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| Grade 10 Professorial & Senior Staff Review  – Points 1 to 5 No Progression Form | | | |
| **Guidance** | | | |
| Please refer to the policy on Grade 10 Professorial Staff Salaries in the relevant Guide at:  <https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Grade-10-Salary-Review(1).aspx?web=1> and any additional guidance provided by the Principal.  This form may be expanded to up to a maximum of 2 pages.  Explanation to be provided to the individual and appropriate steps to be taken to address the issue providing appropriate support and guidance.  Once completed, please email to your Head of College/Professional Services Group HR Team. The College/Professional Services Group HR team should email a copy of this form along with ranked lists of nominations (as outlined by HR), **no later than Wednesday 27th May 2020.**  You no longer need to physically sign HR forms as long as you submit them via email from your University of Edinburgh email account. Please refer to the [HR A-Z Forms Page](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) for more information.  If you require this document in an alternative format please contact HR via email [humanresources@ed.ac.uk](mailto:humanresources@ed.ac.uk) or by telephone on 0131 650 8127. <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro> | | | |
| **Section 1: Employee’s Details** | | | |
| Employee Name: |  | | |
| Employee Number: |  | | |
| Job Title: |  | | |
| College/Professional Services Group: |  | | |
| School/Department: |  | | |
| Grade: |  | | |
| Full Time/Part Time: |  | FTE if Part Time: (e.g.0.6) |  |
| Salary: |  | UoE Salary Point: |  |

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| **Section 2: Recommendation by Head of College/Professional Services:** | |
| Details to be provided below of reasons to withhold ‘normal’ progression. | |
| **Comments:** | |
| **Section 3: Signed by Head of College/Professional Services:** | |
| Signature: | Date (dd/mm/yyyy): |