1. **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 Professorial Salary Supplementation Scheme is aligned to the academic strategic goals and priorities of the University and supports the guiding principles of the University as outlined in the B2B Blueprint to Beyond: Strategic Intent including:

1. Academic freedom
2. Leadership
3. Innovation, initiative and creativity
4. Recognition of merit and excellence
5. Integrity and high ethical standards
6. Equity, opportunity and diversity
7. Mutual respect, collegiality, teamwork and high service standards
8. Professionalism, accountability and transparency
9. Safety
10. Environmental sustainability

These guiding principles are 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 the guiding principles of the 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.

2. 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:
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.
3. 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 counselling 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 service contributions has been maintained for the lower levels of supplementation while higher levels of service contributions would be expected for higher levels of supplementation. Examples of service contributions would include evidence of providing intellectual leadership at a Professorial level.

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, the application will also require a supporting letter from the respective Dean in which the merits of the case are outlined. Furthermore, 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.
4. 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.
- Complete Form B (Research and Related Activities Form) and Form C (Teaching Activities Form) and attached both the 10 page 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: 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/forms/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 Manager, Human Resources, by Monday 8 October 2012

Note that the Professorial salary supplementation will be effective 1 January 2013.

5. Assessment of applications

Applications for both E2 and E3 levels of supplementation 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.
Applications for an E4 level of supplementation will be assessed directly by the Professorial Remuneration Committee

| 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 ♦ |

♦ The Rector of 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 e.g. 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.