

Summary of University of Manchester Staff Recognition Schemes – January 2014

	Thank You recognition scheme	Rewarding Exceptional Performance	Long Service Awards	The President's Distinguished Achievement Awards (i.e.medals)	Social Responsibility	Teaching Excellence Awards
Scope	All staff	All staff at Grade 8 or below	All staff	Distinguished Achievement Awards for: <ol style="list-style-type: none"> 1. Any member of and/or team within the PSS, Library and Cultural Institutions. 2. Teacher of the Year (one from each Faculty) 3. Researcher of the Year (one from each Faculty) 4. U/G Student of the Year (one from each Faculty) 5. Postgrad Student of the Year (one from each Faculty) under review* 6. General Distinguished Achievement Award. (When no other category under the 	All staff, students and alumni.	Open to academic and academic-related staff.

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				<p>Distinguished Achievement Awards is suitable)</p> <p><i>Note that the "General Distinguished Achievement Award " is not the same as the "Medal of Honour."</i></p> <p><i>*As at Jan 2014 a review is currently underway to investigate whether the PG student category should be split into separate Postgraduate Taught Students and Postgraduate Research Students.</i></p>		
Criteria	A means of providing instant and spontaneous recognition for exemplary work all year round on an "as and when basis."	To reward staff who have made an exceptional contribution in respect of a one-off task/project &/ or- to reward sustained exceptional contribution in a role.	Staff who will reach 25 or 40 years continuous service with the University of Manchester (which may include continuous service with either of the legacy institutions).	To recognise outstanding performance against defined criteria. <u>General Distinguished Achievement Medal</u> This category is designed to recognise sustained and/or exceptional service to the University which is over and above what would be expected as part of the individual's input into his/her job, role or course.	To be eligible for these awards, the activities must address disadvantaged groups or deprived communities. Nominations should also not be for work that is part of a nominee's job but be over and above that which is expected. Awards are given in three categories: 1. Student of the Year 2. Staff of the Year	Criteria judged around: <ul style="list-style-type: none"> • Individual Excellence. • Raising the Profile of Excellence. • Developing Excellence. <p><i>(Based on the criteria used by the Higher Education Academy for the National Teaching Fellowship Scheme).</i></p>

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					3. Alumni of the Year	
Rewards	A selection of rewards such as: <ul style="list-style-type: none"> • A days leave • Chocolates • Flowers • Team event 	a) Payments for a one-off task/project, which are likely to be occasional in nature, will be paid as soon as possible after approval. b) Accelerated increments/contribution points for sustained exceptional performance will be paid on 1 August following approval.	Will receive either gift vouchers worth £400 or 5 additional days of annual leave.	Medals / awards are presented by The President during a special ceremony.	Each winner receives a cheque, made out to the organisation that they support: £300 for the overall winner, and £200 and £100 for the 2nd and 3rd place runners up. In addition the overall winner in each category is put forward for the University Social Responsibility & Volunteer Distinguished Achievement Award.	Grant of £5000 to support teaching & learning activities and/or personal development. The University can also nominate candidates each year for the National Teaching Fellowship, a prestigious national scheme run by the Higher Education Academy.
Nomination process	Line managers need to request the Thank You Scheme Approver.	By an appropriate line manager in the first instance using the standard form.	n/a	See links above for further details or contact The President's Office.	All nominations must be made via the website: www.manchester.ac.uk/volunteeroftheyear	Designated Faculty administrative contacts by a set submission date.
Decision-maker	Thank You Scheme Approver (Directors of PSS, Faculty Operations, Library and Cultural Institutions)	School Promotions Committee or local management / panels.	HR Services contact the person regarding the options available.	See links above for further details or contact The President's Office.	Panel	Institutional Panel chaired by the Vice-President (Teaching and Learning).
Right to appeal	N/a	None in respect of applications for one-off payments.	n/a	n/a	a) The judges' decision is final and no correspondence will be entered into.	n/a

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Record-keeping / monitoring	All costs will be charged against a defined i/e code. Quarterly monitoring reports will be provided by Faculties/Directorates/ Library & Cultural Institutions to HR for review by SLT.	Via annual reports to the Director of HR and the Registrar and Secretary.	HR Services run monitoring reports to check for service.	n/a	n/a	n/a
Link to policy / guidance	<u>www.staffnet.manchester.ac.uk/thank-you-card</u>	See <u>http://documents.manchester.ac.uk/display.aspx?DocID=948</u>	<u>See relevant section of Terms & Conditions</u>	Guidance documentation sent to senior colleagues in Faculties/Directorates on annual basis.	Refer to the Student Development and Community Engagement Division: <u>www.manchester.ac.uk/volunteerofttheyear</u>	See <u>http://www.tlso.manchester.ac.uk/teaching-and-learning/teachingawards/</u>