**Annual Review of professorial salaries**

**Application Form**

**NAME:**

**DEPARTMENT/SCHOOL:**

**WHAT IS THE DATE OF WHEN YOUR LAST INCREMENT OR BONUS WAS AWARDED:**

It is part of the University’s strategy to ensure an excellent educational experience for our students that all academic staff involved in education hold a relevant teaching qualification. **Please note that for academic applicants on ASE or ASER contracts, achievement of at least D2 Fellowship of the Higher Education Academy/Advance HE or equivalent is a mandatory requirement for consideration of an application via the annual salary review process.**  The award of this status must be confirmed (i.e. pending decisions will prevent an application proceeding for review).  For any queries on equivalent qualifications please contact [develop@essex.ac.uk](mailto:develop@essex.ac.uk)

Level of Fellowship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must ensure that your equality and diversity information has been updated in [HR Organiser prior to submission of this application.](https://hrorganiser.essex.ac.uk/tlive_ess/ess/#/login) Please confirm that this been completed: Yes/No

Please confine entries to achievements since you were last awarded one or more additional increments, or since your appointment as a professor whichever is the later. Please leave sections blank if non-applicable to your contractual responsibilities. Please complete all other sections.

Please send your completed application form to [annualreview@essex.ac.uk](mailto:annualreview@essex.ac.uk) by 5pm on 31st March 2025.

**SECTION A: LETTER OF APPLICATION (MAX 500 WORDS PLEASE)**

*Please use this section to highlight your case for additional salary on the basis of the information provided in the rest of the form. Please say what you consider particularly distinctive about your academic and/or leadership achievements since you were last awarded an increment or appointed to your current post.*

**SECTION B: EXCELLENCE & INNOVATION IN EDUCATION (MAX 500 WORDS)**

*Please describe the nature of your contribution to excellence in education at the University, including any innovation in teaching content and practice which you have initiated, and the impact of your contributions to education in improving student outcomes, since you last received an additional increment or were appointed to your current post, whichever is the later. The innovation in teaching may refer to, for example, the design of courses, mode of teaching or form of student assessment. Contributions to improving student outcomes may refer to, for example, success in improving student satisfaction, continuation and/or graduate outcomes. Any evidence of the impact of your contributions to enhancing the quality of teaching and your students’ learning experience should be mentioned. Contributions to the development or growth of strategic education partnerships can be included here. Please also include any significant contributions to education visibility and reputation, including highly-cited scholarship or education outputs or national or international profile and recognition for contributions to education.*

**SECTION C: ACADEMIC PUBLICATIONS/OUTPUTS**

*Please list your academic publications of REF-submissible quality (i.e. internally reviewed at 3\* or higher) since you were last awarded an increment or appointed to your current post. Please follow these guidelines indicating whether you are the primary, equal or secondary author:*

* *Authored/Co-authored books;*
* *Edited volumes;*
* *Chapters in books;*
* *Peer-reviewed journal articles;*
* *Journals from conference proceedings;*
* *Digital or visual media, exhibition, artefacts design and performance.*

*Electronic journals count and are subject to the same distinctions. Please list only work that has been published, or is in press (mark as ‘in press’), or has been formally accepted for publication (mark as ‘formally accepted for publication’). Please do not list submissions that are under review or publications planned for the future. Please do not list unpublished conference papers, working papers or other ‘grey’ literature. In the case of books, please include quotations from reviews, including those of your publisher’s assessors. Please include here any significant contributions to research visibility and reputation through highly-cited work or national or international recognition of high-quality academic publications/outputs.*

**SECTION D: EXTERNAL RESEARCH FUNDING**

*Please list all external research funding, including grants, contract research income and consultancy income\* from business, public authorities and the voluntary sector, applied for since you last received an additional increment or were appointed to your current post, whichever is the later. Please state if the funding was successful, pending or unsuccessful.*

*\*Please do not include details of consultancy income that was not awarded through the University.*

*Please follow these guidelines:*

* *Please set out the name of the funder, the title of the research project/programme/consultancy, the period of funding; the value of the award and the income received by or through the University of Essex;*
* *Please give the name and affiliation of co-investigators and say whether you are a primary, co-equal or secondary investigator.*

**SECTION E: AWARDS, PRIZES AND FELLOWSHIPS**

*Please list any competitive awards (excluding research grants), prizes or fellowships you have received with a brief description, since you last received an additional increment or were appointed to your current post, whichever is the later.*

**SECTION F: INTERNATIONAL CONFERENCE INVITATIONS:**

*Please list the international conferences to which you have been personally invited to give a keynote address at a plenary session, since you last received an additional increment or were appointed to your current post, whichever is the later. You should not list invitations to present a paper as a member of a panel.*

**SECTION G: KNOWLEDGE EXCHANGE (MAX 300 WORDS)**

*Please describe any major contribution to or leadership of significant knowledge exchange activity in education and/or research since you last received an additional increment or were appointed to your current post, whichever is the later. This may include research-focused knowledge exchange activities or knowledge exchange through the development of CPD or short courses.*

**SECTION H: PROFESSIONAL PRACTICE (MAX 300 WORDS)**

*Please describe examples of substantial contribution to continuing excellence in professional practice since you last received an additional increment or were appointed to your current post, whichever is the later. It is expected that this will be at regional level at least.*

**SECTION I: ACADEMIC LEADERSHIP (MAX 300 WORDS)**

*Please describe examples of your academic leadership since you last received an additional increment or were appointed to your current post, whichever is the later. This may include contributions to and mentoring of the research and/or education achievements of more junior colleagues, as well as the establishment and leadership of research groups and leadership in the education field. It may include significant contributions to the development of research or education partnerships. You should also set out any other aspect of academic leadership to which you wish to draw attention.*

**SECTION J: LEADERSHIP & DEVELOPMENT OF THE UNIVERSITY (MAX 500 WORDS)**

*Please describe any specific contribution you have made to the enhancement of the University’s income, effective leadership, or external reputation and visibility at the local, national or international level, since you last received an additional increment or were appointed to your current post, whichever is the later.*