

MERIT AWARDS FOR SENIOR LECTURERS

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1. Purpose

The University is committed to recognising and rewarding academic staff for outstanding achievements and excellence in their work.

The University has introduced a merit award intended to recognise exceptional performance over and above expected standards of achievement to academic members of staff at senior lecturer grade.

2. The academic merit award

The merit award is a salary increment granted by the same promotions panel which determines all academic promotions. Decisions are based on recommendations from a head of school or college and considered by the panel membership consisting of:

- the deputy vice chancellor (chair)
- two pro vice chancellors; and
- a representative from the human resources department.

The university may also add the director of INSTIL to the panel if required.

The panel will decide what the university can afford and who shall be awarded an increment based on outstanding contribution or achievement.

The increment is a permanent additional point on the individual's current academic salary scale and is therefore pensionable.

Consideration for a merit award is an annual process, taking place normally before the end of each academic year.

3. Principles

The following principles are used to guide these recommendations:

- 2.1 All academic members of staff who are employed at the top (normal) point on the grade of senior lecturer (grade 7) on academic terms and conditions are eligible;
- 2.2 The award is made for a sustained contribution and/or achievements in the year of the award;
- 2.3 The award is made whether the individual has received any remuneration for the achievement and/or contribution from external or other University sources;
- 2.4 The panel will not make the award merely on the grounds of shortage of staff, seniority, length of service or pending retirement;
- 2.5 In making the awards, the university aims for consistency and equality each year and over a period of years. The human resources department will be represented on each panel and will monitor and administrate awards made.
- 2.6 The university reserves the ability to limit successful applications based on financial constraints. Any member of staff who meets the criteria but is turned down on the basis of financial constraints shall receive consideration in the next round of merit awards as a priority.

4. Contributions and achievements

Any award is made following the annual appraisal discussion on the merit of the case considered against the profiles contained in the academic employment framework. These fall under four headings:

- learning and teaching;
- research and scholarship;
- enterprise and engagement;
- academic and professional leadership.

In all cases, account will be taken of how applicants contribute to realising the objectives set out in the strategic plan for the school and the university as a whole.

- consistently greater teaching and administrative duties in a department where such duties have been diligently and effectively executed;
- lengthy commendable service to the committee work of the university where such service has led to recommendations to enhance the quality, effectiveness and/or efficiency of departments/schools/university;
- sustained community engagement linked to the teaching, research and enterprise activities of the university consistent with university policy ;
- principal organiser of a major international conference;
- consistently strong research output or publishing of a major book;
- consistent innovation or quality enhancements in teaching ;
- novel approaches to community engagement or the establishment of a community engagement programme that is recognised as good practice;
- leading innovation in teaching within the school (this is not restricted to those in formal leadership positions in the department);
- leading and establishing innovative strategies to increase the research capacity within the school and which has resulted in increased publications (this is not restricted to those in formal leadership positions in the department);
- sustained attraction of large amounts of funding for varied aspects of departmental school and university work;
- activities which have enhanced the reputation of the department, school and the university, at the very least at the national level;
- being made meritorious awards from external agencies – perhaps for an outstanding contribution to a discipline;

The above list is not exhaustive

5. Merit award process

The merit award process is as follows:

- Where, as part of the annual appraisal meeting the head of school or college has assessed that a senior lecturer meets the criteria for a merit award, they will submit a written case for the award on behalf of an academic member of staff;
- All applications must be submitted during June each year for consideration by the panel;
- Staff may also submit their own application to heads of school or college who may show their support by countersigning the application and adding their own recommendation where possible or;
- The promotions panel will sit to consider the applications, normally in July of each year;
- The chair of the panel will advise individuals of the outcome of applications;
- Merit increments shall be effective from September;
- The University will publicly announce any merit awards.

The decision making process will be conducted according to the principles of equality of opportunity and be free from direct or indirect discrimination (see the UWL Equality and Diversity Policy). <https://intranet.uwl.ac.uk/HR/Pages/Policies.aspx>

6. Review of decisions.

- 6.1 Individuals, heads and individuals may request a review of the decision.
- 6.2 This will be reviewed by the Vice Chancellor and the Head of Human Resources.
- 6.3 No other appeal process applies.