



Keele University

# Staff Grade Progression Procedure

## Human Resources Department

Lead Director: Director of Human Resources and Student Services
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Procedure to be reviewed every 2 years. Next Review: 2016/2017

# STAFF GRADE PROGRESSION PROCEDURE

## 1 PURPOSE AND SCOPE

- 1.1 The University recognises the contribution of all staff to its effective operation and has adopted pay and grading structures which appropriately reward knowledge, experience and responsibilities. These structures also provide for salary and career progression.
- 1.2 These procedures set out the process for grade progression for all Keele University staff on progressional grades (**see paragraph 3.1**) within the Keele University Grading Structure (KUGS) and are designed to ensure fairness and consistency.
- 1.3 Please read this procedure in conjunction with the University's staff probationary procedures.

## 2 GENERAL PRINCIPLES

- 2.1 Each grade in KUGS is made up of a number of points on the pay spine with a progression range and a contribution element.
- 2.2 With the exceptions detailed in Section 3, progression within the grades will be as follows:-
  - 2.2.1 **Progression range** – the expectation is that staff will progress through the increments on an annual basis.
  - 2.2.2 **Contribution point** – in eight of the nine grades there is one contribution point at the top of the grade. For details of progression to this point and for the application for the award of additional increments, please see the University's Additional Increments and Contribution Point Procedure.
- 2.3 With the exception of internal recruitment and selection, moving from grade to grade will be achieved either via progression, promotion or re-evaluation of the job grade. Please see the relevant procedures for Academic Promotion and Job Grade Review.

## 3 PROGRESSION FROM GRADE TO GRADE

- 3.1 Progressional grades are:-
  - Administrative Staff, Grade 6b to Managerial and Specialist Grade 7
  - Lecturer Grade 7a to 8
  - Teaching Fellow Grade 6b to 7 and Grade 7 to 8
  - Research Grade 6a to 7 and Grade 7 to 8
- 3.2 It is recognised that within the grades identified in 3.1 above there is often a need for initial training and development at the lower grade, to facilitate progression to the next grade. Progression will be based on a genuine business need, established at the point of recruitment, for future higher level contribution commensurate with the higher grade. Subject to satisfactory performance, the business requirement for higher level contribution as established at the point of

recruitment, and completion of a probationary period, staff on progressional grades may progress to the next grade.

- 3.3 However, exceptionally, there may be roles within the grades in paragraph 3.1 above where it is identified at the outset of the recruitment process that there is no such requirement for eventual operation at a higher grade. This will be made clear in all recruitment material. In such cases there will be no progression route to the next grade unless circumstances change and the Line Manager identifies that the role has significantly changed at which point progression will be considered.
- 3.4 Progression between grades will only take place with the authorisation of the Line Manager.
- 3.5 Progression between grades cannot take place until the probationary period has ended and appointment confirmed (see the University's procedures for managing probationary periods).
- 3.6 Whilst on progressional grades, staff should have regular performance reviews with their line manager and any performance issues should be highlighted and managed as they arise.
- 3.7 As detailed in **Section 5**, it is usual for individuals to have reached a specific salary point before being considered for progression, however, in exceptional cases, early progression may be agreed. Line Managers are asked not to agree early progression without first discussing the case with the relevant Human Resources Team.

## **4 PROCEDURE**

- 4.1. When a member of staff reaches the grade point where the individual is eligible to progress to the next grade, the Line Manager should meet with the individual to discuss role, performance and proposed progression.
- 4.2 The Line Manager should then compile a short note of the review with a request for progression to the next grade. Once signed by both the Line Manager and staff member, the note should be sent to their HR Manager.
- 4.3 Progression should be requested where:–
  - Probation has been successfully completed and;
  - Performance is satisfactory (see 4.4 below) and;
  - The Line Manager is satisfied that the role has developed in line with the requirements set out in the relevant role profile. Should it be identified, after the point of recruitment that a role is not developing as envisaged, the line manager should not wait until progression is imminent but should contact their HR Manager/ Advisor immediately. The HR Manager/ Advisor will then be able to advise on how the issue should be managed.
- 4.4 Performance is deemed to be satisfactory for the purposes of this procedure where it can be demonstrated that:–
  - The member of staff is clearly meeting the requirements of the role profile for the individual's current grade and;

- The staff member's performance in all aspects of the current role is satisfactory and;
  - The staff member is considered to have the ability to satisfactorily fulfill the requirements of the role profile for the next, more senior grade.
- 4.5 Where any of the requirements set out in 4.3 above have not been met the member of staff will not be permitted to progress. In such cases, they will either remain on, and continue to progress up, their current scale, or be held back at the top of their current scale as appropriate.
- 4.6 It is particularly important that consideration is given to any special circumstances that may have resulted in a lack of opportunity for individuals to perform to their full potential and met the requirements set out in 4.3 above. For example, due to time away from work because of family responsibilities, ill-health or disability. Advice and guidance on such cases must be sought from Human Resources.
- 4.7 Incapability is when, despite receiving appropriate support and training, a member of staff still cannot achieve a satisfactory level of performance. In such cases the University Staff Performance Capability Procedure will apply.
- 4.8 Misconduct is when the member of staff is capable of achieving a satisfactory level of performance but, for reasons other than lack of appropriate training and support, has not done so. The definition of misconduct is any type of behavior or conduct that falls below the standard required by the University or is in breach of any University policy, procedure, regulation or rule. In such cases the University Staff Disciplinary and Appeals Procedure will apply.

