Re-grading
Policy

Policy Owner: Human Resources

Last Review Date: September 2024

Version: 1.0

1. Introduction

At Strathclyde we recognise that jobs don't always stay the same. Our University is constantly adapting to reflect changes in our external environment, new technologies or to help us meet future goals, and this often results in changes at an individual job, team and organisational level.

Sometimes these changes result in minor alterations to someone's key duties and responsibilities. Other times these changes can result in a step difference in the complexities and accountabilities of the role.

At Strathclyde we're committed to ensuring that when jobs change, the grading of the role accurately reflects the new responsibilities and accountabilities. This policy provides a mechanism for re-assessing the grade of a job in a way that is fair, equitable and transparent. It allows for the grade of a job to be re-evaluated where the manager and/or the job holder believe that the job has expanded to incorporate significant and permanent qualitative requirements at a higher level than the current grade.

In this policy you'll find more information about which job families and grades can apply for Re-grading, who considers Re-grading applications, how to apply, what information to include, and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Is Re-grading the Right Approach for Me?

It's recognised that individuals in all grades throughout the University put a great deal of effort and commitment into their work and, as part of their growth and development, they may acquire new skills and knowledge which may exceed the expectations of their role. However, this alone does not form a sufficient basis on which to make an application for Re-grading: there must evidence of, and an organisational need for, an increase in the 'size' and complexity of the role. If you feel you're ready for advancement to a 'bigger' role, the normal expectation is that you apply for promotion opportunities to higher graded jobs which are available via advertised vacancies.

If you're a manager and you'd like information about rewarding the exceptional performance of a team member, please contact your Head of Department or Human Resources for advice on whether the University's contribution procedures may be an option.

For more information on the appropriateness of a Re-grading case, please refer to our [Re-grading Guidance](#) (staff login required)

3. Which Staff Categories Are Eligible for Re-grading?

Only staff in certain staff categories and grades are eligible to apply for Re-grading. This is because staff in other staff categories/ grades are covered by different procedures.

You're eligible to apply for Re-grading if there have been substantive changes to your job and you are:

    (i)   In the APS, Technical or Operational Services staff category or

    (ii)   In the Research, Teaching, or Knowledge Exchange staff category (up to and including Grade 7 only).

If you're not in any of the above categories, you should refer to our:

- [Promotion Procedure for Early Career Academic Staff (known as Faculty Review)](#) (staff login required) for staff wishing to apply for promotion/advancement from Lecturer A (grade 7) to Lecturer B (grade 8).

- [Promotion Procedure for Senior Academic Professional Staff (known as APAP)](#) (staff login required) for staff wishing to apply for:
    - Promotion from Lecturer B (grade 8) to Academic posts which are at Grade 9 and above.
    - Promotion from Teaching, Research or Knowledge Exchange posts at Grade 7 to Teaching, Research or Knowledge Exchange posts which are Grade 8 and above.
    - Transfers to the Academic staff category at Grade 9 and above for staff whose posts are currently assigned to a staff category other than Academic.

3.1. In-Role Progression

There are certain roles within the University where progression to the next grade normally occurs on completion of certain qualifications. These are:

- progression from Grade 6 to Grade 7 for staff in the Research staff category upon completion of a PhD, and
- progression from Grade 3 to Grade 4 for staff the Technical Services staff category as part of the established progression track following a Technical Modern Apprenticeship.

4.   How Do We Assess the Grade of a Job?

The University's current pay and grading structure has been developed utilising a job level descriptor approach underpinned by the Hay Job Evaluation Methodology.

Each grade within the relevant staff category has its own job level descriptor (staff login required). The job level descriptors describe the level of knowledge, skills and experience needed at each grade and provide a representative sample of typical work activities at that grade.

We assess the grade of every new job at the University by matching the job description to the most appropriate staff category and then to the most appropriate Job Level Descriptor profile within that staff category.

Any request to re-grade an existing job must be based on **significant** and **permanent qualitative** changes to the level of duties and responsibilities, such as changes to the level of:

- Knowledge and skills
- planning and organising
- communicating and influencing
- problem-solving
- accountability

To be considered 'permanent', Re-grading applications need to show evidence of change sustained over a period of time.

The following changes **do not** affect the grade of a job:

- increase in the volume of work (in other words, a quantitative change), unless the increase impacts on the complexity of the role.
- temporary qualitative changes to the level of duties and responsibilities of an individual post. Managers should refer to our Responsibility and Acting-Up Allowance Policy for more information on compensation for a temporary increase to a staff member's level of responsibilities.

On the rare occasion that duties and responsibilities have been removed from a post to the extent that the current grading of the post may no longer be appropriate, Heads of Department should seek advice from Human Resources, who will work with the Head of Department and the individual to sensitively resolve this issue.

5. Re-grading Panels

5.1. Panel Membership

Cases for Re-grading are considered by an appropriately constituted panel, drawn from a pool of staff who have been trained in job matching, as follows:

- An Executive Dean / Senior Officer or nominee (Convener)
- Assistant Director, Business Partnering or nominee
- At least two senior members of staff with a working knowledge of the jobs being reviewed.

There will always be a minimum of four individuals on the panel. There will also be a note-taker who will record the decisions taken and the rationale for these decisions.

5.2. Job Matching Process

The panel will consider each Re-grading application by reviewing the Re-grading documentation submitted. They will consider whether there's evidence of significant changes to the role by assessing the duties of the post against the relevant Job Level Descriptors to determine which Job Level Descriptor represents a 'best fit' overall to the post.

In exceptional circumstances, where the panel is unable to identify the job level descriptor of 'best fit', it may, at the discretion of the Convenor, undertake a full job evaluation using the Hays methodology.

