

Professorial Salary Supplementation Scheme Information Booklet (HR110)

Principles

The *UNSW (Academic Staff) Enterprise Agreement 2015* ('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 and reward Professors who contribute very significantly to the University in research, education, social engagement, global impact and/or leadership. Professors are eligible to apply for the Scheme if they:

- are not currently participating in Faculty-based supplementation schemes;
- do not hold an appointment to an academic management position (with an employment contract that includes a performance bonus) such as Head of School or Associate Dean;
- are not in receipt of (or due to receive in the salary supplementation year) an externally funded fellowship or grant which includes a salary supplementation or loading.

If an applicant is awarded salary supplementation under the Scheme and, during the term of the salary supplementation, is awarded an externally funded fellowship or grant which includes a salary supplementation or loading, the University reserves the right to reduce, suspend or discontinue the salary supplementation under the Scheme following consultation with the Professor. Similarly, if the University offers an academic management appointment to a Professor who is receiving (or due to receive) salary supplementation under the Scheme, the University may make such an offer conditional upon the reduction, suspension or discontinuance of the salary supplementation.

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 subsequent to the previous application.

Note that the Scheme is not a centrally funded Scheme and that each individual Faculty is financially responsible for the level of salary supplementation that is awarded to an applicant from within the Faculty.

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 their respective Schools within the Faculty.

In submitting a case for a salary supplementation an applicant needs to outline the context in which they work and clearly outline a case where their performance contributions across the three key pillars of academic performance have been above the standards expected at the Professorial level.

Applicants should clearly indicate both in the application form (HR 111) and in their Executive Summary the level of supplementation that they are applying for.

There is an expectation that an applicant applying for a salary supplementation for the first time would normally progress to an E2 (10%) level unless the University Committee determines that the performance contributions were exceptional and that a higher level of supplementation was merited.

Notwithstanding the balance of contributions that are articulated, a minimum standard of performance is expected in each of the three key pillars of performance. 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 engagement and leadership has been maintained for the lower levels of supplementation, while higher levels of engagement and leadership would be expected for higher levels of supplementation. Examples of such contributions would include evidence of providing intellectual leadership at a Professorial level.

There is an expectation that all applicants who apply for a salary supplementation and those applicants who are awarded a level of salary supplementation conform to and demonstrate the values and behaviors expected of Professorial staff at UNSW.

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.

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%.

Application Procedure

In order to successfully complete the application procedure, please complete the following steps.

Step 1: Read this information booklet and *Guidelines Supporting Salary Supplementation Applications* (refer Attachment A).

Step 2: [Complete the Application for Professorial Salary Supplementation \(HR111\) form](#)

Step 3: Submit a written case for salary supplementation conforming to the following guidelines

- No more than 5 pages summarizing the case
- The **Executive Summary Page pro-forma** should be the first page of the application.
- Applicants may also attach supporting evidence of no more than 5 pages which may include for example information from metrics databases.
- 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: A confidential report prepared by the relevant Head of School will also be solicited and included in the applicant's documentation by the Academic Promotions Manager.

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 14 October 2019**

Note that the Professorial salary supplementation will be effective 1 January 2020.

Assessment of Applications

Faculty Deans will provide to the University's Professorial Remuneration Committee a brief report outlining their recommendations and a ranking for all applicants from within their Faculty.

The University's Professorial Remuneration Committee will assess the application and will make a determination of the appropriate level of supplementation to be awarded. In its deliberation the committee will take into account the recommendations submitted by both the applicant's Head of School and the faculty Dean.

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

- Deputy Vice- Chancellor (Academic) – Chair
- Deputy Vice-Chancellor (Research)
- The Provost
- Deputy Vice -Chancellor (Inclusion and Diversity)

Notification of Outcome

All applicants who have submitted an application for a professorial salary supplementation will be informed of the outcome via an official letter from the Deputy Vice-Chancellor (Academic) within a few days of the meeting of the University's Professorial Remuneration Committee.

A copy of the official letter will also be forwarded onto both the respective Dean and Head of School.

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
- vi. where possible evidence that the performance falls within the percentile band required

Education

To justify or validate a claim in the area of education, 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
- x. where possible evidence of pre-eminence or high level contribution at the percentile band required.

Social Engagement, Global Impact 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. demonstrated commitment to and modelling of behaviours consistent with the UNSW Code of Conduct
- iii. UNSW community based achievements
- iv. wider community involvement
- v. leadership and mentoring at both the school and faculty level
- vi. recognition at both the national and international level
- vii. where possible evidence of contributions at the percentile band required.