# Paper on senior academic appraisal for NDPCHS

Adapted from the University of Oxford Appraisal Scheme.

**This form to be used for all academic and research staff at Grade 10 or above and all clinical staff**

**Objectives of the scheme**

The objectives of the appraisal scheme are two-fold. It gives individuals the opportunity to reflect on what they are doing and what they wish to do, and it also gives them the opportunity to comment on what the department / university could realistically do to improve individuals’ working lives. Both are equally important. The University believes that any formal opportunity given for reflection, however brief, is valuable when pressures are such that it is difficult to find time for this. It believes too that a means by which academic staff can regularly express views on possible improvements is an essential element in the University’s exercise of its responsibility to maintain conditions in which the highest quality teaching and research can take place.

The scheme is **not** linked in any way to discipline, reappointment, promotion or the recognition of distinction.

**Role of the Department**

The department will appoint an appraiser for each member of senior academic staff with an option for a staff member to request the appointment of an alternative appraiser.

**Arrangements for discussions**

A discussion will be held annually and is in addition to the compulsory five yearly university level appraisals where relevant. However, when appropriate, the annual appraisal and five year appraisal can be combined.

**Process**

1.  The HR team will contact each appraise to inform them of their due date for appraisal and appraiser. The appraisee should then contact the appraiser to arrange a meeting.

2.  The appraisee should

(a) reflect on his/her work objectives and successes and difficulties in meeting them since the last appraisal, his/her objectives for the coming year, and any support, career development or training needs he/she may have. Appraisees are asked to enclose a  brief summary of their main academic activity during the previous year (using the headings as laid out in the form in the appendix);

(b) comment on what the department, division, or the University as a whole could realistically do to improve his/her working life. Suggestions and requests should be realistic, e.g. it might be realistic to suggest that a divisional board review the arrangements for teaching a particular option or that a department consider providing more secretarial support; it would almost certainly not be realistic to ask to be relieved of all teaching duties for the next five years.

Forms are available on the intranet HR pages or from the HR Team (HR@phc.ox.ac.uk)

3.   Following the discussion, the appraiser adds any comments of his/her own, indicates any issues which need to be drawn to the attention of the head of department, faculty, or division, signs the form and returns it to the appraisee. The completed form should be passed to the head of department within a month from the date of the appraisal.

5.  The head of department or should note any general issues raised by the appraisal process, to be addressed at local level or to be passed on to the divisional board or to the officers of the Personnel Committee where appropriate. All documentation relating to the scheme should be kept securely for five years (c/o the HR officer).

**Support for teaching and professional development**

As well as colleagues in faculties, departments and colleges, the Oxford Learning Institute may be able to provide useful resources and support on teaching and professional development. Information may be obtained from the office (tel. (2)86808, email: services@learning.ox.ac.uk, website:<http://www.learning.ox.ac.uk/index.php>).

**Confidentiality**

It is emphasised that no-one other than the appraisee and the head of department or should retain the completed documentation; which should remain secure and confidential. Copies of completed documentation will only be released to appraisees and the appraiser involved in the process in a future year. Where general matters of concern are raised, either at a local level or with the officers of the Personnel Committee, confidentiality should be preserved by individuals not being named.

**Academic freedom**

Appraisees and appraisers are reminded that appraisal must in no way infringe the academic freedom of the individual member of staff.

**Review of the scheme**

The appraisal scheme is regularly reviewed by the senior management group in conjuction with the departmental HR Manager.

**APPENDIX: APPRAISAL FORM**

**STRICTLY CONFIDENTIAL**

Name

Division

Faculty or department

Post(s) held University

 College

Please set the date with your appraiser now.

Please reflect on your work objectives and your successes and difficulties in meeting them over the past academic year your objectives for the coming year, and any support, career development or training needs you may have. Please include a brief summary of your main areas of academic activity since your last appraisal using where relevant the following headings along with a copy of your CV:

## Lectures or other university teaching given, indicating the amount and form of such teaching and the title of the field in which it was given;

## The amount and quality of graduate supervision and/or graduate teaching;(please list current students being supervised)

## Publications or publications in press or submitted since your last appraisal (or last year if 1st);

## Advanced study or research other than that included in published work;

**Impact of your research**

## Current grants plus outside grants applied for, the outcome of such applications and indications of applications planned for the future;

## Confirmation of ethical approval and research governance approval for studies you are working on.

## The average amount of (a) college teaching (if any), and (b) tutorials given under the overall direction of the relevant Director of Studies;

## Clinical work (if relevant) including hours per week, site, details of your last NHS appraisal and date of revalidation;

## Details of examining undertaken: University / College / External;

## Details of Management work undertaken (e.g. who do you line manage, arrangements for their supervision, management or leadership training)

## Any other work (e.g. administrative);

## Attendance at seminars on matters to do with teaching or professional development, including those run by the Oxford Learning Institute, or similar

## Details of any measures of esteem (prizes, honorary appointments etc

(signpost to CV as alternative)

It would be helpful in terms of the appraisal discussion to indicate the proportion of time in an average working week spent on research / teaching / admin / clinical work (where relevant) in the form of a job plan.

***Please also include an up-to-date CV***

**Comments on Dept/Faculty/Division/University**

Please comment below (continue on a separate sheet if necessary) on what your department/faculty, division, or the University as a whole could realistically do to improve your working life.

Please send the completed form to reach your appraiser by 1 week prior to your meeting, retaining a copy for your records.

Appraiser's comments

Issues to be drawn to the attention of the department/faculty or division (continue on a separate sheet if necessary)

Name (appraisee)

Name (appraiser)

Date

The completed form should be sent to the head of department within a month of the appraisal discussion. The appraisee should retain a copy of the completed form.