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**SALARY REVIEW PROCEDURE FOR GRADE 10 STAFF**

**APPLICATION / NOMINATION FORM**

**(MEMBERS OF UEG, DEANS, DIRECTORS, PROFESSORIAL AND PROFESSIONAL SERVICES STAFF)**

**NAME: JOB TITLE:**

**SCHOOL: DATE:**

**Explanatory Note:** The maximum length of the submitted application form should be two A4 pages. Please note that the only documentation that should be submitted with the application is a copy of the Academic Appraisal objectives or OSaR objectives.

1. **Copy of Academic Appraisal or OSaR objectives attached for period: to**

**2 Indicate which objectives have been completed:**

**2a Indicate which objectives are partially completed:**

**2b Indicate which objectives have not been commenced and please give reason/s:**

**2c How have these objectives contributed to the University Strategy?**

1. **Please give examples of where you (Applicant or Dean/Director/Senior Vice-Principal in case of nomination) have added value to your objectives, have taken advantage of an opportunity, have exceeded expectations in your performance or received a marker of esteem.**
2. **Performance Rating** (see section 8 of Reward Policy for grade 10 staff**)**

*E – Exceptional, EE - Exceeds expectations. ME - Meets expectations, ME - Meets expectations, IR - Improvement required*.

1. **Please add any further comments you (Applicant or Dean/Director in case of nomination) wish to provide.**
2. **Dean’s/Director’s assessment of overall performance for the period.**

Signed:………………………………………………………………………… Date: …………………………

Printed Name: ........................................................................................