

Gazette Supplement



Professorial Merit Pay Exercise 2018: Call for Applications and Procedures

1 Summary

This circular invites applications for the University Professorial Merit Pay (PMP) exercise in 2018. This exercise replaces the previous professorial distinction award exercise and is now open to all those employed by the University with the title of full professor (except those with clinical contracts) as well as non-clinical statutory professors and readers. The University is funding the exercise and there is a University-wide cap on the total value of awards to be made.

The closing date is **Friday 6 July 2018**. The date has been set to allow applicants time to prepare and submit their applications after the end of full term. It is planned that applicants will be notified of the outcome of their application in Hilary term 2019 with awards taking effect from 1 January 2019.

2 Eligibility

Those eligible to apply are:

- statutory professors and readers (except clinical professors and readers); and
- associate professors, keepers and staff on the academic-related grades and on RSIV contracts who hold the title of full professor and are employed by the University on non-clinical contracts.

Those on clinical contracts and those who are not employed by the University are not eligible. Individuals who are already in receipt of the highest level of professorial merit pay are also not eligible to apply.

Associate professors with full title will be assessed against the criteria (see Annexe A) on the basis of work undertaken within their University contract.

Applications from individuals working in Continuing Education or Gardens, Libraries and Museums (GLAM) will be considered by the division appropriate to their academic contribution.

Applicants must be employed by the University on 1 January 2019. Individuals may contact the relevant divisional office to determine if they are eligible.

Those holding the title of reader and those holding the title of associate professor are not eligible to apply in this exercise.

Those who have received distinction awards in previous exercises will continue to hold them at the current level unless they are awarded a higher level of award in the 2018 PMP exercise.

3 Assessment for Professorial Merit Pay

There are three stages in the procedure.

- Salary reviews: heads of department and faculty board chairs will lead salary reviews of eligible staff in their department/faculty (not taking college benefits into account) to identify whether the broad salary bandings for eligible staff appear correct. This is to enable them to identify any outliers below expected levels in terms of exceptional merit, or where there may be a gender pay gap.
- Divisional committees: applications will be considered by a PMP committee in each academic division.
- Senior Appointments Panel (SAP): divisional PMP committees will make recommendations to the SAP, which consists of: the Vice-Chancellor (chair);

the Pro-Vice-Chancellors for Research and Innovation and for Education; and the Registrar. The SAP will review the divisional recommendations. It may seek further information or comment from the chairs of divisional PMP committees who may be invited to attend meetings of the SAP for this purpose. The SAP will ratify the recommendations when it is satisfied that proper procedure has been followed and that standards have been applied consistently with due attention to equality of opportunity.

Divisional committees will normally be chaired by the head of division and will be broadly based, covering as far as possible the major disciplines or broad areas of research and study under the aegis of the particular board, and will have significant external membership (2 or 3 externals on a committee of around 10 members in total). Committee membership will be published on the divisional website and in the *Gazette*.

There is no appeal against decisions.

4 Professorial Merit Pay award levels

The previous scale of 12 distinction award levels has been replaced by three pay bands, with a description of academic merit attached to each pay band. The number of levels within the scale has been increased to reduce the large gaps between some of the previous levels and give greater flexibility. The new scale is (at 1 August 2017 rates):

Previous award levels	Previous award amounts	New PMP amounts	New PMP bands and levels	
12	£80,424	£80,424	Band C	12
11	£72,841	£72,841		11
10	£65,260	£65,260		10
		£61,500		9
9	£57,859	£57,859		8
		£54,000		7
8	£50,629	£50,629		6
		£47,000		5
7	£43,393	£43,393		4
		£39,500		3
6	£36,094	£36,094		2
		£32,500		1
5	£28,933	£28,933	Band B	5
		£25,500		4
4	£21,700	£21,700		3
		£18,000		2
3	£14,463	£14,463	Band A	1
		£12,000		4
2	£9,646	£9,646		3
		£6,500		2
1	£3,525	£3,525		1

PMP awards are in addition to any allowance made to associate professors and keepers when full title is awarded.

