



THE UNIVERSITY OF  
NEW SOUTH WALES

**Professorial Salary  
Supplementation  
Scheme Information  
Booklet (HR110)**

**February 2008**

## PRINCIPLES

The *UNSW (Academic Staff) Enterprise Agreement 2006* ('the Agreement') provides a single salary point for academic staff at Professor (level E) with no incremental steps.

A Professor at UNSW is expected as part of their employment and as stated in the Agreement to:

... exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

The Professorial Salary supplementation Scheme supports what we value as a University as defined in the *Blueprint to Beyond: Strategic Intent* document including:

1. Academic freedom
2. Innovation, initiative and creativity
3. Leadership
4. Recognition of merit
5. Accountability, integrity and transparency
6. Equity, opportunity and diversity
7. Teamwork
8. Sustainability

What we value is embedded in our policies, processes and procedures.

The Deputy Vice-Chancellor (Academic) will ensure that all applicants recommended for a level of salary supplementation have adhered to what we value as a University as outlined above.

The University performance-based salary supplementation scheme for Professors ('the Scheme') involves the introduction of three additional salary steps for Professors. Access to the additional steps will be based on demonstrated performance above and beyond that normally expected of Professorial staff at UNSW.

The intent of the Scheme is to create incentives for Professors who contribute in unique ways to the University and to reward those who are involved in research, teaching and learning at exceptional levels. The Scheme applies only to those Professors who are not currently participating in Faculty-based supplementation schemes. Heads of Schools who have a performance agreement contract with UNSW are ineligible to apply for salary supplementation under this scheme.

## OPERATION

The four salary supplementation steps for Professor are as follows:

- Professor E 1 base salary (on appointment or through promotion, see EBA criteria)
- Professor E 2 base salary + 10% supplementation (see performance criteria below)
- Professor E 3 base salary + 20% supplementation (see performance criteria below)
- Professor E 4 base salary + 30% supplementation (see performance criteria below)

Salary supplementation will be for a period of three years after which period eligible Professors will be invited to re-apply for salary supplementation.

**Please note that if an applicant applies for further salary supplementation while already receiving a level of supplementation, then the applicant is required to submit a complete application that addresses the improved performance since the previous award of supplementation.**

**If an applicant applies for salary supplementation after a previous unsuccessful application, once again the applicant is required to submit a complete application with particular emphasis on the improved performance from the previous application.**

## PERFORMANCE CRITERIA

Applicants for salary supplementation need to identify whether they wish to be considered for supplementation as a Research Track, Learning and Teaching Track or Combined Track Professor. The application should indicate the level of performance in research, learning and teaching and service as Outstanding (O++), O+, O, Superior or Sustained as defined in the table below

Sustained (S)	Performing at average level expected of an Associate Professor
Superior (Sup)	Performing at level expected at the bottom quartile of Professor
Outstanding (O)	Performing at level expected at midpoint of Professor
Outstanding + (O+)	Performing at level expected in top quartile of Professor
Outstanding ++ (O++)	Research, awards and distinctions, impact of research, international reputation all testify expected performance in the top 2-3%.

As shown in the tables below for research track, combined track and learning & teaching track, individuals will be eligible for salary supplementation to **E2 (10%)** if they are performing one level above that expected for promotion to Professor in either research or learning and teaching while maintaining expected performance in the other areas.

Similarly individuals will be eligible for salary supplementation to **E3 (20%)** if they are performing two levels above that expected for promotion to Professor in either research, or learning and teaching. Alternatively they will be performing one level above for both research and learning and teaching while maintaining expected performance in the other area(s).

Salary supplementation to **E4 (30%)** will require performance two levels above expected for promotion to Professor for either research, or learning and teaching as well as one level above expected for the other while maintaining expected performance in service. Alternatively they will be performing three levels above that expected in research for promotion to Professor.

### Research Track

Requirements	Service	Research	Learning & Teaching
Requirement for promotion to Professor (A)	S	O	S
Requirements for E2	S	O+	S
Requirements for E3	S	O++*	S
Requirements for E4	S	O++*	S
Requirements for promotion to Professor (B) – limited to Research Only staff.		O+	
Requirements for E2/E3/E4		O++*	

\* *The Deputy Vice-Chancellor (Research) will assist the cross-faculty committees to consider individual research portfolios.*

### Combined Track

Requirements	Service	Research	Learning & Teaching
Requirement for promotion to Professor	Superior	Superior	Superior
Requirements for E2	Superior	O	Superior
	Superior	Superior	O
Requirements for E3	Superior	O	O
	Superior	O+	Superior

	Superior	Superior	O+
Requirements for E4	Superior	O+	O
	Superior	O	O+
	Superior	O++	Superior

### Learning and Teaching Track

Requirements	Service	Research	Learning & Teaching
Requirement for promotion to Professor	S/Superior*	S/Superior*	O
Requirements for E2	S/Superior*	S/Superior*	O+
Requirements for E3/E4	Available through Combined Track		

**\* At least one must be superior and the other at least sustained.**

#### Application Procedure

In order to assist eligible Professorial applicants to successfully complete the application procedure, please complete the following steps.

