

University of Worcester Reward scheme 2017
Guidance notes for Academic staff (AC2, 3 and 4)

To be successful your application must provide clear evidence of an **outstanding and sustained contribution over and above the normal expectations for the role.**

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

- Teaching and Learning
- Research and Scholarship
- Management and Leadership

Principal Lecturers – awards will be considered for **accelerated increments or contribution points** where there is evidence of a sustained contribution which demonstrates:

- a high standard in each of the three 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 Institute and University
- high impact that is ongoing and sustainable

Detailed criteria can be found [here](#)

Senior Lecturer – awards will be considered for **accelerated increments or contribution points** where there is evidence of a sustained contribution which demonstrates:

- a high standard in each of the three 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 Institute and University
- high impact that is ongoing and sustainable

Detailed criteria can be found [here](#)

Lecturer – awards will be considered for **accelerated increments** where there is evidence of a sustained contribution which demonstrates:

- a high standard in each of the three criteria AND outstanding performance in at least one of the criteria
- clear evidence of a sustained contribution which is directly related to the strategic direction and work of the Institute and University
- high impact that is ongoing and sustainable

Detailed criteria can be found [here](#)

Your application must identify clearly and specifically the relevant activity or activities for which you are claiming this award. It should provide evaluation and analysis of each relevant activity and include appropriate evidence, and it must clearly specify the role played by you, for example:

- Information about the role that you took in identifying issues and providing solutions, and an explanation of how this was over and above normal expectations of your role
- Explanation of how your behaviours align with the University's values and enhance the experience of students, visitors, or colleagues
- Explanation of how you have made an outstanding contribution over and above the normal expectations of your substantive role
- Evidence to demonstrate that this outstanding contribution has been over a sustained period of time
- Explanation of the outcomes and impact of your work and/or behaviours and evidence to demonstrate to what extent this impact has been sustained and will continue to be sustained
- Reflection and taking action as a consequence of that reflection

Examples of **impact** may include:

- Impact on students, colleagues, you etc
- Joint projects, collaborative working and wider dissemination/knowledge transfer across the university and externally
- Enhancing the reputation of the University
- Contribution to development of practice

When considering whether the practice is **over and above** the normal expectations for the role you, your Head of Institute and the review panel may consider your current role descriptor, appraisal objectives and reasonable expectations for a job at your pay grade.

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/sites/default/files/downloads/ukpsf_2011_english.pdf

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
- Formal and informal feedback
- 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

Your application, including any appendices, should not exceed 10 pages

Assessment by Head of Institute

In all cases your application will need to be assessed by your Head of Institute before it is submitted. Please ensure that you agree a suitable timeframe to allow them sufficient time to assess your application before the submission date. **It is your responsibility** to ensure that the fully completed application form is submitted by the published deadline.

Electronic applications – please email your completed application to rewards2017@worc.ac.uk by the published deadline.

Continuous professional development

All staff are expected to maintain and develop relevant skills and knowledge to enable them to carry out their current role effectively. This scheme considers the **application** of acquired qualifications and skills rather than the acquisition of additional qualifications and skills per se.

Academic promotions

This scheme is not intended to deal with promotion from Lecturer to Senior Lecturer, Senior Lecturer to Principal Lecturer, or to Professor. This is a separate process under the University's Promotion Schemes. Please refer to your Head of Institute or HR if you have any queries.

The **strategic objectives** and **operational priorities** of the University of Worcester are:

- **Developing the curriculum:** creating an attractive, stimulating and academically rigorous curriculum; this involves exploring interdisciplinary and cross-Institute possibilities
- **Developing staff;** encouraging and rewarding creativity and professionalism; ensuring that all teaching staff acquire a post graduate teaching qualification and/or HEA accreditation and that a culture where inspirational teaching is strongly encouraged and widespread is developed.
- **Developing research;** winning research grants; building our research capability in attracting high quality researchers to posts at the University; building our postgraduate research student population; developing a further improved research culture throughout the entire university; encouraging and supporting existing staff to develop their research profile.
- **Developing the University's estate** to support its academic ambition: developing facilities for high quality and flexible teaching space and student accommodation.
- **Developing work based learning opportunities:** ensuring that we provide extensive and sustainable opportunities for all students to engage in work based learning in a meaningful and productive way.
- Improving **NSS** performance with the aim of earning 90%+ overall satisfaction
- Improving **retention and progression**
- Improving **academic achievement levels** and supporting a diverse student population to achieve even more highly
- Increasing **student involvement in curriculum creation** and development
Developing **research led/ research informed teaching**

The **values** of the University of Worcester are:

- Intellectual openness
- Honesty and love of learning
- Human equality and dignity
- Democracy and mutual respect
- Educational and social inclusion

- Environmental sustainability and social responsibility
- Ethical and professional behaviour
- Active engagement and partnership