

THE UNIVERSITY OF WARWICK

Academic Staff Development and Appraisal Committee

There will be a meeting of the Academic Staff Development and Appraisal Committee at 10.00 am on Wednesday 31st October 2001, in the Council Chamber, Senate House.

J W Nicholls
Registrar

AGENDA

1. Membership and Terms of Reference

TO REPORT:

That the Senate (3rd October 2001) established the membership of the Committee for 2001/02 as follows:

Chair (appointed by the Vice-Chancellor)	Professor G Lindsay
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Chair of the Board of Graduate Studies, ex officio	Professor M McCrae
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Four Professors, appointed by the Senate:	Professor Brown Professor Lazarus Professor Staunton Professor Warhurst
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Three members, appointed by the
Senate, one from each Faculty:

Arts	Dr L Polezzi
Science	Dr P Taylor
Social Studies	Dr S Liff
Medicine	Dr L Maxwell

One member nominated by the Students' Union	Mr C Price
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TO CONSIDER:

The Terms of Reference agreed on 26th February 1996 (ASDAC 17-95/96, copy attached).

2. Minutes

TO CONSIDER:

The Minutes of the meeting held on Wednesday 23rd May 2001 (copy attached).

3. Matters Arising on the Minutes

Review of Academic Appraisal Scheme (Minute 31/00-01 refers)

TO REPORT:

That at its last meeting the Committee resolved that the paper produced by the Academic Development Adviser (Sciences) on the academic appraisal scheme be approved subject to minor amendments and forwarded to the Academic Staff Committee for consideration.

TO RECEIVE:

- (a) A memo stating Academic Staff Committee's response to the paper, together with a copy of the paper (ASDAC 1/01-02, copy attached).
- (b) An oral report from the Academic Development Adviser (Sciences) on changes to the scheme and copies of the revised documentation (ASDAC 2/01-02, to follow).

4. Academic Staff Development Policy

TO RECEIVE:

A revised version of the Academic Staff Development Policy (ASDAC 3/01-02, copy attached).

5. Academic Staff Development Plan

TO RECEIVE:

The Academic Staff Development Plan for 2001/02 (ASDAC4/01-02, copy attached).

6. CAP Evaluative Report

TO RECEIVE:

A report on the activities of the Centre for Academic Practice during 2000/2001 (ASDAC5/01-02, to follow).

7. Summary of Feedback on Staff Development Provision 2000/01

TO RECEIVE:

A summary of responses to the staff development feedback questionnaire, together with a summary of the main themes emerging from evaluation forms completed by participants attending centrally organised courses (ASDAC 6/01-02, copy attached).

8. Measuring Staff Development Activity

TO CONSIDER:

A draft table showing participation in staff development activities during 2000/01 by academic staff from each department (ASDAC 7/01-02, to be tabled).

9. Warwick Teaching Certificate

TO REPORT:

That the WTC has now been accredited by the ILT. The period of accreditation runs from September 2000-July 2005 and retrospectively for 3 years for participants who graduated from the course between September 1997 and July 2000.

TO RECEIVE:

A report from the Standing Group on the Warwick Teaching Certificate (ASDAC 8/01-02, copy attached).

10. Teaching Development Provision

TO CONSIDER:

A paper from the Academic Development Tutor on the proposed developments in accredited teaching development provision (ASDAC 9/01-02, copy attached).

11. Sub-Group on Institutional Policy Relating to CRS

TO RECEIVE:

Minutes of the meeting of the Sub-group on Institutional Policy Relating to Contract Research Staff held on 13th June 2001 (ASDAC 10/01-02, copy attached).

12. Human Resources Strategy

TO RECEIVE:

A copy of the University's HR Strategy (ASDAC 11/01-02, copy attached), together with an oral report from the Director of the Centre for Academic Practice on elements of the Strategy relating to academic development.

13. Academic Staff Development Budget

TO RECEIVE:

A paper summarising the outturn from the Academic Staff Development budget during 2000/01, and the budget for 2001/02 (ASDAC 12/01-02, to be tabled).

14. 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 13/01-02, copy attached).

15. FORUM

TO RECEIVE:

A copy of the Autumn 2001 issue of FORUM (ASDAC 14/01-02, copy attached).

16. Any Other Business

17. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held on Wednesday 6th February 2002 at 10.00am in the Council Chamber.

