

Salary Progression Policy

1. Introduction

This policy sets out how staff salaries are paid and reviewed.

The specific routes available to staff for salary progression are outlined below. Current salary scales are available on the People Services Intranet.

Please note that job re-grading is subject to the detailed procedures and criteria of the Higher Education Role Analysis (HERA) Scheme. Heads of Units may make ad hoc submissions, and personal submissions are also allowed on an ad hoc basis.

2. Senior Academic and Related Staff

The salaries of Senior Staff, i.e. those in Professorial or equivalent appointments below Head of Unit level, are reviewed annually by the Head of Unit, with the Remuneration Committee overseeing the policy and procedures relating to this activity. The salaries of Heads of Unit and Executive members are reviewed annually by the Remuneration Committee.

3. Academic and Research Staff

Progression through grades is by promotion and is subject to the detailed procedures and criteria of the Academic Staff Promotions Committee.

Promotion to Research Fellow grade AC3 is subject to confirmation of satisfactory performance and adequate funding, by the Head of Unit.

Promotions to Professorial level are referred to the Chairs Subcommittee of the Academic Staff Promotions Committee. The terms of reference for this committee can be found on the Governance Intranet.

4. Academic Related and Support Staff

Progression through the salary grades is by incremental steps. Staff who have been in post for six months will automatically advance to the next highest incremental point on 1 October each year.

Progression to the top of the scale is normal. However, this can be subject to disciplinary procedures or other locally agreed arrangements. When an individual reaches the top of the salary scale appropriate to the grade of the job, no further increment is afforded, except as a result of the award of a discretionary point.

5. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

6. Useful References

Job Evaluation Policy