**SCHEME A: APPLICATION FORM FOR CONTRIBUTION REWARD SCHEME**

**(FOR UNIVERSITY ASSOCIATE PROFESSORS AND ASSOCIATE TEACHING PROFESSORS AT GRADE 10)**

Please ensure you read the [Academic Career Pathways (Teaching and Scholarship) guidance](https://www.acptands.hr.admin.cam.ac.uk/)

before completing this form.

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| **APPLICANT DETAILS** | | | | |
| **Title** |  | **Forename(s)** |  | |
| **Surname** |  | **Professional surname**  **(if applicable)** |  | |
| **Personal Reference Number (8-digit)** |  | | | |
| **Email address** |  | | | |
| **Current position title** |  | | | |
| **Current Institution** |  | **School** |  | |
| **College (if applicable)** |  | | | |
| **Appointment start date** |  | **Appointment end date** |  | |
| **Continuous service date** |  | | | |
| Contribution increments are awarded to recognise a University Associate Professor or an Associate Teaching Professor’s (Grade 10) outstanding and sustained excellence in teaching and scholarship, and outstanding and sustained service over and above the normal expectation for the role for a period of not less than one year, with the expectation of continued working at that level.  If you wish to be considered, please complete Section A of this form setting out the reasons for your application, and providing evidence of your personal contribution to teaching and scholarship and service over and above the level expected of a person performing competently as a University Associate Professor or an Associate Teaching Professor (Grade 10), in support of the academic objectives of your Institution. | | | | |
| **How many increments do you wish to be considered for?** | | | Choose an item. | |
| **Would you like to include details of any impact the COVID-19 pandemic has had on your current or future work? If yes, please complete and submit the separate COVID-19 Impact Statement.** | | | Choose an item. | |
| **Please tick to confirm that you meet the eligibility criteria set out below:** | | | | |
| **I am a University Associate Professor or an Associate Teaching Professor** | | | |  |
| **I have reached the maximum service point for my grade (Grade 10, point 61) as at 1 October 2021** | | | |  |
| **I have been in my post and performing my duties at my current grade and on point 61 for at least one year prior to 1 October 2022** | | | |  |

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| **Section A: *to be completed by the applicant***  Please set out in full in the tables below the reasons for your application and, where appropriate, explain why more than one increment is requested.  You should refer to the Teaching & Scholarship and Service criteria for an Associate Professor (Grade 10) detailed in the ACP (Teaching and Scholarship) guidance when setting out your case, giving quantitative evidence, including dates, where possible, as well as setting out the added value of your achievements and details of sustained leadership. | | |
| **Teaching and Scholarship**  Evidence of outstanding and sustained excellence in teaching and scholarship. | | |
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| **Service**  Evidence of outstanding and sustained general and/or administrative contributions including leadership. | | |
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| **Suggestion for internal referee to comment on your case**  Please note that the decision on who to contact for a reference rests with the Faculty Committee. | | |
| **Title** |  | |
| **Forename** |  | |
| **Surname** |  | |
| **Position** |  | |
| **Email address** |  | |
| **Please sign and date the form before submitting to your Head of Institution, copying in** [**HRTeachingandScholarship@admin.cam.ac.uk**](mailto:HRTeachingandScholarship@admin.cam.ac.uk) | | |
| **Signature** |  | |
| **Date** |  | |
| **Section B: *to be completed by the Head of Institution/other delegated senior academic officer***  Contribution increments are awarded to recognise an individual’s sustained and outstanding contribution in teaching and service, over and above the normal expectation for the role for a period of not less than one year, with the expectation of continued contribution at that level. Please read the guidance and criteria for the CRS in Scheme A in the ACP (Teaching and Scholarship) guidance before completing this form.  Reports listing details of all eligible staff have been sent to institutions. | | |
| **How many contribution increments do you support for the applicant?** | | Choose an item. |
| **Priority order (compared to other applicants in your Institution)** | |  |
| **Teaching and Scholarship**  Please comment on the applicant’s achievement of the criteria as set out in Section A of the form, and whether you support their case for an award. Where appropriate, please explain why more than one increment is proposed. | | |
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| **Service**  Please comment on the applicant’s achievement of the criteria as set out in Section A of the form, and whether you support their case for an award. Where appropriate, please explain why more than one increment is proposed. | | |
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| **General summary of case for outstanding performance** | | |
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| **Comments of the Head of Institution/delegated senior academic officer *where the case is not supported*** | | |
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| **Please sign and date the form before submitting to** [**hrteachingandscholarship@admin.cam.ac.uk**](mailto:hrteachingandscholarship@admin.cam.ac.uk) | | |
| **Full name** |  | |
| **Position** |  | |
| **Signature** |  | |
| **Date** |  | |