

Regrading Frequently Asked Questions

Who submits the regrading application?

The application can be submitted by the applicant or Head of School / Director of Research Institute / Head of Service, but there must be a clear understanding of who is sending this to avoid confusion and missing submissions. Once received and checked the HR PPR team will send an email receipt.

Where is the completed application submitted to?

The HR PPR team hr-ppr@glasgow.ac.uk.

What are the application timelines?

The regrading panel will meet a minimum of four times a year and the applicant will receive an email confirming the date of the panel meeting. Written confirmation of the outcome should be received within 5-7 working days of the panel meeting.

What documentation do I need to submit?

The application is one document consisting of four sections;

- Revised job description and organisation chart
- Applicant's statement of changes
- Head of School / Director of Research Institute / Head of Service statement
- Consent and approvals

Does the application need to be supported by HoS/Director of Research Institute?

If the Head of does not support the application, the application can still be submitted but reasons should be provided in a separate statement. Applications should not be unduly delayed regardless of whether the case is supported. Applicants should be kept abreast of developments should this occur.

Where can I find role profile guidance?

[Job Family Profiles](#)

Where can I find guidance on writing job descriptions?

[Job description writing guidance](#)

Who should I contact for guidance when writing my job description?

Your local Human Resources Advisor can be contacted in relation to providing assistance when completing your revised job description.

Who should I contact for guidance with my appeal?

The HR PPR team will provide guidance on the appeal and administration process and your local Human Resources Advisor as well as your line manager/ Head of School / Director of Research Institute / Head of Service should be able to provide further guidance for completing your appeal.

Can I submit additional documents with my appeal?

You are only permitted to submit the two-page appeal document unless the original Regrading panel request additional information.

If I have been unsuccessful at Appeal, how long do I need to wait before reapplying?

12 months from the date the original application was considered by the panel.

What salary increase will I receive if successful?

If successful, you will move on to the first increment point of the new grade.

Do I need to have been here for a certain period of time before I can apply?

Yes, you are required to have been employed for at least 12 months in your current role.

I am on/ due to go on/ or have returned from maternity leave, can I still apply?

Yes, you can still apply as long as you have been in post for at least 12 months and can complete all necessary sections of the application.

I have submitted my application but wish to amend it, how can I do this?

Once the application has been submitted no further changes can be accepted.

I wish to withdraw my application; how can I do this?

You should discuss with your Line Manager in the first instance and confirm by email to the HR PPR team hr-ppr@glasgow.ac.uk.

When will I be notified of my outcome?

We aim to have written confirmation of the outcome within 5-7 working days of the panel meeting.

What happens to my application after the process is complete?

It is the University's policy, in accordance with the provisions of the Data Protection Act 1998, to retain each application, and associated correspondence, in an individual's personal file.