I am writing to invite applications for annual review of academic staff salaries and bonuses.

We are committed to rewarding people in a fair and transparent way, based upon exceptional contributions to our community. The 2023 review will operate in the same way as in previous years. To ensure that we are giving fair and equitable consideration to all staff members, any eligible member of staff who wishes to be considered for additional remuneration must submit an application form detailing their performance. If a colleague does not apply, then we will not be able to consider a case.

To recognise the impact of the COVID-19 pandemic, we have added a section so you can describe the impacts of this on any areas of your work since 2020.

Outstanding performance will be rewarded by the award of additional increments and / or non-pensionable bonuses may be awarded in units of £500.

Outstanding performance will be rewarded by increments where this represents lasting high performance or where a major contribution to the University has been made over a sustained period of time, and therefore merits recognition in the form of a permanent increase in salary, whereas a one-off bonus may be the more appropriate remuneration for specific action leading to finite benefits for the University.

**How to apply**

Any eligible member of staff who wishes to be considered for additional remuneration must submit an application form which is located within the Annual Review web page. All cases will be considered by a panel which I chair, and are reported to the Remuneration Committee of Council.

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

Please could you send your application electronically to your Head of Department by 12 noon on 31st March 2023. Colleagues who are awarded increments or bonuses will be notified by personal letter in the early part of July. Bonuses will normally be paid in July and increments are awarded with effect from 1 October 2023.

Professor Lorna Fox O’Mahony

Deputy Vice-Chancellor
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 be awarded:

- A performance-related discretionary\(^1\) increment: for sustained and continuing exceptional performance; and / 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) reviewing 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.

\(^1\) 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 prestigious and/or high value grant success relative to the discipline.
- Consistent and sustained success in securing significant external funding in relation to discipline-specific norms.
- Demonstrating the successful application of research through significant external impact.
- Significant contributions to knowledge exchange, including securing contract research or consultancy income (do not include consultancy income that has not been received through the University).
- Presenting evidence of the recognition and visibility of research outputs through, for example, high citations, peer esteem or awards.
- Making a substantial difference to the national or international reputation of the department and/or of the University.
- Creating significantly productive collaborations with other organisations including partnerships with business/industry/policy/third sector organisations or with professions.
- Appointment as member or chair to an external high-profile body or committee.

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.
- Devising and introducing an innovative change that has a direct significant impact on improving graduate outcomes.
- Making significant contributions to the development and/or growth of education partnerships.
- Continuously innovating and advancing learning resulting in increased student satisfaction.
- Leading the development and/or delivery of new education provision, including CPD and short courses.
• Making a substantial contribution to the national or international reputation of the University for high-quality education.

• Developing 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:

• Providing leadership in your department, faculty or pan-university that results in significant measurable improvements to education (for example, successful development and leadership of projects to improve quality of teaching, student experience, continuation, graduate outcomes) or research (for example, significant improvements in grant capture, citations, research visibility) outcomes.

• Taking on substantial additional work or projects during the year and demonstrating the impact of these contributions.

• Identifying areas for improvement and taking ownership and action to address these.

• Making significant contributions to student recruitment, including the development and growth of new recruitment partnerships.

• Demonstrating commitment significantly to increase public engagement and participation.

• Providing exceptional support for colleagues in your department, for example through mentoring or leading professional development programmes.

• Evidence of substantial contribution to greater efficiency and effectiveness either within the department or across the University.