

THE UNIVERSITY OF WARWICK

**Minutes of the Meeting of the Academic Staff Development and Appraisal Committee  
held on Tuesday 3 February 2004**

Present: Professor G Lindsay (Chair)  
Professor G Brown, Professor C Clark, Dr J Khan, Dr P Taylor

Apologies: Professor N Lazarus, Professor M McCrae, Professor J Masson, Dr P O'Hare,  
Dr L Polezzi, Professor J Staunton, Mr R Watson

In attendance: Dr R Ayres, Mr D Beaton, Dr P Blackmore

18/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 29 October 2003 be approved

19/03-04 Matters Arising

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

REPORTED:

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

RECEIVED:

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

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

REPORTED:

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

CONSIDERED:

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

RESOLVED:

That the recommendations

- (i) That, under the normal circumstances, a participant who has completed all elements of their course requiring either attendance at an event or direct tutorial contact will be allowed to complete their course and no fee will be charged
- (ii) That, under normal circumstances, a participant who has not completed all elements of their course requiring either attendance at an event or direct tutorial contact, will not be allowed to complete their course, but will be issued with credit transcripts that can be used for APL at other institutions

be approved

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

REPORTED:

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

RECEIVED:

An oral report from the Director, Centre for Academic Practice

20/03-04 Academic Appraisal Report 2003

CONSIDERED:

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

RESOLVED:

That a note be sent to the four Professors in the Department of Mathematics who declined to be appraised, informing them that the Committee sees a place for the appraisal of Professorial staff, in addition to the Vice Chancellor's system

21/03-04 Training and Development Needs

CONSIDERED:

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

RESOLVED:

That the Centre for Academic Practice continue to meet with Departmental Academic Staff Development Co-ordinators, to identify additional developmental needs in departments

22/03-04 Academic Appraisal

RECEIVED:

A report from the Chair of the Committee on the introduction of a revised system for the review of Contract Research Staff at the Centre for Educational Development, Appraisal and Research (CEDAR) (ASDAC 21/03-04)

CONSIDERED:

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

RECOMMENDED:

That, in introducing new systems for evaluating the performance of staff, the University should bear in mind the value of the developmental aspect of the current system of staff appraisal

23/03-04      Course Evaluations

CONSIDERED:

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)

24/03-04      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 19/03-04)

25/03-04      FORUM

RECEIVED:

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

26/03-04      Next Meeting

REPORTED:

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