PRINCIPLES

The UNSW (Academic Staff) Enterprise Agreement 2011 (‘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 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.

The Deputy Vice-Chancellor (Academic) will ensure that all applicants recommended for a level of salary supplementation must have adhered to the principles of UNSW Code and Conduct.

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 can re-apply for a further three year period of 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

As a reference point, there is an expectation that all Professors at UNSW, whether promoted or appointed to the position would be performing at a level consistent with Professors in the top three Universities within the Group of Eight.

In reaching a determination of an E2, E3 or E4 level of supplementation an applicant can nominate Research Track, Learning and Teaching Track or a Combined Track. However, the ultimate determination is whether the applicant has achieved a recognised level of performance in the top 15-25% (E2), top 5-15% (E3) or top 5% (E4).
The percentile bands outlined above relate to what is expected from all Professors in the top three Universities within the Group of Eight having regard to the respective discipline.

Notwithstanding the track that is nominated, a minimum standard of performance is expected of all staff in each category. For example, an applicant employed as a research and teaching academic whose research performance is considered as outstanding but has required counseling in respect to their teaching performance would not reach the required threshold.

For those academic staff who have essentially a Research Only appointment, there is an expectation that a demonstrated sustained level of performance in area of engagement and leadership contributions has been maintained for the lower levels of supplementation while higher levels of engagement and leadership contributions would be expected for higher levels of supplementation. Examples of such contributions would include evidence of providing intellectual leadership at a Professorial level.

Applicants who are applying for the first time are required to present a case for supplementation based on their performance in the period since their appointment or promotion to the level of Professor.

For those applicants who are re-applying for a further period of supplementation are required to present a case based on their performance in the period since their last period of salary supplementation.

For an E2 (10%) level of supplementation the applicant needs to substantiate a case where their demonstrated performance is at the top 15-25%

For an E3 (20%) level of supplementation the applicant needs to substantiate a case where their demonstrated level of performance is at the top 5-15%

For an E4 (30%) level of supplementation the applicant needs to substantiate a case where their demonstrated level of performance is at the top 5%. In addition, three independent referee reports from internationally recognized leaders in the respective discipline will also be required. The international referees will be nominated by the Dean in consultation with the relevant Head of School and the Deputy Vice-Chancellor (Research) if appropriate.

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/forms/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.
- Applicants are required to use the Executive Summary Page pro forma as the first page of their written application.
- Complete Form B (Research and Related Activities Form) and attached it to the written application.
- The onus is on the applicant to put forward a concise case that demonstrates a level of performance that is within the percentile band relevant to the level of supplementation that has been applied for.
Step 4: Submit your application to your Head of School (well before the official closing date for applications) so that your Head of School has sufficient time in which to complete a Head of School Report.

Step 5: You must submit the completed and signed documentation to David Gleeson, Academic Promotions Manager, Human Resources, by Monday 12 October 2015

Note that the Professorial salary supplementation will be effective 1 January 2016.

ASSESSMENT OF APPLICATIONS

Faculty Deans will provide to the University’s Professorial Remuneration Committee a brief report outlining their recommendations for all applicants from within the faculty who have applied for a salary supplementation.

All applications will be assessed by the University’s Professorial Remuneration Committee which will take into account in their deliberations the recommendations of respective faculty deans, the reports provided by Heads of Schools, as well as, confidential referee reports in cases of applications for an E4 level of supplementation.

The membership of the University’s Professorial Remuneration Committee consists of:

- 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.

Engagement and Leadership
To justify or validate a claim in the area of engagement and leadership, performance indicators could include:
  i. engagement and leadership to the school, faculty, university and 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.