

Background

The Professorial Pay Review (PPR) for Academic Staff in Grade 12 is run biennially. It offers eligible staff the opportunity to apply for progression either within their current Grade 12 band or to higher bands within Grade 12.

The current four-band salary structure of the professorial grade (Grade 12) was approved through the Second Joint Report of the Council and the General Board on a New Pay and Grading Structure for Non-Clinical Staff (Reporter, 2004-05, p. 745). It was subsequently amended by the Joint Report of the Council and the General Board on amendments to the pay and grading scheme for non-clinical staff (Reporter, 2012-13, p. 423).

Within each band, the steps on the single pay spine allow for contribution-based progression (see Annex 1). Progression within and between bands is not automatic¹ and requires evidence of a sustained contribution to teaching, research and general contribution to the University. Outstanding performance and recognition may justify movement to a higher band.

The 2022 application process

Deadline for submissions	Friday, 16 December 2022
Submission format	Applications should comprise a single consolidated document (the application form), containing brief biographical information and statements setting out contributions in teaching, research and general contribution, together with details of publications and grants awarded since the last application, and any awards or other distinctions.
Where to find a template form	A personalised application form will sent to eligible Grade 12 Professors on Monday 31 October 2022.
Submission method	Applicants are asked to upload their completed report forms online at https://ppr-submission.admin.cam.ac.uk

¹ Progression on application for those within the first three points of band 1 is expected so long as applicants can demonstrate they have maintained the expected level of performance as at the time of promotion to the level of a Grade 12 Professor

Advice for applicants

The application form contains five sections. The first four sections (A to D) replicate the Professorial Report that Professors are required to submit to the General Board every two years (independently of whether they are applying for progression or not). Professors wishing to apply for progression under PPR must also complete section E. The table below provides a brief description of each section to assist with the completion of applications.

Section A - Teaching	Requires the Professor to demonstrate their contribution to teaching by providing a statement of teaching undertaken during the period of review, distinguishing between lectures, seminars and supervisions, or any other form of instruction.
Section B - Research	Requires the Professor to provide a non-technical statement on the progress of their research, in the context of their research plan and aims. This section also invites applicants to list their publications in the review period. These should be published and in the public domain, work in progress or un-published works will be excluded. The applicant should give details of current grants and national and international recognition received during the review period.
Section C – Other service to the University	This section allows the Professor to provide a statement of their general contribution to the University. They should indicate whether they hold any additional University offices, such as Head of Department, their committee work and any wider contributions to University activity.
Section D – Service to the academic community outside of the University	This section allows Professors to outline their contribution to the broader academic community (e.g. government or public service, external examining, external PhD work, REF panel work, external professorial appointments committees, subject review panels in other universities, international conference organisation, or similar activities).
Section E – Professorial Pay Review: Personal Statement	Applicants should provide a personal statement demonstrating their case for a progression. They should draw on the contribution in research, teaching and general contribution outlined in sections A to D of their annual report.

Applicants are discouraged from appending lengthy publication lists to their applications.

Period covered by applications

Following the recently concluded review of the PPR scheme, changes have been made to the period covered by the application. The periods to be covered in the application are:

Within Band	From the date moved to the current increment
Higher Band	From the date of promotion/ appointment to the current professorial band

If you are unsure on the relevant date, please speak to either your Head of Department/ Chair of Faculty or the PPR team (ppr@admin.cam.ac.uk)

References

Following the recently concluded review of the PPR scheme, changes have been made to the reference requirements for applications as part of the scheme. The reference requirements for this exercise are:

Within Band	The requirement for references has been removed
Higher Band	The requirement for two references remains

Applicants requesting a move **to a higher band** must provide the contact details for two referees (including email address), who will be contacted to support their applications. Professors should ensure prior to nominating a referee that they are available to provide a reference in support of the application.

Referees should not themselves be eligible for consideration under the scheme. They should normally be external and be of appropriately high academic standing and recognised authorities in their field. They should not have an academic association with the applicant e.g. as a research collaborator or former student.

Applicants should note as part of the application process, Heads of Institution will be asked to provide a supporting statement for each applicant within their subject area. Unsupported applications will still be accepted for consideration at committee stage.

Assessment of Applications

Determination of awards

The determination of awards (i.e. who is to receive an award and at what level) is made by the Vice-Chancellor, with assistance from the Vice-Chancellor's Advisory Committee (VCAC) on Professorial Pay.

- A School-level Committee will assess applications from Professors in Grade 12 Bands 1 and 2, for onward submission to the VCAC for approval.
- The Vice-Chancellor's Committee will determine awards in Bands 3 and 4.
- Heads of School, advised by Heads of Institution, can make a case to be considered by the VCAC for individuals who have not applied themselves. Such cases must be supported by the same paperwork as the application-based cases.
- Applications will still be considered by the VCAC even in circumstances where they are not supported by the School.

Band Criteria

The Joint Report on amendments to the pay and grading scheme for non-clinical staff, referred to above, set out descriptors/criteria for each of the bands as follows:

Band 1 (single spine points 68-76)	A Band 1 Professor will normally have a significant national and international reputation in research, and contribute fully to the teaching and administrative work of the University. Progression within this level may also be used to reward exceptional and sustained contributions to the academic work of the University in teaching, general contribution, and research by those whose individual scholarship is also above the normal expectation for a Cambridge Professor.
Band 2 (single spine points 75-82)	A Band 2 award is intended for Professors who, in addition to a distinguished academic record when measured against the overall Cambridge context, are also recognised as research leaders through their membership of an academy/society recognised within the discipline at an equivalent level of distinction. They will be leading international authorities in their particular field. They will have made a very significant and lasting positive mark on the University's work in their subject area directly through their own research or through their role in leading and developing their discipline at Cambridge. They will also contribute fully to the teaching and general contribution of the University.
Band 3 (single spine points 81-88)	A Band 3 award is intended for Professors of very high academic distinction within the context of the discipline. They will be internationally acknowledged as outstanding, and act as national leaders in their subject areas; they will be regarded as having achieved notable international eminence across the general field. They will also contribute fully to the teaching and general contribution of the University.
Band 4 (single spine points 87-100)	A Band 4 award is intended for Professors of the very highest international academic distinction. Through their membership of international bodies or the holding of international awards, they will be universally acknowledged as world leaders in their subject areas. They will have made a formative and lasting contribution through their research and their overall role across their general field. They will also contribute fully to the teaching and general contribution of the University.

