

## **CRITERIA FOR ASSESSING THE PERFORMANCE OF ACADEMIC-RELATED ADMINISTRATIVE, ACADEMIC-RELATED RESEARCH (INCLUDING DEPARTMENTAL LECTURERS) AND UNIVERSITY SUPPORT STAFF IN ANNUAL MERIT REVIEW EXERCISES**

The University recognises that its staff achieve high standards in their work. The grade and incremental pay structure provide annual pay progression, over and above cost of living rises, to reward and recognise the acquisition of skill, knowledge and expertise that comes with experience in a post. Some staff achieve exceptional performance – whether for a particular piece of work or project, or for a sustained period of time – that is measurably higher than would be expected. The annual merit review exercise aims to reward such exceptional performance.

All academic-related administrative, academic-related research (including departmental lecturers) and support staff in grades 1-10 who are in post on 31 July<sup>1</sup>, and at that date have been in post for a minimum of six months, are eligible to be considered for a merit award and will be assessed against the criteria outlined below.

To be recommended for an award, an employee will need to be judged to have performed well in all the key areas of their job, **and** to have demonstrated consistently excellent performance, above that which might reasonably have been expected, during the period covered by the review. That is, the staff member must satisfy one of the first two overarching criteria (1 and 2 below) **PLUS** at least one of the remaining criteria. These criteria are equally weighted and not listed in any order of priority. The examples provided under each item are indicative only and are not intended to represent the only means by which an individual can be judged to have demonstrated exceptional performance under a particular criterion.

### ***Overarching criteria***

**1a. Making a contribution to the work of the department during the review period measurably above that which might reasonably have been expected.** For example, willingly performing tasks which are beyond the requirements of the post while still carrying out all of the key duties of the post well, **OR 1b. Attainment of agreed longer-term objectives to a consistently excellent standard** that has positively impacted on the unit, department or University.

**2. Contributing either to the department or division's achievement of its objectives, or to the University's achievement of its mission of academic excellence.** For example, demonstrating an exceptional publications rate or standard, effectively representing the department, the division, or the University in external arena, or contributing significantly to the improvement of the University's governance, management, or administration.

### ***Additional criteria***

**3. Adaptability beyond the requirements of the post.** For example, responding flexibly to the changing requirements of the section or department.

**4. Willingness and ability to learn beyond the immediate requirements of the post** and to develop in the role and more generally, applying knowledge or skills gained effectively to the benefit of the department.

**5. Resourcefulness beyond that expected of the grade.** For example, solving problems

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<sup>1</sup> except "red circle" staff, apprentices, and those on clinical consultant grades

that are beyond the normal level of difficulty for the role, or demonstrating initiative in response to difficult situations, such as unforeseen circumstances.

**6. Working effectively with others measurably beyond the requirements of the post.**

For example, playing a particularly constructive role in the immediate work team, or collaborating well with others outside the immediate work team to the benefit of the department, or playing an exceptionally beneficial role in the department's external relations.

**7. Consistently demonstrating an exceptional standard of service**

with demonstrable impact on the service provided and/or the reputation of the unit, department or University. For example demonstrating a particular concern for customer care, **and consistently demonstrating performance above the normal expectation** for someone who is fully developed in that role, but where a regrading is not justified.