**ACADEMIC STAFF REVIEW AND DEVELOPMENT**

**Introduction**

Staff Review and Development (SRD) is an essential part of the University’s commitment to developing staff and to delivering a high quality service.

Among other things, Staff Review and Development ensures that you are clear about your responsibilities and have a formal regular opportunity to discuss any help you may need in meeting them (see ‘Key Duties and Responsibilities’ section below).

This document summarises the process for academic staff at the Department of Chemistry.

Two Academic members of staff should conduct the review, one of which needs to be a member of the same primary RIG than the reviewee.

Full details of the departmental guidance can be found below. This includes guidance for reviewee and reviewer on how to prepare:

<http://www-ch-int.ch.private.cam.ac.uk/staff-resources/resources-academic-staff>.

Further information is available on the University HR site at: <http://www.hr.admin.cam.ac.uk/policies-procedures/staff-review-and-development/staff-review-and-development-srd-scheme-guidance>

Training is also available at:

<http://www.training.cam.ac.uk/cppd/theme/staffrevdev?providerId=36612>

**Preparation**

**Name:** [Member of staff] **Review Date:**

**Draft Agenda**

The following is a draft agenda. The reviewee should send the reviewer a copy of their CV (including publication) and a summary of their research grant income ahead of the review, as well as any other agenda items they would like to add.

* General discussion and evaluation of achievements and progress made over the past 1 to 2 years;
* Targets for next 1 to 2 years
* Training/Development required to help meet targets
* Views on your future development and career aspirations
* General discussion re: how we can improve the way we work

# **Preparing for your Review**

# Please bring the responsibilities part of your role description, your CV (including publications) and a summary of your grant income to your review.

# **It would be helpful if you could consider the following questions prior to the review.**

## 1. What have been your main achievements since your last review or over the past 1 to 2 years?

2. Which skills have you developed in that period?

3. What areas of difficulty have you found, if any?

4. Are there any staff development activities that were planned that did not happen?

5. What aspects of your role do you wish to improve/develop?

6. Are there any skills you have that you feel are not being fully utilised and you would be interested in developing?

7. What do you feel should be your key targets for the next 1 – 2 years ?

8. What training and development do you feel you need to support you?

9. For the future, what career developments or personal aspirations do you wish to be considered?

# **Review & Recording**

# **Strictly Confidential**

## **STAFF REVIEW AND DEVELOPMENT RECORD ANNUAL REVIEW**

|  |
| --- |
| Part 1 |
| **Name of reviewee:** | | Job title and grade: | |
| Period covered by review: | | | Date of this review: |
| **Name of reviewer:** | | | |
| Part 2 |  | | |
| Summary of Discussion 1. Record the achievements related to the key tasks/targets of the job over the review period | | | |
|  | | | |
| 2. Record the objectives to be met by the next review date. Record development and training needs required to support the objectives on the Personal Development Plan (attached). | | | |
|  | | | |
| 3. Record any views on future development and career aspirations | | | |
|  | | | |

# **Strictly Confidential**

|  |
| --- |
| 4. Record any action points agreed during the review |

|  |  |
| --- | --- |
| Part 3 |  |
| Reviewer's comments | |
|  | |
| Signed: .................................Dated: ......................... | |
| Part 4 |  |
| Reviewee's comments | |
|  | |
| Signed: .................................Dated: ......................... | |
| Part 5 |  |
| Head of Department’s comments | |
|  | |
| Signed: .................................Dated: ......................... | |

**Key duties and responsibilities**

**of Academic Staff**

Grading and Reward, a section of the HR Division, has developed generic Form CHRIS/PD33’s for Academic roles.

Copies can be found at weblink:

<http://www.hr.admin.cam.ac.uk/pay-benefits/grading-and-job-evaluation/generic-role-profiles/academic-and-research-generic-role>

Some information can also be found within Statutes and Ordinances. Details relating to University Officers are contained within Statute D.

An on-line version of *Statutes and Ordinances of the University of Cambridge* can be found at weblink:

<http://www.admin.cam.ac.uk/univ/so/2010/contents-sections.html>

* **University Lecturer**

Details of key duties and responsibilities can be found at Statute D, II, 4 and D, XVII

* **University Senior Lecturer**

Details of key duties and responsibilities can be found at Statute D, II, 4 and D, XVIII, 4

* **Reader**

Details of key duties and responsibilities can be found at Statute D, II, 4 and D, XIV, 3

* **Professor**

Details of key duties and responsibilities can be found at Statute D, II, 4 and D, XIV, 9

**PERSONAL DEVELOPMENT PLAN STRICTLY CONFIDENTIAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | Forename/s |  | Title |  |
| Office/Post |  | | | Grade |  |
| Faculty/Department |  | Date of Appointment |  | Service  Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Training/development needed** | **How the need is to be met** | **Target date** | **Date achieved** |
| 1. Research / Scholarship 2. Teaching / Examining 3. Citizenship 4. Group management |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Staff Member |  | Date |  |
| Signature of Reviewers |  | Date |  |