

MyContribution

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Senior Manager End of Year Process 23/24 - Frequently Asked Questions (FAQ's)

We have developed these FAQ's to help ensure everyone understands the approach. If you have any further questions that are not covered here you should speak to your line manager in the first instance or you can contact staffdevelopment@napier.ac.uk and we will get back to you and update the FAQ's if appropriate.

Q. If someone is absent for a large period of the review year (e.g. long-term sick, maternity/paternity leave etc) how will they be awarded a fair rating?

A. The [My Contribution Guidelines](#) provide clarity on the process, with guidance on changing roles during the annual cycle, having more than one manager and eligibility to complete the process.

A. Managers will review situations on a case by case basis to ensure all colleagues receive the appropriate rating, this will also be considered during the calibration to ensure consistency across the University.

Q. I have only recently joined the University, why will I be allocated a rating when there has been insufficient time for me to demonstrate my impact?

A. We have a 'Developing' rating for colleagues who have not had the chance to demonstrate their impact yet. We believe it is essential that all colleagues understand the process and feel supported to have career conversations during their time at Edinburgh Napier. Having this conversation early in your time will enable this and also ensure you are set up for success for your first full year in role.

Q. Why has the self-rating box been removed from the system?

The was removed in response to feedback, however, this does not remove the ability for you to share what you believe your rating to be, and should be discussed through the performance review

Q. Why is there a new rating of Not Completed?

To enable the pay award process a "Not Completed" rating has been introduced and will be added for colleagues who do not participate or complete the process by the required deadlines. This excludes colleagues on long term absence, such as sickness, maternity, paternity, parental leave etc. We expect this to be primarily used by the People Team

Q. Why is my rating subject to calibration when my line manager knows my day-to-day outputs?

A. Calibration is an important exercise to ensure that different managers are applying similar standards in measuring and evaluating performance across the University.

Q. Why am I being asked to acknowledge my calibrated rating?

We added in this additional step in response to feedback, as colleagues felt they did not get the opportunity to provide comments on their final rating.

Q. What is the process if I disagree with my calibrated rating?

A. If there is a disagreement over any element of the process, where possible, it should be resolved informally in the first instance through discussions with those involved. If this is not possible, the objectives or ratings can be appealed by escalating this to the reviewer's line manager. More information is available in the [My Contribution Guidelines](#).

Q. What data is used to develop the Senior Manager Pay ranges?

We review our senior manager pay ranges by level of role annually, comparing our roles against salaries from all other UK Universities, to determine appropriate and competitive salaries. Pay ranges are, therefore, subject to change and will be published each year.

Q. How is my salary reviewed as part of the senior pay process?

Firstly, ULT will consider the application of the UCEA nationally agreed increase for colleagues who have developing ratings or above. If agreed, salaries will be updated to reflect this increase and then a further review is carried out to determine where salary levels are within the updated pay ranges.

Colleagues who are achieving expectations or above, may receive an additional increase to reflect performance in role and alignment with the median pay range for the role.

All pay increases are underpinned by performance, market data, and equality considerations.