Annual Review - Increments and Bonuses

1. Introduction

1.1 At the University of Essex, staff are appointed to a spinal point on the grade associated with their role (for example, Lecturer Grade 9, Senior Research Officer Grade 8). These grades have been determined in relation to nationally agreed role profiles.

1.2 On the salary scale within each grade, there are a varying number of automatic increments and staff move up the salary scale by one increment annually in October. Once a member of staff has reached the top of their grade, one or more discretionary increments are available. These are non-automatic, being awarded on the basis of sustained exceptional performance.

1.3 Salary scales are also subject to review in August of each year and any percentage uplift to the salary scale is agreed through a national pay bargaining process. To attract and retain high performers, the University uses additional mechanisms to reward high performing staff.

1.4 To support its strategic aims of excellence in education and excellence in research, the University will ensure that there is an opportunity each year for staff to be recognised and rewarded over and above the nationally agreed pay review, where there is exceptional performance in relation to research and education activity, or other duties as specified in roles or within departments.

1.5 When enhancing financial reward and recognition for exceptional performance, consideration will always be given to the University’s Equality and Diversity framework. Equality data will also be reviewed regularly to identify any groups that may be underrepresented.

1.6 Decisions regarding performance-related pay and reward for G7-10 academic staff will be made by a sub-committee of Remuneration Committee, chaired by the Deputy Vice-Chancellor (DVC) effective from 2014-15. The sub-committee will decide on the award of increments and bonuses and report the decisions to Remuneration Committee. Remuneration Committee will have responsibility for University policy in relation to performance related reward for staff. Academic Staffing Committee will remain responsible for permanency and promotion.

2 Eligibility

2.1 All fixed-term and permanent academic staff grades 7-10 are eligible to apply for an increment or bonus through this process.

2.2 Professorial pay is considered through a separate process managed by remuneration committee.

2.3 Staff with documented performance concerns or currently active disciplinary/capability warnings will not be eligible to apply for a bonus or increment.

3 Criterion

3.1 Members of academic staff must provide evidence to demonstrate:

- Exceptional performance and impact over and above normal expectations of their role in Education or Research/Scholarship/Professional Practice or Leadership/Citizenship.
3.2 Staff may either be awarded:

- A performance-related discretionary increment: for sustained and continuing exceptional performance; or,
- A bonus: for exceptional performance in relation to a one-off project, activity or outcome.

Appendix A provides examples of the types of activity that may be rewarded by a bonus or increment for Academic staff.

3.3 Bonuses will be available in multiples of £500, ranging from £500 (gross) up to £2000 (gross). Bonuses are taxable but non-pensionable.

4 Application process

4.1 Applicants should complete the Increments and Bonuses application form and forward to their Head of Department.

4.2 The Head of Department as line manager will coordinate increment and bonus recommendations within each department. Heads of Department will comment on the individual’s application and summarise overall performance and contribution. They will then make recommendations to the Executive Dean or Registrar, who will consider and pass recommendations to a sub-committee of Remuneration Committee chaired by the DVC.

4.3 Each department may decide their internal process for making recommendations for increments or bonuses. For academic staff this could comprise: i) continuing to review applications at the Senior Staff meeting; ii) constituting a group of senior leaders within the department (e.g. Directors of Education, Research and Employability); iii) seeking the views of those senior staff most closely involved in working with individuals for example a module lead/supervisor or Head of Group; iv) seeking the collective views of the Professoriate alone. The departmental process will be agreed in advance with the Executive Dean.

4.4 All applications will be sent to the Executive Dean by the published deadline. They will then be reviewed by a sub-committee of Remuneration Committee who will report their decisions to Remuneration Committee.

4.5 Successful applications will be awarded increments on their normal increment date (1 August for grades 1-6 or 1 October for grades 7-11). Bonuses will normally be paid the month following the decision.

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1 Members of staff at the top of their grade may apply for a performance-related discretionary increment. In exceptional circumstances, those members of staff not at the top of their grade may be considered for a performance-related increment which will be in addition to the automatic increment they would be due to receive.
Appendix A: Examples of Exceptional Performance:

Research OR Scholarship/Professional Practice

Examples could include (but not be limited to) one or more of the following:

- Achieving a prestigious and/or high value grant in relation to the discipline.
- Demonstrating the application of research through significant external impact.
- Making a substantial difference to the external reputation of the department and/or of the University.
- Creating significantly productive collaborations with other organisations and with the profession/industry.
- Appointment as member or chair to an external high-profile body or committee.
- Consistent and sustained success in securing significant external funding in relation to discipline-specific norms.

Education

Examples could include (but not be limited to) one or more of the following:

- Devising and introducing an innovative change that has a direct significant impact on improving student satisfaction or student recruitment.
- Developing and implementing a new system that demonstrably enhances student learning, assessment or feedback.
- Making significant contributions to the advancement of education.
- Continuously innovating and advancing learning resulting in increased student satisfaction.
- Identifying areas of best practice that are then implemented across the University.

Leadership/Citizenship

Examples could include (but not be limited to) one or more of the following:

- Taking on substantial additional work or projects during the year and demonstrating impact.
- Identifying areas for improvement and taking ownership and action to address these.
- Demonstrating commitment significantly to increase public engagement and participation.
- Evidence of substantial contribution to greater efficiency and effectiveness either within the department or across the University.