



University of  
St Andrews

## FAQs for the reviewee

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<b>Purpose</b>	Frequently asked questions regarding the ARDS for the reviewee.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.1	Section 9 amended to reflect wording in the ARDS policy.	Published	Lisa Stewart HR	30/05/2024

**1. What should I do if I have concerns?**

If you have concerns about having a review, you should raise these with your line manager or an appropriate senior manager within your area. Alternatively, contact your [Human Resources Business Partner \(HRBP\)](#) who will try and help resolve your concerns. Please note this is a supportive process, aimed at career development and alignment with School strategy. Where objectives are not met, a discussion will take place to identify issues and consider if still relevant and what support might be put in place to support achievement. Failure to achieve all the objectives set will not result in disciplinary action.

**2. Who is responsible for organising my ARDS?**

The School will organise your ARDS on an annual basis. Human Resources (HR) annually remind Heads of School that the process should be undertaken and will seek confirmation that all reviews have been undertaken.

**3. Who will see my completed ARDS?**

Your Reviewer and Head of School (if not the Reviewer) will see the completed paperwork. Completed documentation will be stored securely by the School and destroyed after 2 years in line with GDPR and the University's retention schedule. The form is not routinely passed to other sections of the University.

**4. What if I think anything that my reviewer has written is inaccurate?**

Section I allows you to comment on anything recorded on the form which you think is an inaccurate reflection of the conversation that took place, including any omissions. These can be noted, and the form returned to the reviewer for further discussion

**5. Do I have to sign the ARDS form?**

Yes. By signing the form, you are confirming that the review meeting has taken place and the documentation reflects the discussion.

**6. Can the ARDS process be used as part of, or in place of a disciplinary procedure?**

No. The ARDS process is not part of the University's formal or informal capability or disciplinary procedure. Issues regarding performance can be raised during the ARDS process to discuss how performance issues can be addressed and the Reviewee supported. Should performance continue to fall short of expectation, recourse to the capability or disciplinary process should be undertaken. Your local HRBP can advise on the application of these procedures.

**7. Can I refuse to participate in the ARDS process?**

No. ARDS meetings are mandatory. If you have an issue with your Reviewer, you should discuss your concerns with your Head of School, other senior academic or your [Human Resources Business Partner \(HRBP\)](#) to consider what alternatives might be put in place.

**8. Can I have a colleague or Trade Union representative attend the meeting with me?**

No. The purpose of this meeting is to reflect, review and plan and as such, both parties should recognise the value of the meeting. It will not result in formal action and therefore, there is no statutory right to be accompanied. The only exception to this, is where an individual may require a BSL interpreter.

**9. 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.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Moved to Governance Zone.	Published	Lisa Stewart HR	08/02/2022
1.1	Section 9 amended to reflect wording in the ARDS policy.	Published	Lisa Stewart HR	30/05/2024