

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Academic Staff Development and Appraisal Committee held
on Wednesday 6th February 2002

Present: Professor G Lindsay (Chair)
Professor N Lazarus, Dr S Liff, Dr L Maxwell, Professor J Staunton,
Dr P Taylor

Apologies: Professor G Brown, Professor M McCrae, Dr L Polezzi, Mr C Price,
Dr P Blackmore, Professor A Warhurst

In Attendance: Mr D Beaton, Dr A Stokes

18/01-02 Minutes

RESOLVED:

That the minutes of the meeting held on 31st October be approved subject to the following minor amendment to minute 1/01-02 ("Membership & Terms of Reference"): "Four members, appointed by the Senate, one from each Faculty"

19/01-02 Matters Arising

(a) Measuring Staff Development Activity (Minute 8/01-02 referred)

RECEIVED:

An amended version of the Departmental Academic Staff
Development Activity Table 2000/01 (ASDAC 15/01-02).

RESOLVED:

- (i) That the first line of the explanatory notes should appear on the first page, below the table, to highlight the fact that the figures in the column represent the value assigned to each activity and not the number of activities undertaken.
- (ii) That the table should include credit for staff leading/facilitating development activities such as mentoring and that this could be listed either under a new column or included under "Departmental Events".

- (b) HR Strategy (Minute 12/01-02 referred)

RECEIVED:

An oral report on the HR Strategy posts to be located in the Centre for Academic Practice.

20/01-02 Teaching Development Provision

RECEIVED:

A report from the Academic Development Tutor on progress on developments in accredited teaching development provision (ASDAC 16/01-02).

21/01-02 Academic Appraisal Report 2001

CONSIDERED:

A report on the Annual Reports on Academic Appraisal 2001 submitted by Chairs of Departments (ASDAC 17/01-02).

RESOLVED:

- (a) That clarification be sought from WBS on how its annual reporting procedures were being brought in line with the University appraisal scheme and whether this had been achieved.
- (b) That a note be sent to the Head of the Division of Electrical & Electronic Engineering reminding him that staff cannot opt out of the appraisal process and seeking clarification as to whether those staff who had wished to opt out of the appraisal process still envisaged being appraisers.

22/01-02 Training and Development Needs

RECEIVED:

A paper listing the training requirements highlighted in Annual Reports on Academic Appraisal 2001 (ASDAC 18/01-02).

RESOLVED:

That, in future, it would be helpful if the paper could highlight how many staff required a particular type of training/development activity, to enable the Committee to gauge the size of the training need.

23/01-02 Sub-Group on Institutional Policy Relating to CRS

RECEIVED:

Minutes of the meeting of the Sub-group on Institutional Policy Relating to Contract Research Staff held on 21st November 2001 (ASDAC 19/01-02).

24/01-02 Course Evaluations

RECEIVED:

Summaries of the completed evaluation forms for the courses held during the Autumn Term 2001 (ASDAC 20/01-02).

25/01-02 Director's Action

RECEIVED:

A list of the requests for funding for staff development activities, approved by the Director of the Centre for Academic Practice since the last meeting of the Committee (ASDAC 21/01-02).

26/01-02 FORUM

RECEIVED:

A copy of the Spring 2002 issue of FORUM (ASDAC 22/01-02).

27/01-02 Next Meeting

REPORTED:

That the next meeting of the Committee would be held on Wednesday 22nd May 2002 at 10.00am in the Council Chamber.