

Professorial Annual Review Process

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1. Introduction

Brunel University London is a multidisciplinary research-intensive technical university delivering economic, social and cultural benefit. To achieve this vision, we need to attract and retain a high performing, engaged and diverse workforce. This process sets out principles to enable the University to determine professorial pay and to reward high-performance.

We are cognisant of our ongoing responsibility to the principles of equal pay and to ensuring pay is within appropriate benchmarks, as well as any suitable methods that support the reduction of any gender pay gap that may exist.

Professorial status is a sign of academic achievement and distinction. With the title comes responsibilities and expectations regarding on-going performance.

All colleagues have an annual PDR. Eligible Professors are assessed through the [PDR](#) process, which provides an assessment of performance based on achievements and activities for the previous 12-month period. At this same PDR meeting, objectives and a development plan are set for the next 12-month period.

2. Principles

The Guiding Principles of the University's Annual Salary Review process for Professors are to:

- ensure that the University remains competitive and is able to recruit and retain professors capable of helping the University to meet its strategic objectives;
- enable the University to act fairly and with consistency in its approach to rewarding its most senior academic population, whilst allowing for discretion to reward exceptional contribution; and
- to be mindful of equality and gender pay gap issues when determining salaries.

Professors eligible for review will need to have been in post for at least 6 months as of the 1st of August.

3. Performance Development Review process for Professors

Information in respect of the PDR process can be found on [the Performance Development Review](#) pages of IntraBrunel.

The timing of Professors' PDR cycle is to ensure the PDR Reviewer and, the Executive Deans are suitably informed to be able to provide the assessment of the Professor for the purposes of the Annual Salary Review. The recommended timing must be kept to ensure that the Annual Salary Review is completed in time each year.

In the event that no PDR rating is submitted, the Review Panel will not be able to consider whether a review rating above 1 is appropriate.

4. Assessment Process

Following completion of the PDR, the PDR Reviewer will determine a recommended assessment based on the 4 grades as indicated within the **Professorial Grading Criteria** – which are further detailed in **Appendix 1**.

The HR Reward team will provide the Executive Dean and PDR Reviewer with a schedule of the Professors within their College in June of each year. The PDR Reviewer will be asked to conduct the PDR meetings, fill in the PDR forms and submit the documents to the Executive Dean by no later than the dates set out in the letter provided to you directly to initiate the PDR round.

The Executive Dean will submit the ratings for colleagues in their College to the Senior HR Business Partner and the HR Reward Manager who will review the data provided from an HR and Equality perspective.

The meeting will discuss any concerns highlighted or raised.

Following the meeting, the HR Reward Manager will confirm the agreed performance ratings and salary uplift percentages to the HR Director. The HR Director will provide the data at the following Remuneration Committee for information, along with the overall analysis of the Professorial Annual Salary Review.

The Payroll team will be informed and letters will be issued to all candidates of the process outcome.

5. Professorial Assessment grades

Having Professor status at Brunel University London is a sign of significant academic achievement and distinction. The responsibilities and expectations of these titles incur on-going performance at the highest level practicable during the career path of the roles, which the University wishes to engage and support the development and success of. During the career in the Professor role, the incumbent is situated in one of four grades summarized as follows:

1. Not Met / not meeting the expectations / Below expected performance;
2. Met / meeting the expectations / at least national research performance with some international presence and appropriate contributions in all fields;
3. Exceeded / exceeding expectations / top national and international profile / ranking in research plus excellent performance in at least two other assessment categories;
4. Exceptional / Top international research performance and impact. with outstanding performance in at least two other assessment categories.

Further details are provided against these four levels within **Appendix 1**, referring to the [Academic Promotions Criteria for baseline criteria](#). The criteria are indicative rather than prescriptive and do not represent a simple check-list formula. The criteria are cumulative, implying that activities in higher grades would normally be undertaken in addition to those in lower grades.

Any percentage increase applied to salary will be determined by the PDR grade achieved. The percentage increases are decided each year taking into consideration the nationally agreed Cost of Living increase. A matrix chart with this information, will be included in the letter sent to you directly to initiate the PDR round.

6. *Professorial Salary structure*

Should your PDR grading be 1, you should discuss your on-going development with your Head of Department to ensure you are provided with the adequate support necessary for development in your role. This grading may be due to being early in your career, during which we would anticipate you having a mentor to support your development.

In considering assessments any special circumstances will be taken in to account such as;

- Absences for maternity, paternity, shared parental or adoption leave (with dates);
- Part time or other flexible working;
- Career breaks (with dates);
- Periods of absence (with dates), or flexible working arrangements, due to disability, injury or ill health;
- Periods of absence (with dates), or flexible working arrangements, arising from the impact and consequences of gender re-assignment;
- Absence from work whilst acting as a carer or undertaking domestic responsibilities;
- Substantive absences that the University is legally obliged to permit (including involvement as a trade union representative or for religious observance);
- Other personal circumstances covered by the Equality Act 2010.

If you would like such information to be considered in assessing your performance, you should discuss it within your PDR and this be brought to the attention of the Organisational Development team – which will also ensure any additional support required can be signposted.

You are not obliged to declare any circumstances if you do not wish to. However, if not declared, such matters cannot be subsequently taken into consideration.

7. *Communication of outcomes and feedback*

Formal outcomes will be provided by the HR Reward Team which will indicate the grading achieved and any associated salary review. Any pay increase awarded will be paid in October and back dated to 1st August 2023.

Requests for feedback in respect of notified outcomes should be addressed to your Head of Department in the first instance.

There is no appeal against the salary review outcome.

Appendix 1

Professorial Annual Salary Review – PDR Form



Name: Job Title: Department/College:

Date of Discussion: PDR Reviewer:

In completing this form, please refer to the [Academic Promotions Criteria](#) for baseline criteria. Where colleagues are exceeding or excelling this should be evidenced above the baseline expectations within the criteria.

Category	Performance and Achievement Notes (for completion by Professor)
Teaching, Learning and Student Experience	
Research/Educational Impact	
Leadership, Management and Collegiality	
External Impact and Markers of Esteem	

Additional notes and achievements:

To be completed by PDR Reviewer:

Recommended scoring: 1. Not Met 2. Met 3. Exceeded 4. Exceptional

To be completed by Dean:

Final scoring: 1. Not Met 2. Met 3. Exceeded 4. Exceptional

Looking forward to 2023/24:

What do you need to achieve in the next 12 months? How does this fit with organisational and departmental priorities? Are there future objectives that could contribute to the wider team or support a change in the working environment? Use the table below to record your objectives for 2023/24.

All colleagues are expected to have an objective or goal which supports embedding of principles of equality, diversity and inclusion into your daily activities and responsibilities. Our ED&I page and themes can be found [here](#).

Overall Objective	Individual activity/ actions to achieve	Timescale	KPI/Measurable Outcome	Development Needs to meet objective	Comments/Progress

What do you need to learn/develop that will help you reach your goals, build on your strengths and interests and/or progress your career? Use the table below to record your personal development plans for 2023/24.

Development Plan – including requirements to meet academic promotions and career development aspirations					
What am I going to develop?	What are the key activities for my development?	By (Date)	What will success look like?	What help or support will I need?	Date completed