

## NDM Guidance on the University Reward and Recognition Scheme

The following Departmental guidance relates to the University Reward and Recognition Scheme (Personnel Circular PERS (13)09).

### Awards for Excellence

Each NDM unit will convene an **Awards for Excellence** review panel during Hilary term 2019. The panel will be led by a senior academic member of staff. The Business Manager will provide “expectations of the grade” advice.

The panel will make **recommendations** to the NDM Strategic Management committee or sub-committee who will make the final decision on the nominations.

In order to ensure transparency, membership of the panels should also include one of the following staff members: a Business Manager from another NDM unit, Head of HR for NDM or the Head of Operations for NDM. Business Managers should make contact with their selected panel member directly.

*Funds to support the payment of Excellence Awards should come from existing grants. If this is not possible, please contact [Elena Mc Philbin](#) in the first instance.*

### The Recognition Scheme

It has been agreed, that nominations under this element of the scheme will continue to be made through, and awards funded by, NDM Strategic for 2018/2019. The online form is available on the NDM website for completion by the nominating manager. Submissions will be reviewed by Head of Human Resources, Head of Department and Associate Head of Department (Academic Support & Finance) on a monthly basis.

Recognition form:

[www.ndm.ox.ac.uk/university-recognition-scheme](http://www.ndm.ox.ac.uk/university-recognition-scheme)

Nominations for NDM Strategic staff will be reviewed by the Head of Department, Associate Head of Department (Academic Support & Finance) and one other member of the Strategic Management Committee, who will seek broader input as appropriate. Nominations for Business Managers will be assessed in the same way but with additional input from the relevant Head of Unit.

The schedule for receipt of monthly nominations is detailed below.

Awards will be processed in the nearest available payroll run, taking account of earlier payroll deadlines around major holidays. The recipient will receive an email from the Head of Human Resources with a letter

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of congratulations from the Head of Department. This email will include information about the payment date and will be copied to the nominating manager and Business Manager.

Feedback to nominees who do not receive an award will be provided by the Head of Human Resources, through the nominating manager or Business Manager, as appropriate.

**Full scheme details are available in Personnel Circular PERS (13)09:**  
[www.admin.ox.ac.uk/personnel/reward/rewardandrecognitionsscheme/](http://www.admin.ox.ac.uk/personnel/reward/rewardandrecognitionsscheme/)

**Nomination submission dates 2019**

All nominations received before each monthly deadline will be considered and where approved, payment will be made in that month's pay run. Any nominations after this date will automatically be reviewed the following month.

7 January 2019	6 May 2019	5 September 2019
4 February 2019	4 June 2019	7 October 2019
4 March 2019	5 July 2019	5 November 2019
6 April 2019	6 August 2019	3 December 2019