Dear Colleagues,

**Annual Review of professorial salaries and of non-professorial office holders 2022**

I am writing to invite applications for annual review of professorial salaries and non-professorial office holders. Professors progress automatically along the first four points of the professorial scale. Thereafter, any additional 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/or (b) outstanding contributions to University leadership 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.

We are committed to rewarding people in a fair and transparent way, based upon exceptional contributions to our community. The 2022 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 performance since their last pay award. 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 on colleagues, we have added a section so that you can describe the impacts of the COVID-19 pandemic on any areas of your work.

**Increments and bonuses**

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, consisting of the Deputy Vice-Chancellor, Pro-Vice-Chancellors, Registrar and Secretary, Executive Deans and Director of People and Culture, before my final recommendations are submitted to the Remuneration Committee of Council.

Please could you send your application electronically to annualreview@essex.ac.uk no later than 12 noon on 28 March 2022**.** 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 2022.

Professor Anthony Forster
**Vice-Chancellor**