|  |  |
| --- | --- |
| Name |  |
| Job title  |  |
| Department |  |
| Head of Institute |  |
| What are you applying for | Select one  |
|  Accelerated increment |  |
|  Contribution point |  |

|  |  |
| --- | --- |
| Have you successfully completed your probationary period? | Yes / no |
| Have you made a previous application under this scheme?  | Yes / no Year of application: |
| Please highlight if there are any special circumstances to be taken into account when considering your application, for example:Part time hours, maternity leave |  |

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

|  |  |
| --- | --- |
| 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 |  |
| Management and Leadership |  |

**For completion by the Head of Institute**

Checklist for contribution point or accelerated increment:

|  |  |
| --- | --- |
| Has the activity taken place during the previous 24 months? |  |
| Is the contribution outstanding, sustained and over and above the normal expectations for the role? |  |
| Is there evidence to demonstrate a sustained contribution of a high standard in each of the three criteria? |  |
| Is there evidence to demonstrate that the impact of the activity is high, ongoing and sustainable?  |  |
| Is there sufficient evidence to demonstrate that impact has been sustained for at least 6 months and is likely to continue for another 24 months? |  |
| Is there evidence of a sustained contribution directly related to the strategic direction and work of the Institute and University |  |
| In addition to the above is there evidence to demonstrate **outstanding performance** in at least one category? |  |

**Assessment by Head of Institute**

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| --- |
| Please provide confirmation that you agree with the evidence as submitted in the application and that the application meets the required criteria of the Reward Scheme. 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, including any additional appendices, should not exceed 10 pages.**

**Please submit the completed application form to** **rewards2017@worc.ac.uk** **by 4pm on Friday 19th January 2018.**