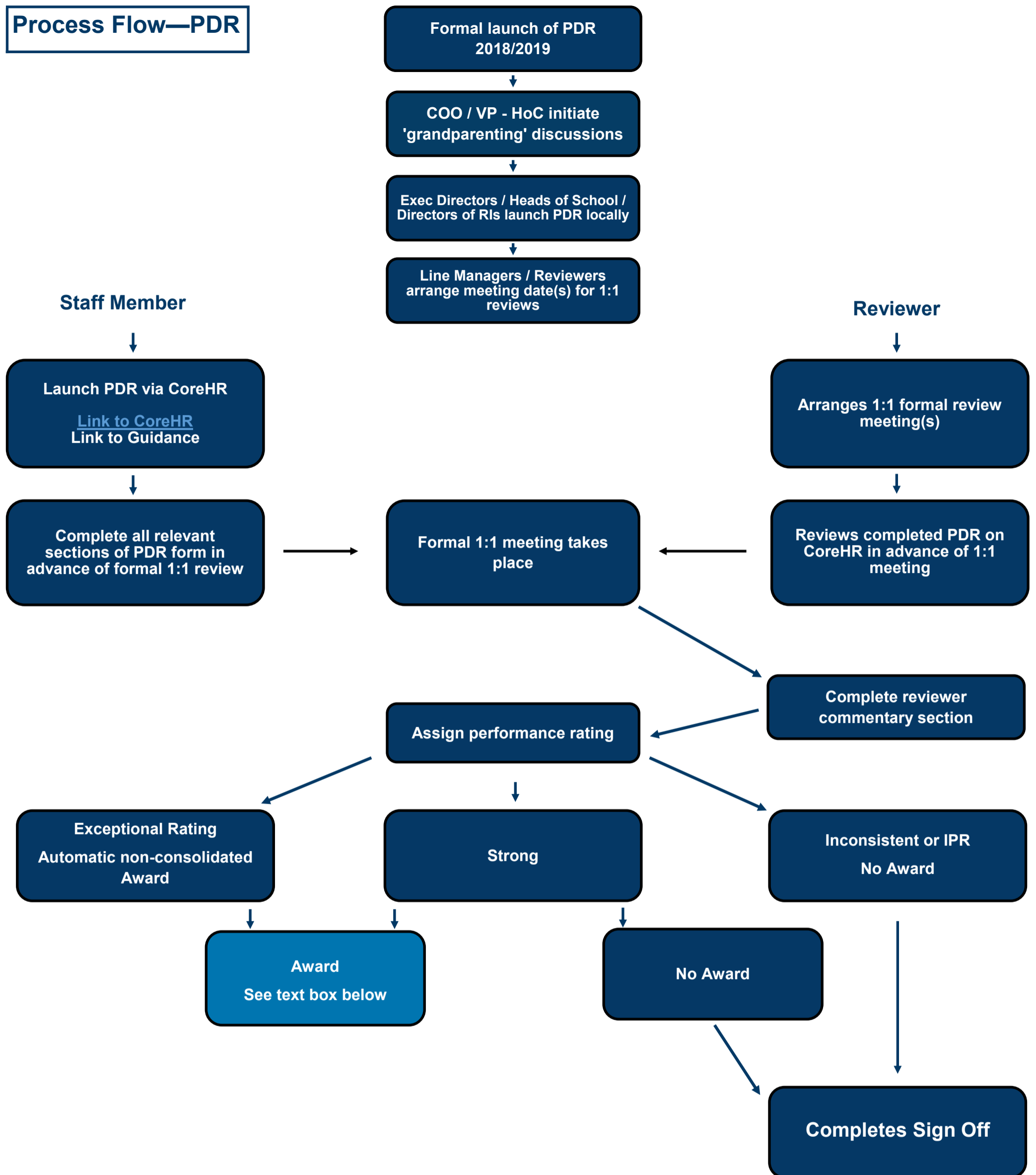


## Process Flow—PDR



### Rewarding Contribution

- A PDR rating of 'Exceptional' will **automatically** result in a non-consolidated award however in a very small number of case **and** following discussion and agreement with the Head of School/RI/Service, the Reviewer/Line Manager may wish to nominate the staff member for a contribution point in which case, this should be indicated by selecting the drop-down option of 'consolidated increment'.
- **Exceptionally**, where there is an overwhelming case to recognise a staff member who has been assessed as having been 'Strong' over an extended number of years and where the case has been discussed and agreed with the Head of School/RI/Service, this should be indicated by selecting one of the two drop-down options of either 'one-off payment' or 'consolidated increment'. Please note that where a consolidated increment is to be applied, this will require prior approval from the VP/Head of College/DCPS or, in the case of University Services, the Chief Operating Officer.
- Where no Rewarding Contribution award is to be made, there is no requirement to complete this section.

### Sign Off

In the majority of cases, this section should be completed immediately following the PDR Rating stage in order to conclude process for 2018-19. In those cases where the staff member has been nominated for either a non-consolidated award or a contribution point, this stage can only be completed following approval from the Head of School/RI/Service. When the Reviewer signs off the PDR process, the performance outcome and any recommendation for an award, or otherwise, will become visible to the member of staff.