Criteria for the award of achievement bonuses – academic and research staff

1. Cases must demonstrate outstanding or meritorious contributions made to the University during the 2016 calendar year only and must refer to actual achievements.

2. The focal point of cases should be either:
   (a) One-off activities, such as obtaining a very large grant or contract, initiating a new Centre, developing a new course, dealing with a major reorganisation, introducing a new administrative or professional initiative etc or;
   (b) Sustained and meritorious achievement in the performance of any facet of the member of staff’s duties during the course of the year.

3. While most cases will be based on individual achievement, there is explicit provision, where the work involved has been collaborative in nature, for group cases to be submitted and for any award to be shared amongst contributors.

4. Among the factors to be taken into account will be:

   Research
   (i) The number and quality of publications in the year in question, making due allowance for subject differences;
   (ii) The amount of research grant or contract income actually awarded during the year in question, making due allowance for subject differences. Where joint investigators are involved, the total value of the contract should be divided between the parties to avoid double-counting. Only contracts newly awarded and coming into effect in the year in question will be counted;
   (iii) Other research activities of a distinctive and/or outstanding nature;
   (iv) Sustained involvement in an unusually high level of research activity (quantitatively or qualitatively) over the course of the year.

   Teaching
   (i) The successful development and introduction of new courses or other initiatives;
(ii) Outstanding teaching contributions where the case is backed by significant evidence, eg structured student surveys, peer reviews, quality of examination results, and/or extra/unusual contributions made by a member of staff to teaching.

Other

(i) Outstanding significant and/or innovative contributions to policy, organisation, administrative and professional activities, depending upon the nature of the member of staff’s post;

(ii) Outstanding internal and external contributions which the University may wish to recognise;

(iii) Sustained administrative and organisational involvement at an unusually high level (quantitatively or qualitatively) over the course of the year;

(iv) Contributions to entrepreneurial or other business development activity that has resulted in a significant increase in University income during the period.