**Step 1:** Read this information booklet and *Guidelines to Assist Salary Supplementation Application* (refer Attachment A).

**Step 2:** Complete the *Application for Professorial Salary Supplementation (HR111)* form which can be downloaded by clicking on the following link: <http://www.hr.unsw.edu.au/hr111.rtf>

**Step 3:** Submit a case for salary supplementation using the following guidelines

- Applicants are required to outline their case for salary supplementation in less than 10 pages.
- Supporting material such as publication lists can be appended but should not be part of the formal application.
- The onus is on the applicant to put forward an argument that demonstrates a superior level of performance at the professorial level.

**Step 4:** Complete a *Head of School Judgement for Professorial Salary Supplementation (HR112)* report which can be downloaded by clicking on the following link: <http://www.hr.unsw.edu.au/hr112.rtf>

**Step 5:** Submit your completed HR111 (and attach your case for salary supplementation eligibility) and HR112 forms to your Head of School for consideration.

**Step 6:** You must submit the completed and signed documentation to David Gleeson, Academic Promotions Co-ordinator, Human Resources, by **Tuesday 7 October 2008**

Note that the Professorial salary supplementation will be effective 1 January 2009.

### ASSESSMENT OF APPLICATIONS

Applications will be assessed by the relevant Cross-Faculty Committees with recommendations forwarded to the Professorial Remuneration Committee. These assessment Committees will comprise each of the Deans from the relevant Faculty as set out in the table below, and the Director Human Resources or nominee.

Committee 1	Deans, Faculties of Medicine, Engineering, and Science – and Director Human Resources or nominee ♦
Committee 2	Deans, Faculties of Law, Australian School of Business, Built Environment, Arts and Social Sciences, The College of Fine Arts – and

	Director Human Resources or nominee ♦
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♦ The Rector of [UNSW@ADFA](mailto:UNSW@ADFA) will be a member as appropriate.

Each cross-Faculty committee will provide a report of its recommendations to the Professorial Remuneration Committee which will comprise:

- Deputy Vice-Chancellor (Academic) – Chair
- President of the Academic Board or nominated Deputy President
- Deputy Vice-Chancellor (Research)
- Vice-Chancellor's nominee

## **ATTACHMENT A: GUIDELINES TO ASSIST SALARY SUPPLEMENTATION APPLICATION**

### **Research**

To justify or validate a claim in the area of research, performance indicators could include:

- i. publication output (books, chapters, peer-reviewed articles), citation rate, journals and impact factors.
- ii. an overview of how your research is funded, reference to grants won, industry support and peer-reviewed grants.
- iii. supervision of postgraduate students
- iv. patents.
- v. evidence of significant impact of research

### **Teaching**

To justify or validate a claim in the area of teaching, evidence would need to be demonstrated that most, if not all of the following apply:

- i. effective design, delivery and coordination of course and program curricula
- ii. innovation in learning and teaching including in the use of technology to enhance student learning
- iii. initiation, development and evaluation of new programs
- iv. effectiveness of teaching as evidenced through multiple sources including peer evaluation, self reflection, student achievements, formal student feedback and formal recognition of teaching excellence
- v. ongoing commitment to your own professional development in learning and teaching
- vi. support for the professional development in learning and teaching of colleagues through, for example, mentoring of colleagues, organizing of fora on learning and teaching
- vii. evidence of scholarship in learning and teaching eg through conference presentations and research into learning and teaching
- viii. leadership in university learning and teaching as evidenced through, for example, supporting the learning of colleagues and the improvement of teaching standards at the school, faculty or university levels
- ix. leadership within UNSW and/or nationally in the development of learning and teaching policy and/or practice.

### **Service**

To justify or validate a claim in the area of service, performance indicators could include:

- i. service to the discipline
- ii. UNSW community based achievements
- iii. wider community involvement
- iv. leadership and mentoring at both the school and faculty level
- v. recognition at both the national and international level.