Academic Contribution Framework

This Academic Contribution Framework (ACF) provides appraisers with indicative example measures to help academic staff identify clear development and performance objectives in line with the expectations in a high performing Faculty. The indicative measures cover the six areas of Education, Research, Enterprise, International, Leadership and Professionalism. The Framework presents example measures that may be relevant but is not exhaustive. It supports consistent and appropriate objective setting to ensure equitable workloads.

Schools are responsible for translating expectations into measurable objectives for their staff using the Framework, along with their workload models. The HoS is responsible for workload allocation, oversight of the balance of activities for staff observing the expectations and for ensuring that the process for allocating workload is fair and transparent.

The Framework has been developed to support appraisers through the appraisal process with the following understanding:
- Objectives should cover the Focus Areas shown in the Framework (as appropriate), in line with expectations and areas of responsibility
- Objectives should be tailored to reflect the experience and level of the person being appraised
- Consideration should be taken of the experience of the individual when reviewing achievement of research funding objectives. For example, a junior member of staff could meet a funding objective by submitting several high quality proposals that are not funded. A senior member of staff would meet the objective by being awarded the target amount. All staff are expected to apply for research grants to secure external funding in line with role / level
- The PhD supervision objective could be based on the size of the PhD team. This may require recruitment of student(s) to either maintain or increase the size of the team as appropriate
- A balanced view should be taken when reviewing progress against objectives, which may, over the course of a year, change due to new opportunities or demands from the School. Expectations may be met overall through a profile of achievement that is up in some areas and down in others.
- Staff on the mixed pathway are expected to have similar teaching loads and to contribute significantly to a high quality student experience. For example, demonstrating this through increasing NSS scores. Workloads may be adjusted where there are leadership responsibilities and / or significant externally-funded research
- Staff are expected to be engaged in high-quality academic scholarly activity evidenced, for example, by being returned in the REF

Bashir Al-Hashimi
Dean, Faculty of Engineering and Physical Sciences
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ACADEMIC CONTRIBUTION FRAMEWORK

Focus Area*	High level objective	Example Measure (which should reflect staff level)
EDUCATION	Contribution to Student Experience	• Teaching evaluations and active commitment to increasing NSS scores
	Contribution to education agenda	• Open Days, Graduation, Outreach
RESEARCH	Quality of Outputs	• Publication targets • REF-able papers and steps taken to improve quality
	Research Grant Applications	• Target award value of new external grants
	PhD Supervision	• Target size of PhD team
	Contribute to REF Impact	• Impact case studies (where appropriate)
ENTERPRISE (where appropriate)	Contribution to Enterprise and Impact agenda	• Spinout creation; Patent filing; Public engagement activity; Consultancy; KTP / industrial collaboration; Future Worlds project and other operating income
INTERNATIONAL	International Partnerships	• International visits, EU grants, Global Challenges grants, publications with international collaborators • Compliance with local overseas laws and regulations
LEADERSHIP & MANAGEMENT	Leadership	External contribution through measures such as: • Contributing to research councils and professional bodies • Fellowship election, either national or international • Participation in conference organisation / conference committee member • Applying for awards and prizes
	Management and development of Staff	• Develop and manage staff • Mentoring of staff to support career progression
	Contribution to Department / Faculty / University management	Sustained contribution to Department / Faculty / University, eg: • Management role (HoS, Deputy HoS, HoG etc); • Member of School, Faculty or University committee or initiative • Promoting staff and student diversity or Health & Safety role
PROFESSIONALISM	Supporting policy, contributing to University initiatives and supporting staff	• Professional and considered approach to academic business delivery (eg compliance with exam paper submission deadlines and research data management and benchmarking activities) • Contribute to the development of a supportive environment underpinned by integrity and a healthy working culture

* Objectives should cover the Focus Areas shown in the Framework (as appropriate).