

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Academic Staff Development and Appraisal Committee  
held on Wednesday 30 October 2002

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

Apologies: Professor G Brown, Professor N Lazarus, Professor M McCrae, Mr A Reiss

In attendance: Dr P Blackmore, Dr A Stokes

01/02-03 Membership and Terms of Reference

REPORTED:

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 Union of Students	Mr A Reiss
--------------------------------------------------	------------

RESOLVED:

That the terms of reference agreed on Wednesday 1 November 2000 be approved  
(ASDAC 13/02-03).

02/02-03 Minutes

RESOLVED:

That the minutes of the meeting held on 22 May 2002 be approved.

03/02-03 Matters Arising on the Minutes

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

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.

CONSIDERED:

A report from Professor J R W Wensley, Deputy Dean of WBS, outlining the system WBS proposes to adopt with regard to the appraisal of academic staff on probation, non-Professorial academic staff not on probation, and Professorial staff.

RESOLVED:

That the Chair reply to Professor Wensley on behalf of the Committee, welcoming the proposals with regard to the appraisal of academic staff on probation and non-Professorial academic staff not on probation, and stressing that whilst the Committee appreciates that the system of annual review for Professorial staff is undergoing change, the Committee still sees a place for the appraisal of Professorial staff in addition to the Vice-Chancellor's system.

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

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.

RECEIVED:

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

04/02-03 Academic Staff Development Policy

CONSIDERED:

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

RESOLVED:

That the Academic Staff Development Policy be approved.

05/02-03 Academic Development Plan

CONSIDERED:

The Academic Development Plan for 2002/03 (ASDAC 02/02-03).

RESOLVED:

That the Academic Development Plan for 2002/03 be approved, subject to one minor amendment.

06/02-03 CAP Evaluative Report

CONSIDERED:

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

RESOLVED:

- (a) That the Committee notes with concern the Centre for Academic Practice's difficulties in accommodating its course provision;
- (b) That the Administrative Officer, CAP, be asked to prepare a report on accommodation difficulties for Accommodation Review Group;

- (c) That the possibility of providing dedicated space and/or greater flexibility in the University timetabling system be actively explored in subsequent discussion;
- (d) That the Committee notes with concern Centre for Academic Practice difficulties in recruiting suitably qualified and experienced candidates to short-term, non-academic posts;
- (e) That the Chair of the Committee invite the Registrar to review future recruitment policy to such posts.

07/02-03 Measuring Staff Development Activity

CONSIDERED:

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

RESOLVED:

That the draft table be approved, subject to minor amendments, and circulated to Chairs of Departments with a request for responses from Departments which have not yet submitted their returns.

08/02-03 Summary of Feedback on Staff Development Provision 2001/02

CONSIDERED:

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

09/02-03 Warwick Teaching Certificate

CONSIDERED:

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).

RESOLVED:

- (a) That the Committee supports the principle that the requirement to undertake the Warwick Teaching Certificate should mean a requirement to successfully complete the Certificate.
- (b) That the matter be referred to the WTC Standing Group for consideration, in consultation with other relevant bodies not directly represented on the Standing Group (such as the Personnel Office).

10/02-03 Mandatory Courses for Staff on Probation

CONSIDERED:

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

RESOLVED:

That the recommendations for amendment to the organisation of mandatory courses offered by the Library and IT Services be approved.

- 11/02-03      Course Evaluations
- RECEIVED:
- A paper summarising the salient points made in completed evaluation forms for the courses held during the Summer Term 2002 (ASDAC 08/02-03).
- 12/02-03      Sub-Group on Institutional Policy Relating to CRS
- RECEIVED:
- 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).
- 13/02-03      Academic Staff Development Budget
- RECEIVED:
- A paper summarising the outturn from the Academic Staff Development budget during 2001/02 and the budget for 2002/03 (ASDAC 10/02-03).
- 14/02-03      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 11/02-03).
- 15/02-03      FORUM
- RECEIVED:
- A copy of the Autumn 2002 issue of FORUM (ASDAC 12/02-03).
- 16/02-03      Teaching Development Fund
- CONSIDERED:
- An oral report from the Director of the Centre for Academic Practice on forthcoming changes to the administration of the Teaching Development Fund.
- RESOLVED:
- That the Centre for Academic Practice circulates the current Teaching Development Fund guidelines to the Committee for comment.
- 17/02-03      Next Meeting
- REPORTED:
- That the next meeting of the Committee will be held on Monday 3 February 2002 at 10.00am in room 303, Senate House.