

APPRAISALS

CODE: P014

Section: Academia

Policy Owner: BOG

Procedure Owner: Chief Operating Officer - Academia

POLICY

1.0 Scope

The Appraisal Policy will apply to all Academic staff, including full – time and part time members. This appraisal will take into consideration: progression, promotion, sabbatical and approval of CPD initiatives by lecturing staff.

2.0 Aims

The aim of the Appraisal Policy is to improve the service that the Institute offers to its customers by ensuring that Institute staff are appropriately employed, trained, and are able to reach their full potential. It will operate fairly and equitably for all staff.

3.0 Objectives

- That all staff have an agreed job description.
- That appraisees and appraisers undergo appropriate training before participating in the process.
- That agreed outcomes from the yearly meeting will be recorded on the appropriate form.
- That a monitoring report is produced on a yearly basis.

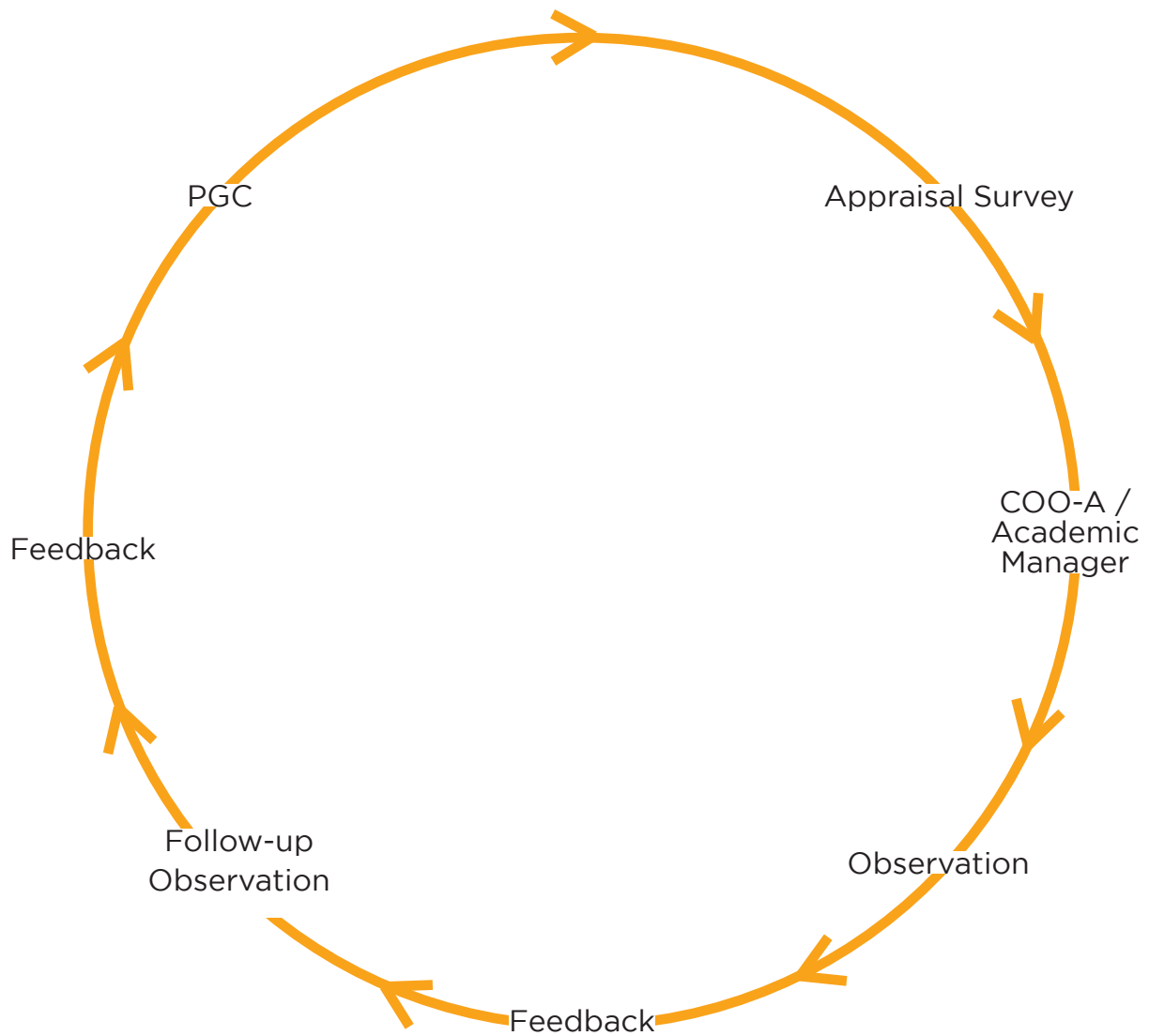
4.0 Training

All participants will undergo training on the appraisal process prior to entering the scheme. This will include: -

- understanding of the operation of the scheme including aims and objectives
- carrying out the appraisal interview
- completing the necessary paperwork
- determining the outcomes from the appraisal process, including the setting of desirable objectives
- understanding the employees' rights with regard to Appeals and Grievances.

5.0 Procedure

Appraisal Cycle



6.0 Appraisers

6.1 The length of the appraisal cycle will be one year

6.2 Appraisers will be appraised by their direct line manager. However, the appraiser's direct line manager will also review the completed appraisal form to ensure equity, and that the staff development needs are met.

6.3 All appraisal meetings will take place in an appropriate confidential room.

6.4 Appraiser and appraisee will both prepare for the meeting. The appraiser will complete a standard preparation form prior to the interview, which should be given to the appraisee at least 10 working days prior to the interview.

6.5 The Appraisal Cycle starts with the filling of a lecturer's Self-Reflection from which is submitted to the COO - Academia and the Academic Managers.

6.6 The lecturer will meet with the COO - Academia and/or Academic Manager to discuss the self-reflection form and agree on areas of focus.

6.7 The COO -Academia and/or Academic Manager will complete an announced observation, and this will be followed by feedback.

6.8 The COO - Academia and/or Academic Manager will hold another follow-up observation/s in the rest of the academic year, and this will again be followed-up with feedback.

6.9 Following this process the lecturer will complete the Professional Growth Conversation form to identify areas of growth for the following year.

The appraisal will be in the form of a meeting at the end of each academic year. The meeting will have the purpose of identifying and recording agreed outcomes on a standard form.

Any areas of disagreement will also be recorded. The form recording the outcomes will be completed by the appraiser, and signed by both parties before passing to the appraiser's direct line manager. Copies will be kept by both appraisee and appraiser. The appraisal form will then be passed to Human Resources Manager/ Academic Manager within 10 working days of the appraisal interview taking place.

7.0 Lecturing staff

Where a specific arrangement needs to be made to observe an individual in the performance of their job, then agreement will be made between both parties before this takes place. In the case of observation of teaching staff, this will be undertaken by his superior.

8.0 Appraisal documentation

The record of the agreed outcomes and any disagreement should be retained.

Documentation to be completed in a standard format during the appraisal process included: -

8.1 A pre - meeting preparation form.

8.2 A record of the appraisal, with agreed outcomes in a standard format.

9.0 Outcomes

To ensure credibility, agreed outcomes must be deliverable and achievable. The agreed outcomes should be actioned within one year.

10.0 Queries or Concerns

Any queries or concerns about the Appraisal Policy should be addressed in the first instance to the individual's line manager. If there are valid reasons why the appraisee feels that an appraisal conducted by their direct line manager may not be fair and unbiased, this should be taken up with the appraiser's direct line manager, who may carry out the interview if the reasons are considered legitimate.