



University
of Exeter

Policy on Starting Salaries and Salary Delegations

1. Overview

- 1.1. Advice, guidance and support is available from HR, but managers are accountable for the recruitment decisions which they make.
- 1.2. Decisions on starting salaries can be challenged under the Equality Act (2010) and it is important that decisions are justifiable and made in a fair, equitable and consistent manner across the organisation.
- 1.3. This policy provides a procedure and set of principles for managers to follow.

2. Starting Salaries for Professional Services Staff (Grades B to H)

Internal appointments

- 2.1. Internal appointments moving to a new job at the same grade should be appointed at their current point with no change to their incremental arrangements.
- 2.2. Internal appointments moving to a new job at a higher grade should be appointed at the first point of the grade, or one point higher than their current point, whichever is higher.
- 2.3. Any exceptions require approval by the Executive Divisional Director of HR or designate and advice should be sought from the relevant HR Partner in the first instance. Exceptions will normally only be agreed for retention purposes where the employee has received an offer from another employer.
- 2.4. [Pay protection arrangements](#) may apply where an employee is redeployed.

External appointments

- 2.5. The default principle is that new appointments should be made at the first point of the grade.
- 2.6. The recruiting manager has discretion to appoint anywhere within the salary range for the grade (including contribution points), if they have budget approval from finance,

and have considered the following factors, seeking support their HR Partner, or Recruitment Lead, as necessary:

- *Candidate suitability* focusing on the candidate's knowledge, skills and experience as they relate to the role. The candidate's current salary should not be the sole determinant of the offer but may be quoted as a supporting factor.
- *Market conditions such as skills shortages, recruitment and retention difficulties and available information on market pay.*
- *Comparability within the University* - and particularly the discipline - with existing staff of similar relevant experience and skills. Is the proposed salary in line with existing members of the team and can any differences be objectively justified?
- *Equality issues* – ensure that salary decisions are fair, consistent and free from bias. Does the proposed salary negatively impact (widen) the gender, disability and ethnicity pay gaps in the Faculty or Division? If so, can this be objectively justified?
- *Incremental progression*: the first increment will be payable on 1 August following appointment (unless the appointment commences after 1 February, in which case the first increment will be paid on 1 August the following year).

2.7. In these cases, the recruiting manager must record the rationale for their decision, including the factors considered and the implications for equality and internal pay relativities, in ePloy. Support from HR Partners and/or Recruitment Leads is available as required.

2.8. To avoid delays at the offer stage, recruiting managers are encouraged to consider in advance of interview whether a salary above normal might be required.

3. Starting Salaries for Academic Staff (Grades B to H)

3.1. Academic staff who are promoted through the Exeter Academic Promotions process to Grades F and G, should be appointed in accordance with 2.2 of this policy. Exceptions require approval from the Executive Divisional Director of HR or designate and advice should be sought from the relevant HR Partner in the first instance. Exceptions will normally only be agreed for retention purposes where the employee has received an offer from another employer.

3.2. Academic staff who are promoted to Associate Professor level (at Grade H) via the Exeter Academic Promotions process should be appointed in accordance with 2.2 of this policy. Exceptions must be proposed by the PVC to the Academic Promotions Committee so that this can be considered as part of the Committee's assessment of the application for promotion. Exceptions will normally only be agreed for retention purposes where the employee has received an offer from another employer.

3.3. External appointments to academic posts in grades E, F, G and H should be made in accordance with points 2.5 to 2.8 of this policy.

4. Starting Salaries for Professors

4.1. Internal appointments at Professor level will be made via the Exeter Academic Promotions process.

4.2. Internal promotions to Professor will normally be made to the first point of Band 1, or one point higher than their existing point, whichever is higher. Exceptions must be proposed by the PVC to the Academic Promotions Committee so that this can be considered as part of the Committee's assessment of the application for promotion.

4.3. Current employees appointed to their first chair position via an open competitive recruitment process will normally be made to the first point of Band 1, or one point higher than their existing point, whichever is higher.

4.4. Individuals recruited externally to their first chair appointment should normally be appointed to the first point of Band 1. The Chair of the recruitment panel has discretion to appoint anywhere in the Band 1 salary range based on an assessment of experience and achievement against the band criteria and consideration of the factors listed in 4.7 in a business case recorded in ePloy. Advice and support is available from the relevant HR Partner as required.

4.5. Individuals already holding a chair position at another institution, recruited externally, will normally be appointed within Band 1 or Band 2. The starting salary should be determined by the Chair of the recruitment panel based on an assessment of experience and achievement against the band criteria and the factors listed in 4.7 in a business case recorded in ePloy. Advice and support is available from the relevant HR Partner as required.