When considering awards, committees will take into account applicants' current University remuneration levels, will incorporate assumed college salary for Tutorial Fellows, and will take into account the remuneration of peer groups within the University. Additional college benefits will not be taken into account. There is a University-wide cap on the total value of awards to be made. It is therefore expected that awards for successful applicants will normally be limited to one level.

Awards will take into account the total permanent pay of the individual. When a new or increased award is made, pre-existing permanent pay elements (which may include previous professorial merit awards, recruitment and retention payments but NOT responsibility allowances nor any allowance paid to associate professors and keepers on receipt of the title of full professor) will be 'rolled in' to the value of the new award. Individuals may therefore not see an increase in salary to the full value of the new award.

Merit pay awards may be recurrent and therefore pensionable, subject to the rules of USS. In some circumstances one-off lump

sum payments may be awarded, which are non-pensionable. The difference between the types of award is set out in section 5 below.

5 Criteria for Professorial Merit Pay

Applications will be judged against the descriptors annexed at A, which outline the standards expected across leadership and citizenship, research, and teaching for the University at the three bands.

Recurrent awards

Applicants will only move up within or between bands when significant progress has been made since the previous award (or if no award is held, since appointment or award of title) and when it is anticipated that this level of performance will be sustained.

It is accepted that not all roles will allow applicants to demonstrate an even performance across all three areas, and a 'best fit' approach will be taken to assess overall merit. For example, an applicant might be outstanding in two out of the three areas and good in the third, or less strong in one area but with a record in another area approaching that of the next band up. While the range of activities will vary, it is the overall quality of contributions which is of importance.

One-off awards

A divisional PMP Committee may award a one-off lump sum payment, equal to one level on the PMP scale, rather than a recurrent increment.

This may be considered appropriate where the Committee wishes to recognise an individual who has:

- performed exceptionally against one or two of the three criteria (noting that a 'best fit' judgement will have already been made for roles which do not allow applicants to demonstrate even performance across all three areas) but who has not demonstrated that they have met the standards expected for their role for a recurrent award under the remaining criteria; or
- made an outstanding 'one-off' contribution to the department/faculty.

6 Applications

Applications should be submitted online (see section 11 below) by **noon on Friday 6 July**.

Applications must consist of a completed application form and a publications list covering the period since the previous award (or if no award is held, the past 3 years, either since appointment or award of title). Forthcoming work and the stage it has reached (eg commissioned, in press) should be included to show current work in progress, but the case will be judged on work published and available for inspection. Applications must adhere to the space limits set out in the application form. In the interests of fairness to all applicants, longer applications will not be considered. Do not include a covering letter; ensure that all relevant information is included on the application form.

Applicants are not asked to state the level of award they wish to hold; the divisional PMP committee will recommend to the SAP appropriate levels of award and whether an award is to be recurrent or one-off.

Disclosure of personal circumstances should be made in accordance with section 8 below.

7 Reference

Applicants should ask their head of department/faculty board chair (or head of division if the applicant is a head of department or faculty board chair) to submit a reference to the relevant divisional PMP Committee (details below) by **noon on Friday 6 July**. The head of department/faculty board chair may delegate the writing

of the reference. The reference from the head of department or faculty board chair will give an assessment of the individual's contributions against all three criteria. The applicant should ask their referee to mark their reference 'Confidential'.

Those in Continuing Education or GLAM should also provide a reference from the head of the department/chair of the faculty board with which their academic work is most closely associated.

The applicant is strongly encouraged to contact their referee at an early stage to ensure that they meet the deadline. They may have multiple references to write and early contact will be helpful.

It is the responsibility of the applicant to ensure that their reference is submitted by the deadline and to check with their referee (*not* with the divisional office) that the reference has been sent.

Referees should send references to the relevant divisional email address by Friday 6 July:

Humanities: distinction@humanities.ox.ac.uk
 MPLS: prof.merit@mpls.ox.ac.uk
 Medical Sciences: distinctions@medsci.ox.ac.uk
 Social Sciences: profmeritpay@socsci.ox.ac.uk

If the applicant is being considered for a move into a higher pay band, the division will choose two external independent assessors; applicants will not be asked to nominate assessors. If the applicant is not being considered for a move into a higher pay band, no independent assessments will automatically be required.

