

Faculty of X

Staff Review and Development

Appraisal

1. The Faculty's appraisal scheme is intended to provide for each member of the Faculty's teaching staff an opportunity, every two years, for a positive and constructive two-way review of work progress. The outcome of appraisal is confidential to the appraiser and appraisee, and the agreed report is not to be used for any other purpose, and in particular not for the purpose of Faculty appointment, reappointment or promotion.
2. Each member of the Faculty's teaching staff will be offered, every two years, the opportunity for an appraisal. The appraisee may select the appraiser from a list of qualified Faculty members maintained by the Faculty. It is expected that an appraiser should not have to conduct more than five appraisals a year.
3. Responsibility for appraisal of CTOs rests formally with the College. However, if the CTO wishes the Faculty to be involved in the appraisal, the Chair will seek to agree with the College for this to be done.
4. The appraisee will provide to the appraiser, in advance of the meeting, an up-to-date CV and a brief report of progress since the last appraisal, mentioning any difficulties that have been experienced. Unless otherwise agreed, information provided is not to be used for any other purpose.
5. The appraisee and appraiser will meet to discuss the report. At the end of the meeting a note will be prepared, to be signed by both persons, summarising points discussed and setting out any agreed steps to be taken. The note is to be kept in a sealed envelope by the Secretary to the Faculty and given to the appraisee at the time of the next appraisal.
6. The appraisee and appraiser may agree to draw some matter to the attention of the Chair, orally or by a separate written report as appropriate.
7. The scheme will be administered by the Chair of the Faculty Board, who should ensure that a sufficient number of members of Faculty, appointed to the retiring age, are qualified appraisers. The Chair will not, however, have access to the appraisal note for any purpose.
8. The scheme does not apply to staff in the Institute of Y for whom a separate scheme exists.