Dear Colleagues,

**Annual Review**

**Annual review of professorial salaries**  
**Annual review of salaries of non-professorial office holders**

**Context**

I want to provide some context to the annual review of professorial salaries this year. The University’s values and People Supporting Strategy make clear the importance of a diverse and inclusive environment in which we treat our members with equal respect and dignity. This means that we should be rewarding people in a fair and transparent way, based upon their contribution to our community, regardless of their personal characteristics. The 2019 review will operate in the same way as last year. To ensure equitable consideration, any eligible member of staff who wishes to be considered for additional remuneration must submit an application form. Professors progress automatically along the first four points of the professorial scale. Thereafter, any increments are awarded by the Remuneration Committee of Council on the recommendation of the Vice-Chancellor, on the basis of (a) outstanding academic performance, and (b) outstanding contributions to university management and development. Non-professorial office holders progress to the top of their scale. Further progression to one of the discretionary points will be similarly determined via recommendation of the Vice-Chancellor to the Remuneration Committee.

**Increments and bonuses**

As well as, or as an alternative to, additional increments, one-off, non-pensionable bonuses may be awarded in units of £500. Outstanding academic performance will continue to be rewarded by additional increments. Outstanding contributions to leadership & development of the University will normally be rewarded by bonuses, but may also be rewarded by additional increments depending on the nature of the contribution. Academic performance represents lasting high performance, past and prospective, and therefore merits recognition in the form of a permanent increase in salary whereas a one-off bonus may be the more appropriate remuneration and incentive for specific action leading to finite benefits for the University. However, additional increments will be awarded in cases where a major contribution to university management and development over a sustained period of time has been made. As regards academic achievements, I would be particularly interested to learn of:
- academic leadership, in particular University level leadership roles, the establishment and leadership of research groups and mentoring of more junior colleagues;
- recent prizes and fellowships;
- books that have received critical acclaim;
- publications in top-ranking journals;
- invitations to present papers at prestigious international research conferences;
- any other indicators of international or national esteem;
- major research grants, including grants from business, public authorities and the voluntary sector;
- excellence innovation in teaching, e.g. in design of courses, mode of teaching, mode of student assessment;
- major achievements in knowledge transfer activities;
• innovations in professional practice.

Significant weight will be attached to applicants’ record of research income in view of its growing importance in the University’s research and financial strategies and in the REF. Account will be taken of national benchmarks for external research income for your academic field.
You must complete all sections of the application form so that the committee has all information available.

How to apply

Any eligible member of staff who wishes to be considered for additional remuneration must submit an application form (located within the Annual Review web page [link], completing all relevant categories. All cases will be considered by a panel consisting of the Deputy Vice-Chancellor, Pro-Vice-Chancellors, Registrar and Secretary, Executive Deans and Director of Human Resources, chaired by myself, before my final recommendations are submitted to the Remuneration Committee.

Please could you send your application electronically to annualreview@essex.ac.uk no later than 5pm on 29th March 2019. The Remuneration Committee meets on 24 June 2019 and those who are awarded increments or bonuses will be notified by personal letter in the early part of July.

Professor Anthony Forster
Vice-Chancellor