

Template SAP case

This should comprise a letter to the Head of Division, together with a copy of the individual's CV and any references or other relevant comments (e.g. from members of the selection panel).

Dear Sarah

Application to offer an increased salary to XX for the [insert details of post]

I am writing to seek approval from the Senior Appointments Panel to offer a higher salary than was advertised for the [insert details of post] in order to secure the first-choice candidate, [add name details]. XXX was considered to be an exceptionally good fit for this post, the college and the department and highly capable of providing world-class research leadership [add alternative/additional wording] in the field of XXXX. This is an area where Oxford has historically been a leading institution and where the department and college will be strengthened by the arrival of such an internationally renowned scholar [amend as appropriate].

The salary for the post was advertised up to an agreed maximum of £XX p.a.. The offer was made at this level in recognition of the academic distinction of [add name]. In discussions with [add name], it has become clear that a higher than advertised salary would be needed in order to secure the acceptance of XX. This is because [add information of relevance – competing offer (e.g. home institution), personal circumstances, risk of losing the candidate for the progress/development of a particular area of research/education]. Having discussed the financial factors involved in XX making his/her decision, I am writing to request permission to award a further £XX per year to bring the total salary to £XXk p.a. S/he will, in addition receive a [add information about all college allowances or other sums agreed].

[Add name] is a leading figure in [add details of field] and would join XX department from [add current institution], where s/he has been [add details of previous post(s)] since [add date]. S/he is currently also [add in any details of relevant roles, e.g. director of research, fellow of learned societies]. His/her main area of research concerns [add couple of sentences]. [Add name] has published widely and regularly participates in conferences and workshops at universities across the world. [Add additional information of relevance, e.g. view of panel of global reputation/indication from referees of excellence]. S/he undoubtedly meets the standards required for submission to REF 2020 and [add any information about standard of academic research].

In addition to the strength of his/her research, [add name] will bring considerable teaching experience to the department where s/he will have a stint of XX units p.a. His/Her duties will also include [add information about e.g. development of the curriculum, participating in the teaching/ /assessment of students from which courses, and contributing to the recruitment and training of high calibre graduates]. Over the last XX years [add name] has taught a wide range of courses to both undergraduates and graduates in XXX [Add details indicating experience relevant for Oxford requirements, including from academic roles preceding their most recent post] At interview his/her [add in details about qualities revealed at interview in relation to enthusiasm, commitment, etc of relevance to teaching]

[Add name] references are exceptionally strong and all suggest that s/he is superbly qualified for the [add job details]. S/he is described as [add anything to suggest one of most qualified/highly regarded/influential academics in the field] and capability for leading/directing a major research programme]

The department has [add number] other RSIVs/Statutory Chairs, who are in receipt of annual salaries of £XX and £XXk [information needs to be provided to indicate whether the request is in line with others' salaries] and the proposed level would therefore not be out of line with others in the same category of appointment.

As the Head of Department I am writing to ask the Senior Appointments Panel to consider the above request to increase the salary associated with the [add details of post] in order for us to secure his/her acceptance of the post. A copy of his/her CV, and references for the position are attached in support of our case.