## 5 DETAILS OF GRADE PROGRESSION

It is expected that in addition to any requirements set out in this section, progression will only be recommended where the requirements set out in paragraph 4.3 above have also been met.

### 5.1 Administrative Grade 6b to Managerial and Specialist Grade 7

5.1.1 It is expected that members of staff appointed to Grade 6b (point 29) will progress to Grade 7 (point 30) following successful completion of their probationary period (of six months) and twelve months on point 29.

**5.1.2 Individuals appointed to this grade point 29 must be given a 6 MONTH probationary period.**

5.1.3 Progression to Grade 7 may take place at any time of the year; however, incremental progression **within** Grade 7 will only take place on the 1st of August following six months at point 30.

### 5.2 Research Grades 6a, 7 and 9

#### 5.2.1 Grade 6a

5.2.1.1 Researchers without PhDs should be appointed to Grade 6a point 27.

5.2.1.2 It is then expected that they will have completed their PhDs (or have gained equivalent research experience) by the time they reach point 29. Providing

this is the case and, after twelve months at point 29, they should progress to Grade 7 point 30.

**5.2.1.3 Individuals appointed to this grade point 27 must be given a 6 MONTH probationary period.**

5.2.1.4 Progression **to** Grade 7 may take place at any time of the year; however, incremental progression **within** Grade 7 will only take place on the 1st of October following six months at point 30.

5.2.1.5 Early progression to Grade 7 may be considered on early completion of PhD.

**5.2.2 Grade 7 to 8**

5.2.2.1 Researchers with PhDs (or equivalent research experience) appointed to Grade 7 will receive annual increments within this grade to the top of scale (point 37). Subject to twelve months at point 37 they will then progress to Grade 8 point 38.

5.2.2.2 Progression **to** Grade 8 may take place at any time of the year; however, incremental progression **within** Grade 8 will only take place on the 1st of October following six months at point 38.

**5.3 Teaching Fellows**

**5.3.1 Grade 6b to 7**

5.3.1.1 It is expected that members of staff appointed to Grade 6b (point 29) will progress to Grade 7 (point 30) following successful completion of their probationary period and twelve months on point 29.

**5.3.1.2 Individuals appointed to this grade point 29 must be given a 9 MONTH probationary period.**

5.3.1.3 Progression **to** Grade 7 may take place at any time of the year, however, incremental progression **within** Grade 7 will take place on the 1st of October following six months at point 30.

**5.3.2 Grade 7 to 8**

5.3.2.1 It is expected that staff on Grade 7 will receive annual increments to the top of that scale (point 37). Subject to twelve months at point 37, they will then progress to Grade 8 point 38.

5.3.2.2 Progression **to** Grade 8 may take place at any time of the year, however, incremental progression **within** Grade 8 will only take place on the 1st of October following six months at point 38.

## **5.4 Lecturers**

### **5.4.1 Lecturers Grade 7a to 8**

- 5.4.1.1 Lecturers appointed to Grade 7a will receive annual increments on the scale during probation. Where probation is confirmed, progression to Grade 8 is also confirmed (providing the individual has been on Grade 7a for at least 12 months).
- 5.4.1.2 Progression to Grade 8 may take place at any time of the year, however, incremental progression within Grade 8 will only take place on the 1st of October following six months at point 38.

## **6. APPEAL**

- 6.1 Any member of staff who has reached the grade point where the individual is eligible to progress to the next grade, but progression is not recommended by their Line Manager, may exercise a right to appeal.
- 6.2 Appeals should be submitted in writing to the next more senior manager within 10 working days of the staff member being advised that they will not progress. The letter should clearly set out the grounds on which the appeal is based. Any member of staff who is unclear as to whom to address a letter of appeal should contact the Human Resources department for advice.
- 6.3 The member of staff will be notified of the date of the appeal meeting within 10 working days of the submission of the appeal (the meeting itself may not take place within this timescale although every effort will be made to hold the meeting as soon as possible).

## **7. ADDITIONAL INFORMATION**

- 7.1 As a general principle, these Procedures will be reviewed after two years or where operational and/or legislative requirements change.
- 7.2 These Procedures are not contractual and are not intended to be incorporated into individual terms and conditions of employment. They may be subject to review, amendment or withdrawal.
- 7.3 The University is committed to ensuring that the effect and application of this Policy accords to the commitments set out in its Equality and Diversity Strategy and will monitor this as appropriate.
- 7.4 Further guidance on the application of this procedure is available from Human Resources.