

**University of Worcester Reward scheme
Guidance notes for Academic staff (AC2, 3 and 4)**

1. To be successful your application must provide clear evidence of an **outstanding and sustained contribution over and above the normal expectations for the role**. Applications will be accepted for either of the following academic years:

- 1st September 2017 to 31st August 2018
- 1st September 2018 to 31st August 2019

The **activity** should have taken place during the preceding two years. See scheme guidance notes for full details.

2. **Academic staff** will be assessed against the following categories of criteria:

Standard academic contract	Teaching and Learning	Research and Scholarship	Management and Administration
Teaching focused contract	Teaching and Learning	Professional Practice and Scholarship	Management and Administration

For each of the relevant criteria, an applicant must demonstrate:

- a high standard in **each of the relevant** criteria AND outstanding performance **in at least one** category
 - clear evidence of a sustained contribution which is directly related to the strategic direction and work of the University, and in particular, student recruitment, retention and achievement
 - high impact that is ongoing and sustainable
3. Your application must identify **clearly and specifically** the relevant activity or activities for which you are claiming this award, together with evidence of the success of that activity. It must clearly specify the role played by you.
4. When considering whether the practice is **over and above** the normal expectations for your role, the reasonable expectations for a job at your pay grade may be considered by the panel; and you and your Head of School may also wish to consider your current role description and appraisal objectives.

In addition the **UK Professional Standards Framework** (UKPSF) provides a base level for expectations of normal performance for academic staff and this may also be referred to by the review panel:

<https://www.heacademy.ac.uk/system/files/downloads/UK%20Professional%20Standards%20Framework.pdf>

5. When considering **evidence** to support the application, you are advised to consider evidence that will illustrate the impact your work has had, for example:

- Data which illustrates the situation before you undertook the work and the difference your work made
- Documentation or online information produced as an outcome of your work
- Tools, guidance or procedures produced as an outcome of your work
- Appraisal documentation confirming your Line Manager's account of improvements in the workplace

6. Your application, including any appendices, must not exceed FIVE pages

7. Closing date:

Applications to be submitted to rewards@worc.ac.uk by 9am Monday 1st July 2019.