Application for Staff Loadings as part of Recruitment

* When determining whether a loading should be paid, the University must satisfy itself (based on the most objective information available) that: a) there exists a competitive, short supply labour market, b) the person under consideration could be highly sought after within that market; and c) the person is recognised as performing at an outstanding level. Refer to the full for more information.

TO BE COMPLETED BY THE CHAIR OF THE SELECTION PANEL

| STAFF MEMBER: |  |
| 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 the University)

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 the University)

21% and above (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 the University over three or more performance cycles, and be making a strategic contribution to the University)

Specify Loading %___________(for payroll purposes)

**Professional 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% and above (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 Loading %___________(for payroll purposes)
SUPPORTING EVIDENCE

In support of this application, the following information is provided (include evidence of outstanding performance):

**Professional Achievements** (please provide comments)

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__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

**Qualifications** (please list relevant qualifications)

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__________________________________________________________________________________________

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**Reputation with discipline/work area** (please provide comments)

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**NOTE: PERIOD OF ALLOWANCE**

The common date for renewal of all loadings is 31 May. Depending on the time of year of submission of the application the application may be approved to 31 May of the following year. Continuation of the allowance, following the annual performance review, will be dependent on evidence being provided that the staff member has met the agreed KPIs/targets. Completion of a specific form “Application for Payment of a Staff Loading to an Existing Staff Member or Continuance of Loading” is required in this instance and on an annual basis.
RECOMMENDATIONS

CHAIR ON BEHALF OF THE SELECTION PANEL

Payment of a Staff Loading, as outlined above, is recommended.

Signed: ______________________________

Print Name: ___________________________ Date: _________________

(Chair on behalf of the Selection Panel)

STAFFING COMMITTEE

Payment of a Staff Loading, as outlined above, is recommended. (Form signed or attach Recommendation Documentation, e.g. emailed recommendations)

Signed: ______________________________

Print Name: ___________________________ Date: _________________

Signed: ______________________________

Print Name: ___________________________ Date: _________________

Signed: ______________________________

Print Name: ___________________________ Date: _________________

APPROVAL

VICE CHANCELLOR AND PRESIDENT

Signed: ______________________________

Print Name: ___________________________

Date: ________________________________