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| --- | --- |
| Name of lead editor |  |
| Names of all applicants to be considered for team award (max 15) |  |
| Department |  |
| Head of Department |  |

|  |  |
| --- | --- |
| Has each member of the team successfully completed their probationary period? | Yes / no |
| Have any of the applicants made a previous application under this scheme?  | Yes / no Year of application: |
| Have any of the applicants’ roles been subject to HERA review in last 2 years? |  |
| Please highlight if there are any special circumstances to be taken into account when considering the application, for example:Part time hours, maternity leave |  |

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

|  |  |
| --- | --- |
| Criteria | Describe your contribution and its impact in at least one of the following areas and provide supporting evidence where relevant: |
| An outstanding student experience |  |
| Sustainable development; excellent facilities |  |
| Generating knowledge and promoting enterprise |  |
| Contribution to the region |  |
| High achieving staff in a well led University |  |

**For completion by Head of Department**

Checklist for contribution point or accelerated increment:

|  |  |
| --- | --- |
| Has the activity taken place during the previous 12 months ? |  |
| Is the contribution joint activity with measurable impact? |  |
| Are the applicants an identifiable team? |  |
| Is there evidence of activity that meets the institutional objectives? |  |
| Is the effect of the contribution extraordinary and demonstrably greater than outcomes already set out in the departmental responses to the strategic plan? |  |
| Is there evidence to demonstrate the value of the activity and its impact within the organisation in the short, medium or long term?  |  |
| Is a non-financial reward proposed? Please give details: |  |

**Assessment by Head of Department**

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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 applicants. **Signed:****Date:** |

**Notes to applicants:**

**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.**