4.6. In exceptional circumstances, individuals already holding a chair position at another institution, recruited externally, can be appointed at Band 3. Following consultation with their Senior HR Partner, the PVC should submit a proposed starting salary to the Provost and Executive Divisional Director of HR.

4.7. For any appointment above the first point of Band 1, or more than one point higher than an existing point, the following factors need to be considered with the relevant HR Partner:

- The current salary and perceived worth of the preferred candidate.
- Comparative salaries of other Professors in that discipline, especially those of similar experience and achievements.

- Equality issues, including whether the proposed salary will widen the gender, ethnicity and disability pay gap Professors in that discipline.
- Available information on market pay¹ and perceived skills shortages.
- Available funding.

4.8. The principles and procedures above also apply to fast-track academic promotions for retention purposes.

5. Starting Salaries for Senior Professional Services Managers²

5.1. The Senior Vice-President and Registrar and Secretary, the Executive Divisional Director of HR and (for second tier roles reporting to a Divisional Director) the Divisional Director of the Professional Service will agree starting salaries for internal and external candidates, taking into account the following:

- the job evaluation outcome for the role.
- the perceived worth and current salary of the preferred candidate.
- comparative salaries of other senior Professional Services managers, where roles are of equal value, taking account of equality considerations.
- available information on market pay and perceived skills shortages.
- available funding.

6. Pay arrangements outside of those described above

6.1. Managers should seek advice from their HR Partner if they wish to propose a pay arrangement which is not covered by the procedure outlined above. Approval must be obtained before an offer is made to an individual.

6.2. Separate guidance is published on the application of the Policy on Attraction and Retention Premia.

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Owner:	HR Policy and Reward
Approved by:	PSDLT
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¹ HR Partners have access to UK market benchmarking information.

² Senior Professional Services Managers means managers above grade H on senior management pay rates.

Equality Impact Assessment date:	3 October 2025
Review date:	24 February 2028
Version	2

Summary

Staff group	Internal candidate	External candidate
<p>Grades B – H</p>	<p><u>Promotion to higher grade:</u> Appoint at first point of new grade, or one point higher than existing point, whichever is higher.</p> <p><u>Lateral movement in same grade:</u> Appoint at current point with no change to incremental arrangements.</p> <p>Exceptions require advance approval from the Executive Divisional Director of HR or designate, or the Academic Promotions Committee (for promotions to Associate Professor).</p> <p>Advice should be sought from the HR Partner in the first instance. Exceptions will normally only be agreed for retention purposes where the employee has received an offer from another employer.</p>	<p>Default principle is to appoint at first point of grade.</p> <p>The recruiting manager has the discretion to appoint anywhere within the grade salary range if they have:</p> <ul style="list-style-type: none"> i) delegated authority from senior managers in their Faculty/Division. ii) budget sign off from Finance, iii) considered specified factors with their HR Partner/Recruitment Lead, and iv) recorded a business case in ePloy outlining the rationale for their decision, including due consideration of equality considerations <p>Any exceptions to the above require advance approval from the Executive Divisional Director of HR or designate. Advice should be sought from HR Partner in the first instance</p>
<p>Professorial</p>	<p>Internal Professorial appointments take place as part of the Exeter Academic Promotions process.</p> <p><u>First chair appointments:</u> normally appointed to the first point of Band 1, or one point higher than their existing point, whichever is higher. Any exceptions must be proposed by PVC to the Academic Promotions Committee.</p>	<p><u>Established chairs:</u> normally appointed to Band 1 or 2, subject to assessment of experience and achievement against the band criteria.</p> <p>The Chair of the recruitment panel has discretion to appoint anywhere within the range of Band 1/2 if they have:</p> <ul style="list-style-type: none"> i) budget sign off from finance; ii) considered specified factors with their HR Partner/Recruitment Lead, and

		<p>iii) recorded a business case in ePloy outlining the rationale for their decision, including due consideration of equality considerations.</p> <p><u>Band 3 appointments:</u> starting salary proposed by PVC to Provost and Executive Divisional Director of HR, following consultation with Senior HR Partner.</p> <p>Any exceptions to the above require advance approval from the Executive Divisional Director of HR or designate. Advice should be sought from HR Partner in the first instance.</p>
<p>Senior Professional Services managers</p>	<p>Starting salary to be agreed by the Senior Vice-President and Registrar and Secretary, the Executive Divisional Director of HR and (for second tier roles reporting to a Divisional Director) the Divisional Director of Service.</p>	<p>Starting salary to be agreed by the Senior Vice-President and Registrar and Secretary, the Executive Divisional Director of HR and (for second tier roles reporting to a Divisional Director) the Divisional Director of Service.</p>