1. **Where do I get my zone profile?**

   Contact the Performance, Pay & Reward Team at hr-ppr@glasgow.ac.uk

2. **My profile has u/c under one of the criteria, what does this mean?**

   U/c means unclassified, which means there isn’t sufficient evidence for the panel to place this criteria within a zone.

3. **Is the application form automatically populated with publications, research funding, PDR outcome, etc?**

   No, unfortunately it has not been possible to do this for this year’s launch but it is something we hope to introduce in future years.

4. **Do I submit the application or the Head of School/Director of Research Institute?**

   Completed applications should be returned, together with the following documentation, by the deadline date hr-ppr@glasgow.ac.uk:

   - Appendix 1 – Grant Calculation Spreadsheet (for those applying on R&T or Academic Clinician tracks)
   - Appendix 2 – PGR Supervision Spreadsheet (for those applying on R&T or Academic Clinician tracks)
   - Appendix 3 – Impact Case Study (for those applying on R&T or Academic Clinician tracks, if applicable)
   - Curriculum Vitae
   - Enlighten Publication Report

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

5. **Where is the completed application submitted to?**

   Completed forms are submitted to hr-ppr@glasgow.ac.uk

6. **Where are the Zone Descriptors?**

   [http://www.gla.ac.uk/services/humanresources/all/pay/professorialandgrade10staff/zonedesciptors/](http://www.gla.ac.uk/services/humanresources/all/pay/professorialandgrade10staff/zonedesciptors/)

7. **How is the overall zone calculated?**

   The zone is calculated by using a preponderance of the criteria.

8. **What documentation do I need to submit?**

   - Zone Movement Application Form
   - Ensure that this is completed fully with all information in relation to meeting the zone descriptors clearly evidenced.

   *Once the application has been submitted no further changes can be accepted unless it is related to publications or grant information which was approved after the submission.*
• **Appendix 1 - Grant Calculation Spreadsheet** (for those applying on R&T or Academic Clinician tracks)
• **Appendix 2 - PGR Calculation Spreadsheet** (for those applying on R&T or Academic Clinician tracks)
  **Appendix 3 – Impact Case Study** (for those applying on R&T or Academic Clinician tracks, if applicable)
  - Curriculum Vitae - Template
    - This should be an up to date CV in the prescribed format.
  - Publication List
    - Enlighten Publication Report (create from the author browse view page in Enlighten and export as HTML Citation (option at the top of the page) and then cut and paste into a word document)
  - Head of School/Director of Research Institute Statement
    - The Head of School/Director of Research Institute will comment on zone criteria that should be changed from the current zone profile, detailing why the zone should be changed.

*Failure to submit all of the relevant documentation will mean that your application will not be accepted and could result in you missing the deadline for submission.*

9. **Why do I need to complete these spreadsheets if the data is in my form?**

The spreadsheets provide a more accurate calculation based on a variety of factors, enabling the panel to come to a conclusion on the zone for these criteria easier.

10. **My spreadsheets aren’t working, what do I do?**

Check that you have filled in the relevant cells appropriately and that formula hasn't been deleted from the blue cells. If there are still issues, please contact hr-ppr@glasgow.ac.uk.

11. **I’m noticing error check comments on my spreadsheet; how do I fix this?**

Follow the instructions at the bottom of the spreadsheet to rectify/explain errors.

12. **Does the application need to be supported by HoS/HoC?**

The decision to apply is that of the applicant, whether supported or not by HoS/HoC, however, the Head of School is required to provide a statement of support/progress. Applicants should be mindful that an unsuccessful outcome will normally prevent a further application being made the following year without the support of their Vice Principal & Head of College.

13. **If someone got a PDR rating of Inconsistent or Improved Performance Required, can they still apply?**

Yes, you can still apply regardless of your P&DR outcome; however, you are advised to meet with your Head of School/ Director of Research Institute in the first instance before applying for promotion.

14. **When are successful applicants promoted – are all levels processed on the same date?**

The effective date for all successful zone movement applications is the 1st August.
15. Can I apply if I was unsuccessful last year?

You are not usually advised to apply for Zone Movement if you have been unsuccessful the previous year unless you are strongly supported by your Vice Principal and Head of College.