5.3. Qualifications, Skills, and Experience of the Job Holder

Where a Re-grading application is submitted with the support of the manager and Head of Department, an assumption will always be made that the current job holder has the necessary qualifications, skills, and experience to undertake the full remit of the job at the higher grade. However, in cases where staff submit personal applications not endorsed by their manager and Head of Department the panel may, at its discretion, seek assurances of the staff members skills, qualifications, and experience by requesting copies of their current CV or ADR paperwork.

6.   Submitting a Re-grading Application

6.1. Who Can Submit a Re-grading Application?

If you think there have been substantial and permanent qualitative changes to your job and want to submit a request for a grading review, this should normally be done with the support of your manager and your Head of Department.

You can discuss this with your manager at your annual ADR review, or during a one-to-one discussion.

If your manager is supportive, they will assist you to complete the required paperwork. If your manager doesn't think there are sufficient grounds to request a grading review, you may still, if you wish, submit a personal application as outlined below.

6.2. Re-grading Application Submission Procedure

The following documents must be submitted when making a Re-grading application:

1.   Your current/ original job description (also known as further particulars). If your current grading is as a result of a previous successful Re-grading application, you can submit the job profile form that was completed as part of that application instead.

2. A [job profile form](#) (staff login required), which describes your role as it is now. This must be signed by you (the job holder), your manager and your Head of Department to verify that it's an accurate reflection of the substantive elements of the revised role.

3. An organisational chart which clearly shows the relevant hierarchy of the roles and the grades above and below the role under review. You may find our [organisation chart template](#) (staff login required) helpful.

4. A [Re-grading Recommendation Form](#) (staff login required). In addition to you, your manager and your Head of Department, this form must also be signed by the Dean or Chief Officer, as main budget holder.

Please ensure all four documents are submitted. This ensures the panel has enough information to assess the grade on your role and avoids any delays to your case.

Where your manager or Head of Department does not believe that your duties and responsibilities have increased to a higher grade, it will still be possible for you to submit a personal application. In these circumstances, your manager and/or Head of Department should clearly explain their reasoning and complete the relevant section of the Re-grading Recommendation Form in advance of the application being submitted.

6.3. Re-grading Submission Timelines

The University's Re-grading Panel meet twice a year in Spring and Autumn to consider cases submitted under this policy.

Further information on the closing dates for submission of applications and associated timescales can be found on our [People Hub](#) (staff login required).

7. Outcome of a Re-grading Application

Notification of Outcome

Human Resources will notify you and your Head of Department, in writing, of the outcome of your Re-grading application. This notification will include a rationale for the Panel's decision.

Due to the volume of cases, Re-grading panels often run over several weeks during the Spring and Autumn cycles. In the interests of fairness, we won't issue individual outcomes until all cases have been considered and decisions reached. Therefore, it may take up to 6 weeks from when the Panel convenes to receive a decision.

Successful Application

If the case for Re-grading is successful, you will normally be placed on the first salary point on the corresponding salary scale, with the salary increase effective from the 1st of the month following the conclusion of the Panel meetings.

Backdated payments will not be made.

Unsuccessful Application

If your application is unsuccessful, you'll not normally be permitted to submit a further application until two years have lapsed from the previous application. In exceptional circumstances the Panel may decide that it will consider a further application earlier than two years. If this is the case, you'll be informed of this in your outcome letter, including a reason for this decision.

Revised Job Description (Further Particulars)

Where your manager and Head of Department have both confirmed that your revised job profile is an accurate reflection of your role as it is currently, this will form the basis of a new job description which will replace your existing one. You will be provided a copy for your records and a copy will also be placed on your personal file.

This will apply regardless of whether your application for Re-grading was successful or not.

8. Appeals

If your Re-grading application is unsuccessful, you have the right to appeal.

Submitting Your Appeal and Appeal Timelines

You must submit your appeal by completing the Re-grading Appeals Form (staff login required) and sending it to Human Resources no later than one calendar month from the notification of the original decision.

An Appeal Committee will normally sit once a year.

Further information on the closing dates for submission of appeals and associated timescales can be found on our [People Hub](#) (staff login required).

Grounds for Appeal

You cannot lodge an appeal simply to have the same case re-examined a second time. Rather, your grounds for appeal should normally be for one of the following reasons:

- There was incomplete or missing information in the original Re-grading application which may have a material effect on the outcome.
- The University's Re-grading Policy was not followed correctly which may have a material effect on the outcome.

Appeal Committee Membership

Your appeal will be heard by an Appeal Committee. It will consist of four people who have not previously been involved in your case:

- two will be nominated by Staff Committee and
- two will be nominated by the campus unions.

Additionally, a Convener will be appointed by Staff Committee to chair appeal discussions. The Convener will only exercise rights as a voting member of the Appeal Committee in the event of a split decision.

The Appeal Committee is accountable to Staff Committee for the conduct of its business, including the procedures adopted.

Outcome of Appeal

Human Resources will notify you, your manager, and Head of Department, in writing, of the outcome of your appeal. This notification will include a rationale for the Appeal Committee's decision.

If your appeal is successful, you will normally be placed on the first salary point on the corresponding salary scale, with the salary increase backdated to the original panel's implementation date for successful outcomes.

If your appeal is unsuccessful, you'll normally have to wait until two years have lapsed to submit any further applications (unless advised otherwise in your outcome letter).

The Committee's decision is final and there is no further right of appeal.

9. Data Collection

To ensure a consistent, fair, and systematic implementation of the policy, details of all Re-grading applications and their outcomes will be centrally collated and monitored within Human Resources.

10. Further Support and Information

If you have any questions regarding this policy or the application process, please talk to your manager or contact Human Resources. Further Re-grading Guidance (staff login required) is also available to help managers and staff determine if Re-grading is the correct approach.

11. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our Policy Review Schedule (staff login required) on our People Hub.