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

**(FOR SENIOR TEACHING ASSOCIATES (GRADE 8) & TEACHING ASSOCIATES (GRADES 6 & 7))**

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 grade** |  | **Current spine point** |  | |
| **Current Institution/ Department/Faculty** |  | **School** | Choose an item. | |
| **College (if applicable)** |  | | | |
| **Appointment start date**  *(in your current post)* |  | **Appointment end date**  *(if applicable)* |  | |
| **Continuous service date**  *(The date your employment with the University commenced)* | | |  | |
| Contribution increments are awarded to recognise a Senior Teaching Associate’s (Grade 8) or a Teaching Associate’s (Grades 6 and 7) 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 Senior Teaching Associate or a Teaching Associate, in support of the academic objectives of your Institution. | | | | |
| **How many increments do you wish to be considered for?** | | | Choose an item. | |
| **Please tick to confirm that you meet the eligibility criteria set out below:** | | | | |
| **I am an Academic (Teaching and Scholarship) staff member (Grades 6-8)** | | | |  |
| **I have not yet reached the maximum contribution point for my grade** | | | |  |
| **I have been in my current role and grade for at least one year prior to 1 October of the year the increment(s) is awarded** | | | |  |

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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 criteria for the award of contribution increments for Senior Teaching Associates and Teaching Associates (Grades 6 to 8) detailed in the [ACP (Teaching and Scholarship) guidance](https://www.acptands.hr.admin.cam.ac.uk/assessment-criteria-scheme-b) when setting out your case, giving quantitative evidence, including dates, where possible, as well as setting out the added value of your achievements. |
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| **COVID-19 Impact Statement (voluntary)**  We recognise that the COVID-19 pandemic has had a significant impact on the HEI sector and many research and teaching staff will have faced difficulties in carrying out their usual duties. We therefore welcome a voluntary statement detailing the impact on your current or future work.  This can include access to labs and other resources due to building closures, access to primary data or opportunities to travel abroad to disseminate scholarship or other circumstances. It may also include impacts as a result of caring responsibilities for children and/or other dependants, mental health issues such as heightened stress and anxiety over this period, or other disability related impacts. This voluntary statement will be taken into account by the relevant promotions panel when evaluating your case for promotion. You may include reference to personal matters which have affected your work if you wish; however, there is no requirement to do so, nor are you required to disclose if you were furloughed.  Please set out below details of the impact of the COVID-19 pandemic on your achievements and/or ability to carry out your usual duties during this time and your assessment of the cumulative impact on your future work. (maximum of 1,000 words) | | |
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| **Please enter word Count** | |  |
| **Please sign and date the form (in word format) before submitting to** [**acp@admin.cam.ac.uk**](mailto:acp@admin.cam.ac.uk)  *(an electronic signature is acceptable)* | | |
| **Signature** |  | |
| **Date** |  | |

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| **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, 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 B in the ACP (Teaching and Scholarship) guidance before completing this form.  Reports listing details of all eligible staff have been sent to nominated burst report recipients for Institutions via the secure burst report mechanism. | | |
| **How many contribution increments do you support for the applicant?** | | Choose an item. |
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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** [**acp@admin.cam.ac.uk**](mailto:acp@admin.cam.ac.uk)  *(an electronic signature is acceptable)* | | |
| **Full name** |  | |
| **Position** |  | |
| **Signature** |  | |
| **Date** |  | |