**Department of Chemistry**

**Staff review and development scheme – assistant/academic related**

The Department’s Staff Review and Development Scheme sets out the framework for appraisal of all assistant staff.

**Why?**

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.

Appraisals should improve work effectiveness and facilitate career development by encouraging staff to discuss their achievements, address challenges, set targets and consider their training and personal development requirements.

The appraisal is not a replacement for good management practice, a disciplinary tool nor a means of determining pay.

**What?**

The Department’s appraisal scheme is intended to provide staff with an opportunity for a constructive review of their current achievements, future work and their personal and career development. The appraisal will comprise a meeting between appraiser and appraisee. Both are expected to prepare for the meeting by giving some thought to the issues to be addressed and then to agree a brief written record of the outcomes.

The discussion and the record of the review are confidential to the appraisee, appraiser, Support Services Manager and Head of Department. The review will not be used for any other purpose unless, by mutual agreement an issue raised at the appraisal is to be taken up with others such as details of formal training needs that may be sent to the institution's staff development liaison officer. A copy of the review documents should be given to the member of staff. The original copies of any Staff Review forms should be stored securely in the Department in your personnel file.

The reviewer and member of staff can use any action plan drawn up or Personal Development Plan (PD26) to monitor progress and as a reminder of the member of staff's planned training and development activity during the intervening period before the next review.

**Who?**

Appraisals will be offered to all support staff, throughout their appointment.

**When?**

Appraisals should be conducted 12 months after appointment and thereafter **at least** every 2 years. The normal schedule will be for appraisals to be held during the period March to May. Biennially the Admin Team meeting will review the operation of the scheme and consider any general issues raised by appraisers/ees.

**By whom?**

Support staff appraisals will normally be conducted by the line manager. The assistant staff scheme will be coordinated by the Support Services Manager who will ensure training is available to appraisers and appraisees and archive the records.