personal cases and pay progression within zone.<sup>4</sup></li> <li>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.</li> </ol>
By Friday 12 <sup>th</sup> June	<p><b>For pay progression within zone</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>For rezoning</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
Tuesday 14 <sup>th</sup> July	Appeals Panel meets to consider any cases <sup>5</sup> .
1 <sup>st</sup> October	Revised zonings and salaries become effective

*N.B. Easter break runs from 30<sup>th</sup> March to 19<sup>th</sup> April 2026*

*Good Friday is 3<sup>rd</sup> April 2026; Easter Monday is 6<sup>th</sup> April 2026*

*4<sup>th</sup> May 2026 is Early May Bank holiday; 25<sup>th</sup> May 2026 Spring Bank Holiday*

<sup>3</sup> Personal cases may be submitted for rezoning only, not progression within zone

<sup>4</sup> 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

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