Criteria for the award of additional increments – academic and research staff

Discretionary Increments

Discretionary Increments (ie the range of salary points beyond the regular salary points) will be awarded at the discretion of the University in cases of special ability or special responsibilities for those at the top of the regular salary scale. Such increments will normally be permanent additions to salary. In some cases, discretionary points may be awarded on a temporary basis where the member of staff concerned will be assuming some additional duty or responsibility for a temporary period of time, which may otherwise have warranted an honorarium1.

It is the normal expectation that only one discretionary point would be awarded on any one occasion, and there is no automatic incremental progression through the discretionary range of the salary scale.

In considering cases for the award of discretionary increments, the Committee will normally take into account the member of staff’s performance of duties and contribution to the University. In the case of Lecturers, the Committee will be looking for either exceptional and distinctive contributions, or for sustained contributions above the norm in the performance of the member of staff’s duties in some of the areas listed below. In the case of Senior Lecturers/Associate Professors2, the Committee will be looking for further and continuing distinction showing enterprise and initiative in the contribution made to the University in some of the following areas:

(i) research; taking into account the number and quality of publications, making due allowance for subject differences; the amount of research grant or contract income, making due allowance for subject differences; other research activities of a distinctive and/or outstanding nature; and/or sustained involvement in an unusually high level of research activity (quantitatively or qualitatively).

(ii) teaching; taking into account the successful development and introduction of new courses or other initiatives; outstanding teaching contributions where the case is backed by significant evidence, eg structured student surveys, peer reviews, quality of examination results, and/or extra or unusual contributions made by a member of staff to teaching.

1 If you believe that an honorarium would be more appropriate (such as in cases where an “acting up” arrangement has taken place), please contact the HR Advisory Team for advice before making an application through the merit award process.

2 The revised title of Associate Professor was adopted by the University on 1 August, 2016. However, members of staff who already held the title of either Senior Lecturer or Reader on 31 July, 2016, were given the option of retaining their title or transferring to the new assignment. Consequently, this document references all three titles.
(iii) administration; taking into account outstanding significant and/or innovative contributions to policy, organisation, administrative and professional activities, depending upon the nature of the member of staff's post; outstanding internal and external contributions which the University may wish to recognise; and/or sustained administrative and organisational involvement at an unusually high level (quantitatively or qualitatively).

(iv) “Third Stream” and outreach activity; taking into account contributions to entrepreneurial or other business development activity that has resulted in a significant increase in University income during the period; and/or contributions to activities directed at increasing participation in higher education in general or specific subjects in particular.

In the case of Readers/Associate Professors\(^3\), the Committee will seek evidence of further exceptional contributions to scholarship and the advancement of knowledge.

**Accelerated Increments**

After considering a case, the University may use its discretion to accelerate a member of staff through the regular salary scale on the grounds of outstanding performance. However, evidence must be presented to support claims of outstanding merit in the case submitted. Evidence will be assessed, taking into account the factors set out above in relation to the award of discretionary points.

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\(^3\) The revised title of *Associate Professor* was adopted by the University on 1 August, 2016. However, members of staff who already held the title of either *Senior Lecturer* or *Reader* on 31 July, 2016, were given the option of retaining their title or transferring to the new assignation. Consequently, this document references all three titles.