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| Grade 10 Senior Staff Review Nomination | |
| **Guidance** | |
| Please refer to the policy on Grade 10 Staff Salaries in the relevant Guide at:  <https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Grade-10-Salary-Review(1).aspx?web=1> and any additional guidance provided by the Principal.  This form may be expanded to up to a maximum of 3 pages.  The College/Professional Services Group HR team should scan and save an electronic copy of this form along with ranked lists of nominations (as outlined by HR), **no later than Wednesday 27th May 2020.** | |
| **Section 1: Employee’s Details** | |
| Employee Name: |  |
| Employee Number: |  |
| Job Title: |  |
| College/Professional Services Group: |  |
| School/Department: |  |
| Grade: |  |
| Full Time/Part Time: |  |
| FTE if Part Time: (e.g.0.6) |  |
| Salary: |  |
| UoE Salary Point: |  |

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| **Section 2: Promotions and incremental awards in last 5 Years (Date/Awards):** | | | |
| **Date (dd/mm/yyyy)** | | **Award** | |
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| **Section 3: RECOMMENDATION** Please tick as appropriate: | | | |
| Please enter the number of increments or lump sums being recommended in the appropriate text box below:        **INCREMENT(S) or**       **LUMP SUM(S)**  Nominations may be made for both an increment and a lump sum payment for an individual, in this instance please use one form but detail the reasons for lump sum and increment separately below. | | | |
| Is the employee aware they are being nominated for this award? (tick box) | **Yes**  **No** | | |
| **Section 4: Recommendation by Head of College/Professional Services** | | | |
| **Sustained Excellence** | | | |
| **Influential leadership** | | | |
| **Leadership of innovation** | | | |
| **Impact** | | | |
| **Section 5: Head of College/Professional Services:** | | | |
| **Signature:** Click or tap here to enter text. | | | **Date (dd/mm/yyyy):** |