

## MATCHING PROCESS GUIDANCE NOTE

### Introduction

A zoning system for professorial staff is being introduced during 2016 with the aim of delivering:

- A fair and transparent system that engages staff, recognises their relative contributions and provides a clear pathway for career development and succession planning
- A framework that identifies and differentiates professorial performance levels and expectations
- A focus on professorial activities, behaviours and contributions that are reflective of University strategy

This guidance note lays out the transition process for all existing Professors to be matched into the new Professorial Zoning framework.

The process and timetable to be followed is outlined below. Further detailed [guidance on template completion](#) for Professors is available on the [Professorial Zoning Website](#).

### Stage 1 – Completion of online submission templates by Professors

All Professors will be asked to complete an online self-assessment template detailing their contribution in relation to the [Professorial zoning descriptors](#) for the period from 1 January 2010 to date. For ease of completion the template contains relevant data drawn from the Pure system.

Further guidance on the completion of the template can be found in the [guidance on template completion](#).

**Templates should be completed and submitted to Heads of Department/School /Executive Dean by 18 March 2016.**

### Stage 2 – Heads of Department/School review

The Head of Department/School will review submissions for completeness, consistency and quality. They will then confirm that the contributions outlined within the templates are an accurate reflection of contribution over the review period. Submission made by Heads of Department/School will be reviewed by the Executive Dean.

The Head of Department/School will also have the opportunity to provide general comments, in particular highlighting any exceptional circumstances that may have impacted on the balance of activity that should be taken into account by the panel when considering the case, e.g. formal leadership roles, fellowships, sabbaticals, part-time working, long term sickness absence and career breaks such as parental leave.

Where the Head of Department/School considers that revisions are required, the form will be returned to you for further attention. Feedback on the required revisions should be provided by the Head of Department/School.

Heads of Department/School may wish to consult with the Executive Deans and/or Human Resources where appropriate as part of this stage.

Faculties will hold their own internal meeting to assess submissions, with a view to highlighting to the Faculty Panel, those Professorial submissions that need to be further discussed and reviewed.

Templates should be submitted by Heads of Department/School for the Faculty review stage by the 15 April 2016.

### Stage 3 – Faculty Panel Preparation (16 April 2016 – May 2016)

Prior to the Faculty panels a review of submissions will be undertaken within each Faculty to ensure consistency of the quality of submissions across Departments/Schools and to ensure that there is sufficient evidence for zone matching to take place. Provisional scores will be determined by the Faculty for consideration at the Faculty Panels. The process will be led by the Executive Dean with the involvement of appropriate senior members of Faculty management including the Heads of Department / School.

### Stage 4 – Faculty Zoning Transition Panels (June 2016)

The Faculty Zoning Panels will have the following membership:

Faculty Zoning Transition Panel
<ul style="list-style-type: none"><li>• Executive Dean (Chair)</li><li>• Vice Principal</li><li>• Dean or Vice-Dean from another Faculty</li><li>• A Senior Academic(s) (professor) from the Faculty (normally a member of the Faculty Management Team)</li><li>• HR representation</li><li>• Relevant Head(s) of Department/School (as required)</li></ul>

- Faculty Zoning Transition Panels will assess each submission, scoring the submission against the 4 primary indicators criteria and the 2 selected Key Contribution areas selected by each professor. More generally, they will also consider the contribution made across all 10 criteria within the 4 themes.
- In addition to the submissions for individual professors, relevant data sets will be provided to panel members in advance of the meeting for each Department providing context of Department / subject / discipline norms.
- At the panel meeting, the scores will be reviewed and discussion focussed around area where consensus on how evidence matches to criteria may be less clear. Following these discussions the Faculty Panel will make zone placement recommendations to the University Panel.
- The Faculty Panel will operate using consensus decision making (cases will be specifically referred to the University Panel if a decision cannot be reached).

Following the panel meeting, the scores for all participants will be collated and initial analysis undertaken to highlight potential anomalies. These will be discussed with the panel chair and if required, revisited by the panel prior to submission to the University Panel.

### Stage 5 – University Zoning Transition Panel (August/September 2016)

The University Panel will have the following membership.

University Zoning Transition Panel
<ul style="list-style-type: none"><li>• The Principal (Chair)</li><li>• Vice Principal</li><li>• Executive Deans</li><li>• Professional Services Director</li><li>• Deputy Director of Human Resources</li></ul>

- The University Panel has a moderation role looking at overall distribution across the zones.
- The University Panel will:
  - Receive comments from Executive Deans on distribution characteristics within their Faculty.
  - Take an overview, endorsing all Zone 1 and Zone 2 recommendations (with the option to consider any individual case, but generally reviewing summary reports only).

- Specifically consider cases that will impact on salary, i.e. salary increase (green circled), salary protection (red circled).
- Specifically consider all potential Zone 3 and Zone 4 cases.
- Specifically consider any cases where it has not been possible for the Faculty Panel to make a recommendation, or where the Faculty Panel has flagged the case as borderline and would benefit from additional scrutiny.

## Appeal

In cases where the approved zone placement results in the individual being matched to a zone with a salary level below their current placement, the individual may in certain circumstances request that the zone placement decision is further reviewed. Further review will be undertaken only where there is prima facie evidence to suggest that there has been a procedural flaw of a material nature.

## Further information

Further information can be found on the [Professorial Zoning Website](#).

Your Head of Department/School, Executive Dean and/or your HR manager will be happy to discuss any questions you have regarding the process if required. Alternatively you can email [profzoning-project@strath.ac.uk](mailto:profzoning-project@strath.ac.uk).