

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 29 October 2003, in the Council Chamber, Senate House.

J W Nicholls
Registrar

AGENDA

1. Membership and Terms of Reference

TO REPORT:

That the Senate (1 October 2003) established the membership of the Committee for 2003/04 as follows:

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| 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 C Clark Professor J Masson Professor J Staunton |
| Four members, appointed by the Senate, one from each of the Faculties | |
| Arts | Dr L Polezzi |
| Medicine | Dr P O'Hare |
| Science | Dr P Taylor |
| Social Studies | Dr J Khan |
| One member nominated by the Students' Union | Mr R Watson |

TO CONSIDER:

The Terms of Reference agreed on Wednesday 1 November 2000 (ASDAC 13/02-03, copy attached).

2. Minutes

TO CONSIDER:

The Minutes of the meeting held on Wednesday 28 May 2003 (copy attached).

3. Matters Arising on the Minutes

(a) Training and Development Needs (minute 33/02-03 refers)

TO REPORT:

That at its last meeting the Committee considered a report from Dr R Parkins, IT Services on IT Services' strategy for staff development and resolved:

- (i) That the Director, Centre for Academic Practice, forward details of the academic staff development requirements identified in the annual academic appraisal reports to IT Services and the Library
- (ii) That the Director, Centre for Academic Practice, explore with the Acting Director, IT Services, the possibility of funding qualitative software training
- (iii) That the Director, Centre for Academic Practice, be invited to discuss with the Director of Personnel, ways in which staff development needs can be more effectively co-ordinated across the University, with a view to making recommendations to Academic Staff Committee

TO RECEIVE:

An oral report from the Director, Centre for Academic Practice on progress with this matter

(b) Teaching Development Provision (minute 34/02-03 refers)

TO REPORT:

That at its last meeting the Committee received the 2001-02 Annual Review of the Postgraduate Certificate in Post-Compulsory Education (Warwick Teaching Certificate) (SGWTC 2/02-03[revised]) and resolved:

That the Course Leader, Warwick Teaching Certificate, clarify the extent to which coverage of equal opportunities issues within the Warwick Teaching Certificate includes coverage relating to race

TO RECEIVE:

An oral report from the Course Leader on the extent to which coverage of equal opportunity issues within the Warwick Teaching Certificate includes coverage relating to race

(c) Appraisal of Clinical Academics (minute 35/02-03 refers)

TO REPORT:

That at its last meeting the Committee considered a report from the Administrative Officer, Centre for Academic Practice on the appraisal of clinical academics and resolved:

- (i) That documentation relating to the appraisal of clinical academics be forwarded to the Chair of the Committee
- (ii) That appraisal of staff holding joint academic and clinical/professional practice posts in other areas requiring re-registration be considered at a future meeting of the Committee

TO RECEIVE:

- (i) A paper on the joint appraisal of clinical academic staff, considered by the Senate at its meeting on 1 October 2003 (S.11/03-04, copy attached)
- (ii) An oral report from the Director, Centre for Academic Practice on the appraisal of clinical academic staff

4. Academic Staff Development Policy

TO CONSIDER:

A revised version of the Academic Staff Development Policy (ASDAC 01/03-04, copy attached).

5. Academic Development Plan

TO CONSIDER:

The Academic Development Plan for 2003/04 (ASDAC 02/03-04, to follow).

6. CAP Evaluative Report

TO CONSIDER:

A report on the activities of the Centre for Academic Practice during 2002/03 (ASDAC 03/03-04, to follow).

7. Measuring Staff Development Activity

TO CONSIDER:

A draft table showing participation in staff development activities during 2002/03 by academic staff from each department (ASDAC 04/03-04, copy attached).

8. Summary of Feedback on Staff Development Provision 2002/03

TO CONSIDER:

A summary of responses to the staff development feedback questionnaire (ASDAC 05/03-04, copy attached).

9. Teaching Development Provision

TO RECEIVE:

- (a) A report on the new Postgraduate Award Learning and Teaching in Higher Education (ASDAC 06/03-04, copy attached)
- (b) A report on the new Postgraduate Award E-Learning (ASDAC 07/03-04, copy attached)

TO CONSIDER:

- (a) The draft Annual Review Report of the Postgraduate Certificate in Post-Compulsory Education (Warwick Teaching Certificate) for 2002-03 (WTC 25/02-03, copy attached)
- (b) Notes of the meeting of the Standing Group of the Warwick Teaching Certificate held on Monday 13 October 2003 (ASDAC 08/03-04, copy attached)
- (c) An oral report from the Course Leader on developments in accredited provision

10. Staff Development and Review for Language Tutors

TO CONSIDER:

A proposal for a system of staff development and review for Language Tutors from the Director, Language Centre (ASDAC 09/03-04, copy attached)

11. Departmental Implementation of Contract Research Staff Six-monthly Reviews

TO CONSIDER:

A letter received by the Director, Centre for Academic Practice from representatives of the CRS Forum (ASDAC 10/03-04, copy attached)

12. Academic Appraisal

TO CONSIDER:

An oral report from the Administrative Officer, Centre for Academic Practice on the appraisal of non-probationary academic staff at Warwick Business School and Warwick Manufacturing Group

13. 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 11/03-04, copy attached)

14. Academic Staff Development Budget

TO RECEIVE:

A paper summarising the outturn from the Academic Staff Development budget during 2002/03 and the budget for 2003/04 (ASDAC 12/03-04, copy attached).

15. 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 13/02-03, copy attached).

16. FORUM

TO RECEIVE:

A copy of the Autumn 2003 issue of FORUM (ASDAC 14/03-04, copy attached).

17. Any Other Business

18. 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.