The divisional committees may seek supplementary information, as they see necessary, in order to reach fair and consistent recommendations. While college contribution will not be formally taken into account as part of the review process, some divisions will seek assurance from heads of house/senior tutors that applicants holding joint appointments are discharging their college teaching duties effectively.

8 Disclosure of personal circumstances

Applicants should feel free to disclose circumstances that may, over a considerable period, have had a substantial effect on their performance in terms of *quantity* of work. This includes circumstances protected under employment and equality legislation and unusually high loads of teaching and/or administration.

Any such disclosure should be provided as a separate document at the same time as the application, and will be seen by the divisional PMP committee and the SAP but not by external assessors.

9 Data protection

All data supplied by applicants will be used only for the purpose of assessing their application for a new or enhanced award and will be held in accordance with the General Data Protection Regulation.

Applications and references will be made available to the relevant divisional PMP committee including external members (who will see any disclosure of personal circumstances), to the SAP, to any independent assessors (who will not see any disclosure of personal circumstances), as well as to members of the University directly involved in the exercise.

10 Communication of awards

Individuals will be informed of the outcome of their application in Hilary term 2019 with awards backdated to 1 January 2019.

11 How to apply

Completed applications should be submitted electronically through the 'Core' online system, which is open for applications from 10 May 2018.

Detailed instructions on how to do so are provided at Annexe B.

Annexe A: Professorial Merit Pay criteria

For associate professors, please note that these criteria refer to work undertaken within the applicant's University contract of employment, including external academic contributions such as to peer review bodies, government committees etc.

Band A

Leadership and citizenship

Evidence of academic leadership and the willingness and ability to lead, mentor, develop and motivate colleagues, lead and manage a research team competently and engage in capacity building, as appropriate to the discipline.

An ongoing record of contributing fully and effectively to the administration and continuing improvement of the department/faculty as appropriate for the post held. This may include examining, pastoral care and student welfare, outreach and access work, contribution to Athena

Swan, Race Equality and similar initiatives. Evidence of contribution, which is of benefit to the University, to peer review bodies/committees, professional organisations, government committees or Research Councils etc will also be taken into account, as well as activities connected to enterprise, links with industry and business etc as appropriate to the discipline.

Research

An ongoing research record which is characterised by a significant influence on the field of study, and is of a high order of excellence and of international standing, together with an international reputation and a research record which is outstanding in comparison with the majority of academic staff in the United Kingdom. This may include, as appropriate for the discipline, evidence of successful collaborations with other research teams/institutions, contribution to public understanding, significant and sustained success in obtaining research grants, and/or proven and sustained success in research leadership.

Teaching¹

An ongoing record of contributing fully and effectively to teaching for University departments/faculties (not teaching done in colleges) as appropriate for the post held, including an appropriate number of research students successfully supervised.

Band B

Leadership and citizenship

At this level there will be strong evidence of academic leadership and a proven ability to lead, mentor, develop and motivate colleagues, lead and manage a research team well and engage in capacity building, as appropriate to the discipline.

Evidence of a significant contribution to the management/administration and continuing improvement of the department/faculty or the wider University as appropriate to the post held. This may include a significant contribution to examining, pastoral care and student welfare, outreach and access work, contribution to Athena Swan, Race Equality and similar initiatives.

There will also be strong evidence that a leading role has been taken in peer review bodies/committees, editorships of leading academic journals, professional organisations, government committees or Research Councils etc as well as activities

¹ The criteria for this exercise exclude teaching paid for by colleges, including undergraduate tutorial teaching and intercollegiate class teaching. For any eligibility questions, please contact your divisional office.

connected to enterprise, links with industry and business etc as appropriate to the discipline.

Research

A distinguished ongoing academic record and a very significant international reputation. This level rewards those who are recognised as research leaders, for example through their membership of an academy (eg Royal Society, British Academy) and/or their international equivalents, and/or have been awarded highly prestigious prizes and/or prestigious lectures or other such honours, as appropriate to the discipline. They are international authorities in their particular field who have made a significant and lasting positive mark on the University's work in their subject area directly through their own research and/or through their role in leading and developing their discipline at Oxford, including a significant contribution to public understanding.

