

# PAS4. Procedures for Academic Staff Appraisal and Development

Policies for staff development are described in the PAS1.Policy for Academic Staff Development,

## 1. Staff Induction

Every new member of staff is appointed a mentor (an experienced member of staff) for the first two years of their service. The newly appointed academic staff will be informed of all the procedures and will be able to cope with any difficulties that have to do with academic and administration matters, such as advising, setting exam papers, marking, teaching and learning methods etc. This process will also be able to identify weaknesses and take corrective measures towards the full integration of new staff.

The CITY ULE formalised the process of induction by establishing a blended (face-to-face and online) module entitled “Introduction to Academic Practices”. All newly appointed members of staff should attend the module, submit any required assessment component and participate in a self-reflection meeting at the end of the first semester of their service. The module content includes:

- Programme and module design
- Assessment and Feedback
- Peer lecture observations
- Introduction to digital learning
- Regulations and Policies for students
- Regulations and Policies for Staff
- Student evaluation and self-reflection.

On completion of the module, staff receive a Certificate of completion by CITY ULE.

## 2. Study Leave

Members of the academic staff are eligible for a fully-paid study leave (sabbatical) for the purpose of furthering research or other study related to their tasks in CITY ULE. Study leave forms an important component of academic career development. However, the proposed area of research should fit with the overall strategic objectives of the department (Teaching & Learning and Research) and the timing of proposed leave must take into account pressures on the Department concerned at the time. The programme of work to be undertaken during a period of study leave should be of benefit both to the member of staff and to the CITY ULE.

Staff may be allowed six calendar months (August-January inclusive or March-August inclusive) study leave for each completed period of six semester service in the CITY ULE. A whole year study leave will be the maximum permissible. Previous periods of study leave will not count towards qualifying service.

All applicants must submit a convincing case for study leave and must include a full statement of the scheme of work proposed. Applicants for study leave should first consult the Head of their Department. Applications are submitted to the Head of the Department not more than six months and not less than three months before the start of the proposed leave. Application should be made on the appropriate template in which the applicant states the objectives of the sabbatical, the

indented work, the place in which study leave will be spent, potential risks, suggestions to the Department for covering up the leave, the expected output etc.

The Head of the Department places the applications of staff for study leave in order of priority as they see fit at that instance of time. The final decision is taken by the CITY ULE Executive Board.

A member of staff granted study leave is required on completion of the leave to submit a report on the work undertaken, stating whether the work performed met the preset objectives, an account and an evaluation of the work performed, an account of the experiences gained, dissemination of practices etc. The report should be submitted to the Head of the Department who will forward it to the Executive Board.

Members of staff returning from a study leave should report their output in public in appropriately scheduled Departmental Academic Boards and/or staff development seminars.

The above arrangements for study leave are not intended to prevent additional departmental arrangements, such as the rescheduling of teaching duties to allow completion of a particular piece of research by a staff member, where these can be made within available resources in a manner which is beneficial both to the individual and to the department concerned.

Study leave will be on full salary. Those granted leave will be expected to give up all teaching, examining and administrative work during the period of leave. In appropriate cases, and in consultation with the Head of the Department, a person on study leave could continue to supervise research students and/or administer a research grant.

Replacement staff will not normally be considered. All the tasks undertaken by the member of staff granted the study leave will be absorbed by the rest of the staff of the Department.

For members of staff who are granted study leave, appropriate contractual arrangements will be agreed which determine mandatory service in the CITY ULE for three (3) consecutive semesters after the end of the study leave.

### 3. Staff Appraisal, Review and Development Scheme - SRDS

The SRDS review is the forum for an annual discussion between academic staff and their managers. The purpose of SRDS is to provide an annual opportunity for staff to:

- reflect on progress against previous objectives and role expectations;
- provide feedback on the previous year;
- discussing future plans and set objectives; and
- to plan personal support and development.

The SRDS also aims to prepare the members of staff for the next step in their academic career pathway, by providing planning and support to fulfil the promotion criteria (see relevant section) for the next academic position.

SRDS is a comprehensive, honest and transparent conversation about contribution and performance against objectives and expectations for the role. It will be the forum for setting future objectives which align to University ambitions, and identify development needs, it is based on the following principles:

- SRDS is an opportunity for a reviewer to recognize and discuss the contribution of the staff member and provide feedback on how well staff met the objectives;

- Staff and reviewers to discuss how work is going, including any issues or clarifications around performance, contributions and expected standards;
- Staff and reviewers to set future objectives which are aligned to CITY ULE and University of York ambitions;
- Staff to identify, with support from their reviewers, future developmental needs to meet the agreed objectives and ambitions;
- Staff to reflect on their development and how this may impact the achievement of future ambitions;
- There is an expectation that the review of staff performance and contribution will inform decisions relating to staff rewards and will reflect the feedback given to staff during SRDS;
- There should be a process both at Departmental and CITY ULE level for monitoring and moderating the outcomes of the scheme;
- There should be transparent procedures for implementing the outcomes of staff review and development meetings.

SRDS meetings are held in July or September and are based on: the Staff Review and Development Template filled in by the member of staff at least a week ahead of the meeting. The reviewers are:

- The Dean of the School;
- The Head of the Department;
- The Deputy Vice-Provost (Education & Student Experience);
- The Vice-Provost (Research and Innovation);
- The Research Director of the Department.

## 4. Achievement and Excellence Awards

CITY ULE invites annual nominations for two Achievement & Excellence Awards:

- Teaching Achievement & Excellence Award, and
- Research Achievement & Excellence Award.

All members of staff are eligible for an award if during an academic session they showed creativity and innovation in Teaching or Research respectively. Members of staff can be nominated by colleagues or self-nominated after a call for nomination has been issued.

Teaching Achievement & Excellence Award will include:

- Endorsement Certificate by CITY ULE
- Registration Fees, travel and accommodation for one National or International Conference related to Teaching
- One week travel and accommodation to the University of York or any other University to discuss issues related to teaching.

The CITY ULE Education Committee will make the final decision for the Teaching Award. The Chair has a casting vote if necessary.

The Research Achievement & Excellence Award will include:

- Endorsement Certificate by CITY ULE
- One week travel and accommodation to the University of York or any other University to discuss issues related to research.
- Registration Fees, travel and accommodation for one extra National or International Conference

The CITY ULE Research and Innovation Committee will make the final decision for the Research Award. The Chair has a casting vote if necessary.