

University of St Andrews

Human Resources

Academic Review and Development

The groups of staff covered by this guidance note are: Lecturers, Senior Lecturers, Readers, Professors, Research Staff (independent and postdoctoral) and Teaching Fellows (temporary and standard).

1. Lecturers/Senior Lecturers/Readers/Professors

Purpose

The form is designed to address preparation for REF2020 as well as teaching and service, and to be a platform for the development of staff and an opportunity for Heads of School to discuss issues such as workload balance, promotion preparation and timing, research leave etc.

The form is designed to be light touch and to be accompanied by research data provided by PURE and teaching data provided by the Head of School.

Human Resources involvement

Human Resources will, on an annual basis, remind Heads of School that this process should take place and provide them with up-to-date forms.

Human Resources will also ensure timely completion of the process by the appropriate HR Business Partner liaising with the Head of School. Human Resources will liaise with the Master if there are issues of non-compliance.

Heads of School involvement

Heads of School will provide teaching load data as an appendix if appropriate for the School. Otherwise, reviewees will be expected to complete this section themselves. Heads of School will inform reviewees what they should do.

Heads of School, or a nominated deputy, will provide the reviewee with a review date and carry out the review on that date. Directors of Research may attend for just the research discussions.

Reviewee expectations

Reviewees will complete Sections A to F of the form accurately, concisely and in a timely manner, checking any supplied data for errors or omissions. Section A should include what is held in PURE.

It is the responsibility of the reviewee to keep information in PURE up-to-date and accurate.

2. Research Staff/Teaching Fellows (temporary and standard)

Purpose

The purpose of incorporating these groups of staff into the Academic Review and Development Scheme is to promote equal treatment and to ensure that they have access to the same discussions around standards and expectations but also to ensure support for career enhancement.

Heads of School involvement

Whilst Heads of School will not necessarily undertake the annual reviews for these groups of staff personally, they should, nevertheless, ensure that all delegated reviewers conduct an annual review with their staff. Heads will also ensure that relevant data e.g. teaching load is made available to staff.

Line Manager/PI involvement

The University expects that all members of staff receive an annual review, therefore all designated Line Managers including Principal Investigators should ensure that their staff receive a review either directly from them or via a delegated reviewer.

Reviewee expectations

It is recognised that individuals in these groups of staff will not necessarily be able to complete all of the boxes on the Academic Review and Development Form. Therefore, individuals should complete Sections A to F of the form

accurately and concisely as far as possible. If relevant, they should arrange to get teaching load data from Head of School or Director of Teaching.

It is the responsibility of all relevant reviewees to keep information in PURE up-to-date and accurate.

3. Timescales

Annual meetings should take place between reviewers and reviewees.

4. Storage of completed forms

In line with GDPR (General Data Protection Regulations), completed forms and any accompanying data will be kept securely within the School, accessible to relevant individuals only.

5. New Starts

The Academic Review and Development scheme will apply to all staff. Please refer to the guidance note for conducting reviews with new starts which is available at:

**University of St Andrews
Human Resources
Academic Review and Development Form**

Reviewee name:	Review date:
Reviewer name(s):	Previous review date:

GUIDE TO FILLING IN THE FORM

- In filling in the form please remember that this Academic Review and Development is designed be “light touch”. Hence, filling out the form should take much less than a morning’s work as most of the information should already be in your CV.
- At the same time, the review meeting should be a valuable opportunity to inform the management of the School about your current activities and plans for the future.
- This form is designed for use within the School. It is not designed to be routinely passed to other sections of the university. The form should be seen as a vehicle for informing and steering discussion in the meeting; you should complete it in that spirit without feeling pressure to “spin” the material in order to present your activities in the most flattering light.
- Input for some sections may be very brief and not all sections will be relevant to all.

A. Research (include data from PURE)

1. Publications since last review and planned outputs

Please take this opportunity to check that PURE has an accurate record of your publications appearing in the last 12 months, and list them here. Statistics on citation rates, metrics related to the quality of the journal or the like are not required. If you have any particularly exciting papers in review or development then please mention them too.

For each published paper please indicate how open access requirements have been complied with and where relevant indicate how the underlying data has been made available.

2. Current selection of outputs published since January 2014 for REF2020

Four outputs will be required for most staff. For REF2020 a “significant contribution” by the author submitting them for assessment is likely to be required. Reviews are not generally appropriate. REF papers MUST be uploaded into the PURE repository within 3 months of paper acceptance, so please confirm that this is the case (author’s accepted version is fine).

3. Discuss current grant funding, applications made and applications planned

Please list any grants you currently have running (title, end date, funder and role is adequate), any pending grants and any you are planning to submit in the next 12 months.

4. Discuss impact and knowledge exchange activities and opportunities

The University is very keen to capture all activity in this area. This section should also be used to indicate if you consider you may have a case study for REF.

5. List current PhD students and clarify any joint supervision

A sentence for each with student’s name, funding arrangement, supervisory arrangement, start and end date will be sufficient.

B. Teaching (check School teaching workload data for any errors and omissions)

1. Discuss teaching activities since the last review

Highlight any substantial changes there have been to your teaching activity in the last year, how you have found those changes, and any changes you would like to see. Are there any areas where you would appreciate more support or training?

2. Discuss student feedback to your teaching

Indicate how you are responding to feedback, why feedback might be different for different parts of your teaching, highlight examples of excellent student feedback and perhaps comment on how you achieved this along with examples of good practice.

3. Discuss planned contributions to curriculum development

Outline any involvement in developing new modules or in major revisions to existing ones. If you have ideas for how our curricula should develop (and how you could contribute to such development) then please briefly mention these.

C. Service

Discuss contributions to the School, Faculty, University and the wider community including management and administrative roles, collegiality and teamwork

Indicate your main contributions in a few sentences and particularly focus on roles outside of the School, of which the School management may have less knowledge.

D. Other activities and esteem

Discuss activities such as organising conferences/seminars/symposia, and any professional distinctions, prizes since the last review

Please do mention any prizes, distinctions, or significant contributions to conferences (organising conferences or sessions), invited talks, editing duties on journals, or any activity on university panels or committees. Please update PURE with key prizes and activities.

E. List your main objectives for the next 12 months and any development needs or support required

Focus particularly on large projects that you are particularly excited about, and anything where you feel you should flag up resource or support implications for the School.

F. Any other points for discussion

Use this as an opportunity to reflect on your longer-term ambitions and how you feel the School can best help you achieve those.

G. Reviewer's comments following the meeting