# DOCUMENT 9 PRO FORMA FC MINUTES Annex 2

**USL CONTRIBUTION REWARD SCHEME**

**Application for a contribution reward from 1st October 2020**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation**

Please summarise below the Committee’s assessment of this application, clearly indicating the key evidence that the Committee relied on in reaching its decision:

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERION** | **FC COMMENTS** | **MET STANDARD (Y/N)** | **NO. OF INCREMENTS (1 or 2)** |
| **TEACHING**  The Committee’s assessment against the criterion of outstanding sustained excellence in teaching. |  |  |  |
| **GENERAL AND/OR ADMINISTRATIVE CONTRIBUTIONS**  The Committee’s assessment against the criterion of outstanding and sustained general and/or administrative contributions. |  |  |  |
|  |  | **RANK** |  |

**After completing this form, please sign and date it:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Faculty Committee Chair)