Retention of Academic, Research and
Teaching and Professorial Staff

*Completed by the Head of Department.* [*Information on retention of staff*](https://www.york.ac.uk/admin/hr/browse/policies/pay-and-grading) *is available on our pay and grading webpage.*

**Current Employment Details**

|  |  |
| --- | --- |
| Employee name: | Department: |
| Post title: |
| Grade: | Spine point: | FTE: | Next increment date: |

**Retention Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Retention award type:** | Increment [ ] (details below) | Professorial Promotion [ ] Grade:  | Supplement [ ] Value: £ |
| Grade: | Spine point: | FTE: | Effective date: |

**Supporting information:** Please provide evidence in support of this application covering:

* the Departmental/University case for retention
* evidence of certainty that the individual has been invited for interview or been offered another post
* confirmation that the individual would turn down the other offer if a retention payment is made

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| Submitted by HoD: | Signed: | Date: |

**Next step:** *Forward the form to the Vice-Chancellor’s/ Deputy Vice-Chancellor’s Office*

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| Vice-Chancellor/Deputy Vice-Chancellor comments: | Signed: | Date: |

**Next step:** *Forward the form to the Director of HR*

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| Director of HR receives recommendation from Remuneration Subgroup:  |
| Retention Payment Recommended?: **Y / N**  | Date: |

*(If ‘no’ return to HoD. If ‘yes’ send to HR Services)*

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| --- | --- | --- | --- |
| **Increment:**Grade:  Spine point:  | **Professorial Promotion:**Grade: Spine point:  | **Supplement:**Value: £ | **Effective date:** |
| Signed: | Date: |