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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](https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Grade-10-Salary-Review%281%29.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 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):       |