

Merit Award Recognition Form

Please use this form to nominate a member of staff you feel has delivered over and above what is expected from them, based on the below criteria and indicating which level of award you wish to issue.

Bearing in mind the University commitment to ensure under-represented groups, and all grades are considered for a Merit Award. By completing this form, you are confirming that you have considered all eligible staff in your area.

This is a criteria driven process, ensuring that cases being considered are in accord with the University Vision and Values.  The criteria are listed in Section 2, and will be considered by the Merit Award Committee when assessing the cases submitted.  Please complete all sections of the form and provide the rationale and evidence to support your selection in Section 2.

SECTION 1 – Nominee Details

**Nomination type:**  **CRP [ ] AA [ ]**

**Employee name(s):** Click here to enter text. **Job Title:** Click here to enter text. **Staff number(s):** Click here to enter text. **School/Directorate:** Click here to enter text.

|  |  |
| --- | --- |
| Has the member of Staff recently been nominated for a Staff Recognition Payment? | Yes / No  |
| If Yes, were they successful? | Yes / No  |
| If Yes, what was the amount and when was this awarded? | Amount:Year:  |

SECTION 2 – Nomination Details

**Please select Criteria 1 or 2, and a subsection of criteria , whichever best describes the reason for your nomination:**

**For examples of each Criteria subsection please see the** [**Manager Guide to Merit Awards.**](https://www.dundee.ac.uk/sites/default/files/2023-05/Merit%20Awards%20Manager%20Guide.docx)

|  |  |  |
| --- | --- | --- |
| **Level** | **Criteria** | **Please Tick** |
| **1** | **Continuously exhibited excellent behaviour or attitudes:**  |  |
| **2** | **Consistently demonstrated hard work, going well above and beyond the normal expectation. *Please consider effort contributed towards a piece of hard work as well as completed pieces of work.***  |  |
| **Subsection Criteria** | Choose an item.  |  |

**Statement of Case Guidance:** Please provide details of the significant contribution which you believe merits a Contribution/Accelerated Advancement Point. This should be outlined in the form of the contribution, the evidence of this, via examples, and the impact it has had. Alongside what area the contribution relates to, please highlight what benefit the Discipline/School/Directorate/University has derived from this contribution (please quantify in terms of academic, service, operational or finance contribution). Please note that any achievements used in any successful previous applications cannot be used as evidence again. Each case should also be documented on an individual basis.

The case should also evidence how the contribution is in line with our [Values](https://www.dundee.ac.uk/strategy/identity): Valuing People, Excellence, Integrity, Working Together, Making a Difference.

|  |
| --- |
| **Section A Statement of Case***Please see the Manager Guide to Merit Awards on how best to complete this section.* *Please note there is a limit of* ***300 words*** *for this section, and that Baxter Sans Font should be used at point 11.** Please ensure you attach a copy of the latest Job Description and Organisation Chart for all cases. If the application is submitted without these documents, the application will be returned.
* Please also ensure that all mandatory modules are completed for the member of staff you are nominating, if they are not, the application will be returned and will not be able to be considered this year.
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SECTION 3 – Nominator Details

**Name:** Click here to enter text. **Position:** Click here to enter text. **Date:** Click here to enter text.

*Non SFC/Externally Funded Posts: I confirm that funding will be available from Funding Body (Please insert name of funding body and the Account Code).*

**Signature: ……………………………………………………………………………………………………….**

**Dean of School/Director Signature: …………………………………………………………………………………………………………**

**School Manager Signature for School Professional Services nominations: ………………………………………………….**

SECTION 3 – For Reward and Recognition Administrator Use:

|  |  |
| --- | --- |
| Current Grade |  |
| Current Salary |  |
| Continuous Service Date |  |
| Date of Appointment to Current Grade |  |
| Date at Scale Maximum, if known |  |
| Previously awarded a CRP or AA, if so, insert year & award |  |
| EDI Modules Completed | **Yes [ ] No [ ]**  |
| ISAT Modules Completed  | **Yes [ ] No [ ]**  |
| H&S Modules Completed  | **Yes [ ] No [ ]** |