

THE UNIVERSITY OF WARWICK

Academic Staff Development and Appraisal Committee

There will be a meeting of the Academic Staff Development and Appraisal Committee at 10.00am on Tuesday 3 February 2004, in the Council Chamber, Senate House.

P Greatrix  
Acting Registrar

---

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on Wednesday 29 October 2003 (copy attached)

2. Matters Arising on the Minutes

(a) Measuring Staff Development Activity (minute 07/03-04 refers)

TO REPORT:

That at its last meeting the Committee considered a draft table showing participation in staff development activities during 2002/03 by academic staff from each department (ASDAC 04/03-04) and resolved that the draft table be approved and circulated to Chairs of Departments with a request for responses from Departments which have not yet submitted their returns

TO RECEIVE:

An amended version of the Departmental Academic Staff Development Activity Table 2002/03 (ASDAC 04/03-04 [revised], copy attached)

(b) Teaching Development Provision (minute 09/03-04 refers)

TO REPORT:

That at its last meeting the Committee resolved that it approves in principle the continued support for staff who have left the University but wish to complete the Warwick Teaching Certificate, assuming appropriate resourcing is available, and that the Course Leader be invited to prepare a report for the Committee on this issue

TO RECEIVE:

A report from the Course Leader (ASDAC 15/03-04, copy attached)

(c) Staff Development and Review for Language Tutors (minute 10/03-04 refers)

TO REPORT:

That at the last meeting the Committee considered a proposal for a system of staff development and review for Language Tutors from the Director, Language Centre (ASDAC 09/03-04) and resolved:

- (a) That the Administrative Officer, Centre for Academic Practice, clarify with Personnel the current situation with regard to the appraisal of Language Tutors
- (b) That the Committee is supportive of the proposed system for the development and review of Language Tutors

- (c) That the Director, Language Centre may wish to be guided by the 3-year cycle currently in place for the appraisal of academic staff
- (d) That the Centre for Academic Practice seek clarification as to whether there are other categories of staff not currently covered by appraisal arrangements

TO RECEIVE:

An oral report from the Director, Centre for Academic Practice.

3. Academic Appraisal Report 2003

TO CONSIDER:

A report on the Annual Reports on Academic Appraisal 2003 submitted by Chairs of Departments (ASDAC 16/03-04, copy attached)

4. Training and Development Needs

TO CONSIDER:

A paper listing the development requirements highlighted in the Annual Reports on Academic Appraisal 2003 (ASDAC 17/03-04, copy attached)

5. Academic Appraisal

TO CONSIDER:

An oral report from the Director, Personnel Office on the future of academic appraisal at Warwick and the proposed changes in committee structures

6. Course Evaluations

TO CONSIDER:

A paper summarising the salient points made in completed evaluation forms for the courses held during the Autumn Term 2003/04 (ASDAC 18/03-04, copy attached)

7. Director's Action

TO RECEIVE:

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 19/03-04, copy attached)

8. FORUM

TO RECEIVE:

A copy of the Spring 2004 issue of FORUM (ASDAC 20/03-04, copy attached)

9. Any Other Business

10. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held on Wednesday 19 May 2004 at 10.00am, in the Council Chamber, Senate House

LF/20.01.04  
ASDAC/Feb04/agenda