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# **Senate**

## Subject: Reward Review: Amendment to Procedures

Origin: Human Resources Committee

**Executive Summary:**

Following the University’s restructuring, changes to the various groups supporting the Reward Review processes are proposed.

**Action Required:**

Sentae is asked to CONSIDER the following proposed changes and RECOMMEND them to Council for approval.

**Current Position:**

Currently there are 3 separate sets of Reward Review guidelines and procedures covering staff grades 1 to 8:

* Payment of **lump sums and team awards** (any time of year). Submitted by HoD and awarded by Dean of Faculty, or by HoSS and awarded by Provost and COO for non-Faculty Staff Sub-Group for Support Service Sections
* Award of **additional increments and contribution pay** (annual – May). Awarded by Reward Review Committees (one for each of the 3 Faculties, and one non-Faculty Staff Sub-Group for Support Services)
* **Promotion to Senior Lecturer** (bi-annual - May and January). Awarded by Reward Review Committees (3 Directorates)

**Key Principles:**

The current Reward Review procedures were developed to ensure that a consistent approach is taken across the University in defining exceptional contribution and that decisions about increases in pay are not approved by the immediate line manager.

**New Process (wef 1.8.11)**

1. Lump Sum and Team Awards

These awards are intended to provide the flexibility to reward staff for significant additional effort at any point in the year but not provide a permanent increase in pay.

Consideration and approval of such awards will be undertaken by the relevant School Management Team (SMT), chaired by the Dean, for all school staff except for cases relating to members of SMT (grade 8 & below) which should be considered by the Provost. The SMT will be supported by the relevant HR Adviser.

In Support Services, the decision making group will comprise the Provost and Chief Operating Officer, supported by the relevant HR Adviser.

2. Additional Increments and Contribution Points.

These awards are considered annually and are designed to reward significant and sustained exceptional performance. These awards provide a permanent increase in pay. It is therefore important to ensure consistency across the University and for reasons of fairness, ensure an appropriate degree of separation between the decision maker(s) and the line manager.

Three Reward Review Committees will be created to consider cases as follows:

**Group A (Science & Engineering Schools)**

**School of Aeronautical, Automotive, Chemical and Materials Engineering;**

**School of Electronic, Electrical and Systems Engineering;**

School of Civil and Building Engineering;

 Wolfson School of Mechanical and Manufacturing Engineering;

School of Science.

**Group B (Social Sciences & Humanities Schools)**

School of Business and Economics;

S**chool of the Arts, English and Drama;**

**School of Social, Political and Geographical Sciences;**

School of Sport, Exercise and Health Sciences;

**The Design School.**

Group C

Support Services.

A meeting of each Reward Review Committee will be convened annually between April and June. The Provost, or a nominated deputy, will chair each Committee. For groups A & B, membership will comprise the Dean from each of the relevant Schools, an HR Adviser and a representative from the Human Resources Committee. In Support Services, the Reward Review Committee will comprise, in addition to the Provost, the Chief Operating Officer, the Director of HR, a member of HRC and two nominated senior Heads of Service, together with the relevant HR Adviser.

As currently, it would be expected that each School/Support Department would liaise with their management teams to identify and discuss candidates for accelerated increments and contribution points.

3. Promotions to Senior Lecturer

Currently promotion criteria exist for each Faculty and cases are considered by the Faculty Directorates.

In future, there will be two Promotions Committees to consider cases, one covering SSH schools (five) and one covering Science and Engineering schools (five). (As in Groups A & B above)

As part of the process, teaching will be formally assessed through the Teaching Centre, as it is at present. It is proposed that research and enterprise capability (the latter where relevant) be assessed, via interview, prior to a meeting of a Promotions Committee.

The Promotions Committees will be chaired by the Provost. Membership will comprise the five Deans of Schools, a PVC, the relevant HR Adviser and an elected representative from the Human Resources Committee. Deans will be able to ask a relevant nominee to present promotion cases, if they wish to do so.

The Dean of School and normally all Associate Deans (Research, Teaching and Enterprise) should conduct the interviews prior to the meeting of the Promotions Committee.