Progression between bands

The table below sets out illustrative indicators of esteem for the levels of attainment and recognition appropriate to each band. It is not intended that these indicators should be applied prescriptively. Rather, they are intended to be illustrative of the general standard and level of activity expected for a Professor to be allocated to a particular band. It is recognised, for example, that the national academies differ in the disciplines from which they admit Fellows, and that certain subjects do not have access to any academy and this must be allowed for. It is also the case that Professors recruited from overseas may not be eligible for many UK-based measures of esteem. In these circumstances, equivalent criteria appropriate to their background should be accepted.

Indicators of Esteem

Band	Indicators of esteem
1	Awards/medals for service to subject, government committees; lesser awards for government service (OBE, CBE etc.); journal editing; minor grant income on the context of the subject/School; number of external PhD examiner appointments; service on standard setting bodies (e.g. RAE/REF, external assessor for Chairs/Department reviews at other HEIs, industry, QAA); exploited patents.
2	Membership of relevant UK academies or an equivalent overseas distinction (e.g. at the level of Fellow/ Honorary Fellow of a distinguished Society/ Institute) alongside the required level of teaching and research; organizing/plenary lectures at major international conferences; major public lectures (e.g. Clarendon, Carlyle); governor/council level service for research councils/major charities (e.g. Wellcome, Nuffield, Leverhulme); significant grant income in the context of the discipline/ School; major industrial roles; major collaborative project leadership.
3	Major academic prize (e.g. Crafoord, Fields Medal, Dirac, Volvo); Knight, Dame with subject citation; Honorary degree(s) from recognised research-intensive universities; major public service (e.g. Royal Commission chairs); significant work for major international organizations e.g. World Bank, WHO; prestigious visiting professorships; president of major societies/academies etc.; significant recognition of work (e.g. articles/papers/artistic/other forms of output which become classics in the field); exceptional citation rates in the context of the subject.
4	Nobel laureate or equivalent; sustained record (e.g. for a decade or more) of recognition under criteria specified for contribution bands 2 and 3.

Progression within bands

Progression for those within the first three points of band 1 is expected (upon application) to be awarded if the individual demonstrates that they meeting the expected level of performance as at the time of promotion to the level of a Grade 12 Professor. For those above the first three points of band 1, progression is not automatic, but requires evidence of sustained and continuing contribution to the University's mission in:

(i) Research/scholarship	Evidenced by a continuing record of publication and maintenance of international leadership/reputation in research.
(ii) Teaching	Continuing effective contribution to undergraduate and/or postgraduate teaching.
(iii) General contribution	Evidence of internal academic leadership expressed by continuing participation in the running of the University, e.g. membership of major committees, leadership roles.

Each of the elements (i)-(iii) is given equal weight. Progression through a particular contribution band should be seen as evidence-based progression towards stepping from one contribution band to another. The principal evidence for continued progression under each element will be drawn from the application form.

Outcomes

Each applicant will be informed in writing of the outcome of the exercise. The names of the successful applicants will be confidential. Statistical data will be published in the University Reporter after completion of the exercise, giving the distribution of awards made in each band. Successful awards will be made with effect from 1 October 2022, so paid retrospectively with arrears.

It should be noted for Professors in possession of Market Pay or an Advanced Contribution Supplement, the increase in base salary based on the PPR award will erode the value of this payment.

Equal Opportunities

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

The University is therefore committed to a policy and practice which require that, for students, admission to the University and progression within undergraduate and graduate studies, will be determined only by personal merit and by performance. For staff, entry into employment with the University and progression within employment will be determined only by personal merit and by the application of criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

Subject to statutory provisions, no applicant for admission as a student, or for a staff appointment, or student, or member of staff, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, ethnicity, disability, sexual orientation, religion or belief, or age. For students, ability to meet the requirements of the selection criteria for competitive admission and for staff, ability to perform the job, will be the primary consideration.

If any person admitted as a student or appointed as an employee considers that they are suffering from unequal treatment on any of the above grounds in their admission, appointment, or progression through the University, they may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

Annex 1: University of Cambridge Grade 12 Salary Spine as at 1 August 2022

Grade 12				Point on scale	Single Salary Spine
Band 1	Band 2	Band 3	Band 4		Value
			+	100	£195,415
			+	99	£189,729
			+	98	£184,206
			+	97	£178,846
			+	96	£173,640
			+	95	£168,590
			+	94	£163,685
			+	93	£158,922
			*	92	£154,299
			*	91	£149,810
			*	90	£145,452
			*	89	£141,221
		+	*	88	£137,114
		+	*	87	£133,125
		*		86	£129,250
		*		85	£125,494
		*		84	£121,843
		*		83	£118,300
	+	*		82	£114,858
	+	*		81	£111,518
	*			80	£108,275
	*			79	£105,127
	*			78	£102,068
	*			77	£99,104
+	*			76	£96,222
+	*			75	£93,423
*				74	£90,706
*				73	£88,070
*				72	£85,512
*				71	£83,023
*				70	£80,610
*				69	£78,267
*				68	£75,992