

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Academic Staff Development and Appraisal Committee
held on Wednesday 29 October 2003

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

Apologies: Mr D Beaton, Professor G Brown, Professor M McCrae, Dr P O'Hare,
Professor J Staunton, Mr R Watson

In attendance: Dr P Blackmore, Dr R Powell (for item 10 only), Dr A Stokes

01/03-04 Membership and Terms of Reference

REPORTED:

That the Senate (1 October 2003) established the membership of the Committee for 2003/04 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 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
--	-------------

RESOLVED:

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

02/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 28 May 2003 be approved

03/03-04 Matters Arising on the Minutes

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

REPORTED:

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

RECEIVED:

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

~~(b) Teaching Development Provision (minute 35/02-03 referred)~~

REPORTED:

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

RECEIVED:

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 referred)~~

REPORTED:

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

RECEIVED:

- (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)
- (ii) An oral report from the Director, Centre for Academic Practice on the appraisal of clinical academic staff

RESOLVED:

That the relationship between development and appraisal be discussed at the next meeting of the Committee

- 04/03-04 Academic Staff Development Policy
- CONSIDERED:
- A revised version of the Academic Staff Development Policy (ASDAC 01/03-04)
- RESOLVED:
- That the Academic Staff Development Policy be approved
- 05/03-04 Academic Development Plan
- CONSIDERED:
- The Academic Development Plan for 2003/04 (ASDAC 02/03-04)
- RESOLVED:
- That the Academic Development Plan for 2003/04 be approved, however the Committee notes with concern the increased pressure on resources, including staff workloads, within the Centre for Academic Practice, caused by new initiatives such as Joint Clinical Appraisal and the merger with Horticulture Research International
- 06/03-04 CAP Evaluative Report
- CONSIDERED:
- A report on the activities of the Centre for Academic Practice during 2002/03 (ASDAC 03/03-04)
- RESOLVED:
- That the CAP Evaluative Report be approved
- 07/03-04 Measuring Staff Development Activity
- CONSIDERED:
- A draft table showing participation in staff development activities during 2002/03 by academic staff from each department (ASDAC 04/03-04)
- 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
- 08/03-04 Summary of Feedback on Staff Development Provision 2002/03
- CONSIDERED:
- A summary of responses to the staff development feedback questionnaire (ASDAC 05/03-04).
- 09/03-04 Teaching Development Provision
- RECEIVED:
- (a) A report on the new Postgraduate Award Learning and Teaching in Higher Education (ASDAC 06/03-04)
- (b) A report on the new Postgraduate Award E-Learning (ASDAC 07/03-04)
- CONSIDERED:

- (a) The draft Annual Review Report of the Postgraduate Certificate in Post-Compulsory Education (Warwick Teaching Certificate) for 2002-03 (WTC 25/02-03)
- (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

RESOLVED:

- (a) That, pending the inclusion of completion rate figures, the Annual Review Report for 2002-03 be approved
- (b) That the Committee 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

10/03-04 Staff Development and Review for Language Tutors

CONSIDERED:

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

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

11/03-04 Departmental Implementation of Contract Research Staff Six-monthly Reviews

CONSIDERED:

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

RECOMMENDED:

- (a) That a letter be sent from the Deputy Vice Chancellor to Chairs of Departments, reminding them of the Warwick policy relating to six-monthly career reviews for Contract Research Staff
- (b) That the departmental implementation of six-monthly career reviews be considered by the next meeting of the ASDAC Sub-group on Institutional Policy Relating to Contract Research Staff

12/03-04 Academic Appraisal

CONSIDERED:

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

RESOLVED:

- (a) That a letter be sent by the Chair of the Committee to Warwick Business School, reminding them of their intention to integrate their system of annual reviews more closely with the University's appraisal scheme for non-probationary academic staff and requesting a progress report on this matter
- (b) That the Director of the Centre for Academic Practice seek clarification from the Director of Personnel regarding current practice in the appraisal of non-probationary academic staff at Warwick Manufacturing Group

13/03-04 Course Evaluations

RECEIVED:

A paper summarising the salient points made in completed evaluation forms for the courses held during the Summer Term 2003 (ASDAC 11/03-04)

14/02-03 Academic Staff Development Budget

RECEIVED:

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

15/03-04 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 13/02-03)

16/03-04 FORUM

RECEIVED:

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

17/03-04 Next Meeting

REPORTED:

That the next meeting of the Committee will be held on Tuesday 3 February 2003 at 10.00am