



The  
University  
Of  
Sheffield.

**To: All professorial equivalent staff**

**Director of Human Resources**

Mr Andrew Dodman, BSc, MBA, FCIPD

Post to: Department of Human Resources  
The University of Sheffield, Firth Court, Western Bank  
Sheffield, S10 2TN

In Person: 10-12 Brunswick Street  
Sheffield, S10

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**Telephone:** +44 (0)114 222 1487

**Fax:** +44 (0)114 222 1624

[profsalaryreview@sheffield.ac.uk](mailto:profsalaryreview@sheffield.ac.uk)

### **Professorial Equivalent Pay Scheme: Salary Review**

The Vice-Chancellor wishes to invite professorial equivalent staff to take part in this year's Salary Review. Submissions are invited from those where a case was identified through the Staff Review and Development Scheme (SRDS) and from those who wish to self-submit.

Your submission should be in the form of a completed summary form. Where applicable, there is also a section on the form to be completed by your Head of Department. Please pass your completed form to your Head by **7 November** in order that he or she can return all submissions to the Department of Human Resources by the last date for submissions of **28 November**.

Salary increases are considered in cases where contribution is excellent and sustained; contribution bonuses may be awarded to recognise specific one-off achievements. May I remind you that your performance is expected to be at least comparable with that of other successful Russell Group senior staff in your field.

Submissions will be considered by the Registrar and Secretary and the Vice-Chancellor. Final approval for changes to professorial equivalent salaries and for the payment of bonuses is at the discretion of the Senior Remuneration Committee.

#### **Making your submission**

Please send the review form (available at [www.sheffield.ac.uk/hr/reward/peq](http://www.sheffield.ac.uk/hr/reward/peq)) to your Head of Department by **7 November** (if applicable). The last date for completed forms to reach [profsalaryreview@sheffield.ac.uk](mailto:profsalaryreview@sheffield.ac.uk) is **28 November 2011**.

Please note that any salary adjustments resulting from the review will be effective from **January 2012**.

**Andrew Dodman**

Director of Human Resources