



The  
University  
Of  
Sheffield.

**To: All non-clinical professors**

**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 Pay Scheme: Salary Review**

The Vice-Chancellor wishes to invite professors 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 your up-to-date CV and a single page summary form. Other than for self-submissions, there is also a section on the form to be completed by your Head of Department/School. Please pass your completed submission to your Head by **7 November** in order that he or she can return all submissions to the Department of Human Resources by **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. Re-banding will be considered where it can be shown that the role may have grown to the level of the next band. May I remind you that your performance is expected to be at least comparable with that of other successful Russell Group professors within your discipline.

Submissions will be considered at Faculty level, after which successful submissions (other than those from professors in the Introductory Zone of Band 1) will be considered at University level. Final approval for changes to professorial 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/prof](http://www.sheffield.ac.uk/hr/prof) – please ensure you use the correct form) and your updated CV to your Head of Department/School by **7 November** to allow sufficient time for him or her to submit it to [profsalaryreview@sheffield.ac.uk](mailto:profsalaryreview@sheffield.ac.uk) by **28 November 2011**. Self-submissions should be sent directly to this address by the same date.

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

**Andrew Dodman**

Director of Human Resources