# Accelerated Pay Progression Proposal Form

Employee Details

**Employee name:**

**Job title:**

**School/Directorate:**

**Grade:**

**Employee number**:

**Department/Function**:

**Spinal point**:

**Job family (Please delete those not relevant to this case)**

**1. Academic & Research**

**2. Professional & Managerial**

**3. Academic & Administrative Support Staff**

**4. Ancillary & Operational Support staff**

**Start date in current post**:

**University start date**:

Guidance Notes

1. Evidence must be given to show that the exceptional contribution has been sustained over time and that there is good reason to believe it will continue to be so. Nominations must show how this stands apart from normal expectations and how it has impacted directly or indirectly on the achievement of objectives at University, School, Directorate, Function, or Departmental level.
2. An appropriate line manager must support the content of the Proposal Form as being factually accurate when submitting a nomination.

Basis for the proposal

Please provide evidence of exceptional performance over and above normal day-to-day duties and expectations. Please indicate clearly how the individual’s contribution and achievements relate to the University’s Values and Professional Behaviours/Leadership Principles (3Rs). Evidence should also show the positive impact on the Department, School, Function, Directorate or wider University.

**Word Limit – Maximum 500 words**

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**Proposed by Line Manager:**

**Dated**:

Head of School/Directorate decision

Accelerated Pay Progression case supported?

YES

NO

**Rationale**

Provide rationale for decision:

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| --- |
|  |

**Signed:**

**Dated**: