**UCL HUMAN RESOURCES** 

Regrading Form

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| Subject to funding being available and a case being submitted by the relevant Head of Division, and supported by the respective Faculty, research and teaching staff may be regraded. Local variations in practice exist to promote equitable treatment for staff where applications are considered at fixed points in the year. Staff should consult their Faculty Director of Operations for details.**Please note HR Services will be unable to process research grant funded increases that do not have financial approval.** Please indicate below the regrading request.

|  |  |
| --- | --- |
| **Faculty Name:** |  |

|  |  |  |
| --- | --- | --- |
| **Name** | **Division/Department** | **New Grade**  |
|  |  |  |

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| --- | --- |
| Proposed effective date: |  |

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| **To be completed by the Head of Division/Department or the nominated Line Manager**Please state grounds for request (assessing using the criteria in the [Academic Careers Framework](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/ucl-130418.pdf)) and following any local Faculty process: |
| **PLEASE NOTE APPROVALS MUST BE OBTAINED** **Request Authorised by Head of Division:**

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date |  |

Request Approved by Finance or UCL Research Finance:

|  |  |
| --- | --- |
| **Cost code** |  |

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date |  |

Once approvals have been obtained please forward this form to hr-services@ucl.ac.uk  |
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