16. What is the timeline for the application process?

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process opens</td>
<td>14 October 2019</td>
</tr>
<tr>
<td>Submission of Zone Movement Application to the PPR Team</td>
<td>By 28 February 2020</td>
</tr>
<tr>
<td>Zone Movement Panel</td>
<td>By 29 May 2020</td>
</tr>
<tr>
<td>Board of Review Meeting</td>
<td>By 19 June 2020</td>
</tr>
<tr>
<td>Formal Notification of Zone Movement Decisions</td>
<td>By 10 July 2020</td>
</tr>
<tr>
<td>Implementation Date</td>
<td>1 August 2020</td>
</tr>
</tbody>
</table>

17. Who is on the College Zone Movement Panel and what is their role?

The College Zone Movement panel membership comprises:

- Senior Vice Principal (Convener)
- Director of Human Resources
- Head of Performance, Pay & Reward
- All thematic Vice Principals
- Vice Principal & Head of College
- Head of School/Director of Research Institute
- 2 Senior Academics (normally Deans) – advised by the College
- College Head of Human Resources
- Performance, Pay & Reward team member (notes)

The College Zone Movement panel will consider and assess all applications for their College and will decide on balance the extent to which the criteria has been satisfied and these recommendations are put forward to the Board of Review for final approval.

18. Who is on the 2\textsuperscript{nd} Board of Review and what is their role?

The Board of Review membership comprises:

- Principal and / or Senior Vice Principal
- Chief Operating Officer
- All Vice Principals
- Director of Human Resources
- Director of Performance, Pay & Reward (Clerk to the Committee)
- External Reviewer
- Senior Senate Assessor

The Board of Review assess, review and moderate the recommendations from the College Zone Movement panel to ensure fairness and consistency.

19. What salary increase will I receive?

Where an application for movement between zones is successful, the salary placement level of the applicant will be amended to the bottom of the zone into which movement is sought (normally the next zone) unless the current salary level of any particular professor is within the overlap between zone boundaries. In this event, salary placement will be adjusted accordingly, normally beyond the current salary placement.
20. I work part-time, will this be taken into account when reviewing my application?

Applicants can apply for Zone Movement at any stage of their career insofar as a preponderance of criteria for any role is met.

All applicants are required to meet consistent quality standards at each zone, the quality of output will be judged relative to an individual’s career profile. The evaluation of performance relative to any personal circumstances that may have been identified at the point of application insofar as the quality and quantity of work being appropriate will be of consideration to the circumstances presented. To this end, applications will be assessed solely against the zone descriptors irrespective of employment or contractual status whilst taking account of any special circumstances. The Zone Movement Panel will take into account individuals who are currently, or have been, part-time, or have had a significant absence, whether due to parental leave, illness or other cause provided that they outline clearly in their application the impact of those particular factors on output.

21. Is there a limit on the number of words or pages when completing the application form?

No, however no other documentation other than those specified can be put forward for assessment, additional appendices will not be accepted.

22. 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 unless it is related to publications or grant information which was approved after the submission.

23. I wish to withdraw my application, how can I do this?

This must be done via email to hr-ppr@glasgow.ac.uk
It is also recommended that you discuss your wish to withdraw your application with your Head of School/Director of Research Institute prior to doing so.

24. I’m having issues loading my publications onto Enlighten who should I contact?

William Nixon in the Library deposit@lib.gla.ac.uk

25. Will early online publications be accepted?

The panel will accept those publications already published online with a DOI or in print at the time of the application.

26. When will I be notified of my outcome?

| Formal Notification of Zone Movement Decisions | By 10 July 2020 |
| Implementation Date                           | 1 August 2020   |

27. I’m unhappy with my outcome who should I speak to?

You should discuss with your Head of School/Director of Research Institute who attended the College Zone Movement panel.

28. Can I appeal the outcome?

The decision made by the College Zone Movement Panel and Board of Review is final, there is no right of appeal.
29. I’ve missed the deadline but I want to apply for Zone Movement, what should I do?

The Zone Movement round occurs once a year and the rules are very rigid around the deadlines, you should discuss this with your Head of School/Director of Institute and consider applying for the next round.

The fast-track zone movement procedure will only be applied in exceptional circumstances of retention as deemed appropriate by the relevant Vice Principal & Head of College, in consultation with the Head of School/Director of Research Institute as appropriate. This will not be used in place of missing the zone movement round deadline.

30. 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.