

**Application for Payment of a
High Performance Recognition Loading**

LOADING FOR A NEW APPOINTEE

(To be completed by the Convenor, Selection Committee)

NAME OF EMPLOYEE: _____

POSITION: _____ **LEVEL OF POSITION:** _____

SCHOOL/UNIT: _____

LOADING PERCENTAGE RECOMMENDED (please tick the relevant percentage)

Academic Staff

5-10% (Demonstrated sustained exceptional contributions in one of the following: (a) teaching and/or curriculum development; (b) research; (c) institutional planning and/or governance at UWS)

11-20% (Demonstrated sustained exceptional standards in two of the following: (a) teaching and/or curriculum development; (b) research; (c) institutional planning and/or governance at UWS)

21-30% (Demonstrated sustained exceptional standards in all three of the following: (a) teaching and/or curriculum development; (b) research; (c) institutional planning and or governance at UWS over three or more performance cycles, and be making a strategic contribution to the University)

Specify HPR Loading % _____ **(for payroll purposes)**

Non Academic Staff

5-10% (Demonstrated sustained exceptional contributions in core competencies of the role)

11-20% (Demonstrated sustained exceptional standards in core competencies of the role and recognised as a knowledgeable professional expert in the role)

21-30% (Demonstrated sustained exceptional standards in core competencies and has consistently demonstrated a capacity to perform highly effectively in the role over three or more performance cycles and be making a strategic contribution to the University)

Specify HPR Loading % _____ **(for payroll purposes)**

SUPPORTING EVIDENCE

In support of this application, the following information is provided:

Professional Achievements (please provide comments)

Qualifications (please list relevant qualifications)

Reputation with discipline/work area (please provide comments)

PERIOD OF ALLOWANCE

Should this application be approved, the period of the allowance will be 12 months. Continuation of the allowance, following the annual performance review, will be dependent on evidence being provided that the employee has met the agreed KPIs/targets. An application for continuance of the payment will be required on an annual basis.

RECOMMENDATION

Payment of a High Performance Recognition Loading, as outlined above, is recommended.

Signed: _____ Print Name: _____ Date: _____

(Convenor, Selection Committee)

ENDORSEMENT

The recommendation for the payment of a High Performance Recognition Loading, as outlined above, is endorsed.

Signed: _____ Print Name: _____ Date: _____

(Executive Dean/Director)

APPROVAL

Signed: _____ Print Name: _____ Date: _____

(Deputy Vice-Chancellor)

Division: _____