

**Professorial and Senior Staff Reward Scheme 2022/23 – Application form**

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| **GUIDANCE NOTES –**   * The completed form should be a **maximum of five** pages. The panel **will not** consider any applications in excess of five pages. * Only evidence contained within the form will be considered. **Please note** additional supporting evidence should not be appended to the form. |

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| **Section 1: Applicant details** | |
| **Name** |  |
| **Job title** |  |
| **School/Professional Service** |  |
| **Name of line manager** |  |
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| **Section 2: Details of application**    Please outline the basis for the application, with reference to evidence to confirm sustained performance which goes ‘above and beyond’ the normal expectations of your role. The application must include evidence of the impact of the work and demonstrate that the impact has been or will be sustained for at least 12 months.  Please also detail how this has contributed to the objectives of the School/Professional Services Department and/or the University’s strategic aims.  All applications must provide evidence against the following criteria: –   1. Leadership and Management *(essential for all applicants)*; **and** 2. **At least one** of the following – Innovation and Change, Teaching and Learning, Research and Scholarship activity, Enhancing the Student Experience or Income Generation, Efficiency and Improved Productivity. | |
| **Evidence for Criteria 1 – Leadership and Management** | |
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| **Evidence for Criteria 2 – Please evidence at least ONE of the following: -**   * **Innovation and Change** * **Teaching and Learning** * **Research and Scholarship activity** * **Enhancing the student experience** * **Income generation, Efficiency and Improved Productivity** |
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| **Section 3: Line Manager comments**  The purpose of the scheme is to recognise sustained performance which goes above and beyond the normal expectations of an individual’s role. There should be evidence of sustained impact for at least 12 months, which has supported the strategic objectives of the School/Department and/or the University.  With reference to the reward criteria for the scheme, please provide your comments and feedback on the information and evidence provided in the application form, adding any further information which you believe is relevant to the application process.  Please return the completed form to the member of staff. It is the responsibility of the applicant to submit the application in advance of the stated deadline. |
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**Applicants should send their completed forms to** [**snr\_rewards@worc.ac.uk**](mailto:snr_rewards@worc.ac.uk) **by 5pm on Friday 24th March 2023.**