**Reward scheme – application for Academic award**

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| --- | --- |
| Name |  |
| Job title |  |
| Type of contract – delete as appropriate | Standard academic  Teaching focused |
| School |  |
| Head of School |  |
| What are you applying for: | see guidance 3.7. Select one |
| Accelerated increment |  |
| Contribution point |  |
| Which academic year is your application for: | see guidance 1.9 “reference period”. Select one |
| 2017/2018 |  |
| 2018/2019 |  |
| Have you successfully completed your probationary period? | Yes / no |
| Have you made a previous application under this scheme? | Yes / no Year of application: |

**You are advised to read the Guidance notes for Academic staff before completing this application.**

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| --- | --- |
| Category of criteria | Describe your contribution and its impact in each of the three categories and provide supporting evidence where relevant: |
| Teaching and Learning |  |
| Research and Scholarship (standard academic contract)  OR  Professional Practice and Scholarship  (teaching focused contract) |  |
| Management and Administration |  |

**To be completed by the Head of School**

Checklist for contribution point or accelerated increment:

|  |  |
| --- | --- |
| Has the activity taken place during the two years preceding the relevant academic year (stated above)? | Yes/no |
| Is the contribution outstanding, sustained and over and above the normal expectations for the role? | Yes/no |
| Is there evidence to demonstrate a sustained contribution of a high standard in each of the three criteria? | Yes/no |
| Is there evidence to demonstrate that the impact of the activity is high, ongoing and sustainable? | Yes/no |
|  |  |
| Is there evidence of a sustained contribution directly related to the strategic direction and work of the University, particularly in relation to student recruitment, retention and achievement? | Yes/no |
| In addition to the above is there evidence to demonstrate **outstanding performance** in at least one category? | Yes/no |

**Assessment by Head of School**

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| Please provide confirmation that the evidence submitted in the application is accurate and that, in your view, the application meets the required criteria of the Reward Scheme. Please also indicate your initial assessment of the most appropriate award.  If not recommended for application, please provide brief written feedback in this field. Please note that this feedback will be shared with the applicant.  **Signed:**  **Date:** |

**Notes to applicant:**

Applications must not exceed FIVE pages.

Please submit the completed application form to [rewards@worc.ac.uk](mailto:rewards@worc.ac.uk) by 9am Monday 1st July 2019

This section to be retained by HR

**Applicant name:**

**Equality-related circumstances** (see guidance notes 3.8)

|  |  |
| --- | --- |
| In this section you may declare information about any equality-related circumstances that may have affected your ability to meet the criteria. Please refer to the guidance 3.7. The following circumstances may be taken into consideration:   * Part time employment – please indicate FTE and the dates of any changes, and how this has had an impact on your work * Career break or secondment outside of the higher education sector – please provide dates and duration * Maternity leave, statutory adoption leave, and additional paternity leave (taken by partners of new mothers or co-adopters) – please provide dates and duration * Disability (including conditions such as cancer and chronic fatigue) – please indicate how this has had an impact on your work, including dates of any periods of leave * Ill health or injury - please indicate how this has had an impact on your work, including dates of any periods of leave * Mental health conditions - please indicate how this has had an impact on your work, including dates of any periods of leave * Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare in addition to periods of maternity, statutory adoption or additional paternity leave taken. This could include for example, pregnancy related illness and health and safety restrictions in laboratory and field work. * Other caring responsibilities (including caring for an elderly or disabled relative) * Gender reassignment |  |