Teaching¹

As well as an ongoing full and effective contribution to teaching for University departments/faculties (not teaching done for colleges) as appropriate for the post held, there will be evidence of active, ongoing leadership of review/development of the curriculum, course management, designing new courses etc as appropriate in the context of the particular department/faculty.

Band C

Leadership and citizenship

Significant and sustained intellectual and academic leadership and capacity building both across the department/faculty and at subject level nationally and internationally.

Evidence of an active role in the strategic development and management of the department/faculty or evidence of significant and influential contribution to the wider University as appropriate for the post held. This may include an outstanding contribution to examining, pastoral care and student welfare, outreach and access work, contribution to Athena Swan, Race Equality and similar initiatives.

Sustained excellent performance in significant senior academic leadership positions within the department/faculty, division and/or the wider University will be taken into account at this level, as will equivalent external roles, such as the leadership of major government reviews.

Research

Academic distinction of the highest quality, with a corresponding outstanding world-leading and worldwide reputation which is universally acknowledged across the broadest subject areas and recognised through the award of multiple external international markers of esteem, such as membership of academies or other prestigious organisations, international prizes. At this level individuals will have, over a sustained period, made a formative and lasting contribution through their research and through their overall role across their general field of study, with corresponding recognition and influence in their own and related subject areas, including an outstanding contribution to public understanding.

Teaching¹

Active, ongoing leadership in teaching and a significant contribution to the development and delivery of teaching in the subject area as appropriate for the post held, both within the University (not colleges) and on a regular basis to national and/or international audiences.

Annexe B: Instructions on applying for Professorial Merit Pay on the 'Core' system

1. Go to www.admin.ox.ac.uk/personnel/staffinfo/academic/profmerit and click on the link for your Division. This takes you to a page in the online system headed 'Job Details' with the subheading 'Professorial Merit Pay (division)'. Download the application form for completion and save it to your own computer. Click on 'Apply' at the bottom of the page.
2. If you have used the system before eg when applying in the Recognition of Distinction exercise, use your existing Core logon details. Otherwise, register with the online system by clicking on 'Register Now', and enter your email address and a memorable password, your forename and surname. Make a note of these logon details for future reference, then click on 'Register'.
3. Complete the brief personal details form which will appear on your screen once you have registered (you will be asked for your title and address to be used for correspondence). Click on 'Save and Continue'.
4. A screen headed 'Application Checklist' will now appear. You will be asked to complete a brief equal opportunities

monitoring form and answer some additional questions. The data collected from both sections will be used for anonymous statistical reporting once the exercise is completed and is not seen by divisional PMP committees or by the SAP. Equal opportunities information provided will be transferred to your personnel record where currently missing. When you are ready to upload your application, click on 'Attach Documents'. Then click on 'Browse' to find:

- i) your completed application form
- ii) your publications list, and
- iii) your disclosure of personal circumstances (if relevant).

No other documents will be considered.

Please save each file as a PDF prior to upload and include your surname, initials and the type of document in the filename eg Bloggs JJ Application, Bloggs JJ Disclosure.

Click on 'Upload'. No other documents should be uploaded.

5. Now click 'Return to Checklist', and you will see the 'Application Checklist' page again.

From this page:

- you can review your application if you wish by clicking on 'Preview Form';
- you can also save your application on the system without submitting it so that you can return to it later should you wish to modify it before submission (to return to such a pending application, click on the appropriate link from www.admin.ox.ac.uk/personnel/staffinfo/academic/profmerit, log into the online system using your email address and the password you created at registration, click on 'My Applications' from the left-hand menu, and then click on the small square to the right of the red 'X' to return to the 'Application Checklist' screen);
- when you are ready, you can submit your application by clicking on the 'Submit' button.

You must use 'Submit' to submit your application no later than noon on Friday 6 July.

6. You may now log out of the system. You will receive an email acknowledging receipt of your application. NB: This will be a standard system acknowledgement email; please ignore the reference to shortlisting.

¹ The criteria for this exercise exclude teaching paid for by colleges, including undergraduate tutorial teaching and intercollegiate class teaching. For any eligibility questions, please contact your divisional office.

¹ The criteria for this exercise exclude teaching paid for by colleges, including undergraduate tutorial teaching and intercollegiate class teaching. For any eligibility questions, please contact your divisional office.