Criteria for the award of achievement bonuses – Professional Services (non-academic/non-research staff) in grades 1 to 9 inclusive

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 of a significant nature extending beyond the member of staff’s normal duties or undertaken with an exceptional level of commitment and initiative to ensure the success of the work involved;

   (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. It is not intended that the scheme rules should be over-prescriptive. It is open to Heads of Department/Division/Directors of Operations and individuals to develop and put forward cases for a wide range of activities.

   The following illustrative examples may be helpful when considering the type of activity for which a case may be developed:

   - distinctive contributions in the support services underpinning the key activities of teaching, research and management/administration;
   - exceptional support to individuals or groups in successfully obtaining significant external funding (eg from research grants, contracts or entrepreneurial activities);
   - outstanding contributions to publications (eg key technical support, warranting being named as a joint author);
   - exceptional work in technical areas;
   - significant contributions in the refurbishment or relocation of physical premises or in other university-wide projects;
   - particular achievements contributing to the success of events;
   - distinctive contributions to pastoral or welfare support and/or security;
• external distinctions, prizes and awards reflecting to the credit of the individual and the University;
• achieving an exceptional outcome through the development/implementation of a new skills transfer or training activity;
• significant achievements, over time, in the performance of the job;
• actions or suggestions which have brought about significant savings to the University;
• working over and above the call of duty to achieve outputs of significant relevance to the University’s strategic interests.

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

(i) outstanding significant and/or innovatory contributions, whether to policy, organisation or other relevant 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 involvement at an unusually high level (quantitatively or qualitatively) over the course of the year.