

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 Wednesday 30 October 2002, in the Council Chamber, Senate House.

J W Nicholls
Registrar

AGENDA

1. Membership and Terms of Reference

TO REPORT:

That the Senate (2 October 2002) established the membership of the Committee for 2002/03 as follows:

Chair (appointed by the Vice-Chancellor)	Professor G Lindsay
Chair of the Board of Graduate Studies, ex officio	Professor M McCrae
Four Professors, appointed by the Senate	Professor G Brown Professor N Lazarus Professor J Masson Professor J Staunton
Four members, appointed by the Senate, one from each of the Faculties	
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 A Reiss

TO CONSIDER:

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

2. Minutes

TO CONSIDER:

The Minutes of the meeting held on Wednesday 22 May 2002 (copy attached).

3. Matters Arising on the Minutes

- (a) Academic Appraisal Report 2001 (minute 29/01-02 refers)

TO REPORT:

That at its last meeting the Committee resolved that the Chair of the Committee discuss the process of academic staff appraisal at WBS with Professor J R W Wensley, Deputy Dean of WBS.

TO RECEIVE:

An oral report from the Chair of the Committee on the process of academic staff appraisal at WBS.

- (b) The remit of the Committee (minute 37/01-02 refers)

TO REPORT:

That at its last meeting the Committee resolved that the Chair of the Committee discuss with the Administrative Secretary the link between the Committee and Academic Staff Committee.

TO RECEIVE:

An oral report from the Chair of the Committee on the link between the Committee and Academic Staff Committee.

4. Academic Staff Development Policy

TO CONSIDER:

A revised version of the Academic Staff Development Policy (ASDAC 01/02-03, copy attached).

5. Academic Staff Development Plan

TO CONSIDER:

The Academic Staff Development Plan for 2002/03 (ASDAC 02/02-03, copy attached).

6. CAP Evaluative Report

TO CONSIDER:

A report on the activities of the Centre for Academic Practice during 2001/02 (ASDAC 03/02-03, copy attached).

7. Measuring Staff Development Activity

TO CONSIDER:

A draft table showing participation in staff development activities during 2001/02 by academic staff from each department (ASDAC 04/02-03, copy attached).

8. Summary of Feedback on Staff Development Provision 2001/02

TO CONSIDER:

A summary of responses to the staff development feedback questionnaire (ASDAC 05/02-03, copy attached).

9. Warwick Teaching Certificate

TO CONSIDER:

A report from the Warwick Teaching Certificate Course Leader on issues relating to the Warwick Teaching Certificate as a mandatory requirement for staff on probation (ASDAC 06/02-03, to follow).

10. Mandatory Courses for Staff on Probation

TO CONSIDER:

A paper outlining recommendations for amendment to the organisation of mandatory courses offered by the Library and IT Services (ASDAC 07/02-03, copy attached).

11. Course Evaluations

TO CONSIDER:

A paper summarising the salient points made in completed evaluation forms for the courses held during the Summer Term 2001/02 (ASDAC 08/02-03, copy attached).

12. Sub-Group on Institutional Policy Relating to CRS

TO RECEIVE:

Notes of the meeting of the Sub-group on Institutional Policy Relating to Contract Research Staff held on 3 July 2002 (ASDAC 09/02-03, copy attached).

13. Academic Staff Development Budget

TO RECEIVE:

A paper summarising the outturn from the Academic Staff Development budget during 2001/02 and the budget for 2002/03 (ASDAC 10/02-03, copy attached).

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 11/02-03, copy attached).

15. FORUM

TO RECEIVE:

A copy of the Autumn 2002 issue of FORUM (ASDAC 12/02-03, copy attached).

16. Any Other Business

17. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held on Monday 3 February 2002 at 10.00am in room 303, Senate House.

ASDAC/Oct02/agenda
LF/23.10.02