

## UNIVERSITY OF CAMBRIDGE COMPUTER LABORATORY Staff Appraisal Programme

The arrangements for appraisals in the Computer Laboratory are outlined below. It is hoped that all staff feel comfortable with the arrangements, that the scheme runs easily and that it is seen as a productive process. The aims of the programme are to

- enhance work effectiveness
- record personal and professional development
- facilitate career development
- improve communication
- balance personal needs and ambitions with departmental and University objectives.

The appraisal timetable follows the calendar year and staff will usually be reviewed biennially. Unestablished research workers are included in the scheme if their contracts are for longer than two years. Reviews at other times may be arranged at the request either of the Head of the Laboratory or of the staff member concerned.

Where possible, individual staff are appraised as follows:

<u>Appraisees</u>	<u>Appraiser</u>
Head of Department	Chairman, Faculty Board
Deputy HoDs, Professors	Head of Department
Departmental Secretaries, Senior Computer Officers	Deputy Heads of Department
Readers, Senior ULs, Senior RAs, COs, Fellows	Professors and Readers
Lecturers, Unestablished Researchers	Readers and Senior ULs
Assistant Staff	Senior Staff

In determining the individual assignments, the Head of Department has concern for the grouping of staff in the Laboratory and to equalize the appraisal load. A staff member may discuss the choice of appraiser with the Departmental Secretary, but the Head of Department will be responsible for making the final decision in each case.

A pro forma is provided to form the basis of the review record. An up-to-date CV and a progress report should be included as standard supporting documentation. Academic staff should also include a copy of their publications list and details of research grants awarded and applied for since the previous review. Additionally, any reasonable amount of supporting material may also be included and will then become part of the formal record.

In preparing for the interview, the appraiser may wish to consult other members of staff on the general performance of the appraisee. In this case the appraisee should be notified beforehand and given the opportunity to comment.

Appraisers of teaching staff should try to attend at least one lecture given by their appraisees.

Prior to the interview, the appraisee completes Parts I and II of the form and gives the form and supporting documents to the appraiser. A date for the interview will be arranged by mutual agreement. As soon as practicable after the interview, the appraiser records his or her comments on the appraisee's progress in Part III of the form, together with a summary of action points agreed between them. The form is then returned to the appraisee, who adds his or her comments in Part IV.

When the appraisee has filled in Part IV he/she sends the form to the Head of Department. The

Head Department fills in Part V and returns the completed form and any attachments to the Departmental Secretary for filing. In cases where the Head of Department has acted as the Appraiser, Part V will be completed and signed by another senior member of the academic staff or by the Chair of the Faculty Board.

A copy of their completed form is available to each appraisee on request. The Head of Department and/or the Departmental Secretary may discuss with the appraisee any follow-up actions or recommendations arising from the appraisal or if appropriate, may refer this discussion to the appraisee's line manager.

In the event of disagreement about the outcome or recommendations of the appraisal process, the appraisee has the right to refer the matter to the Head of Department (unless the Head of Department carried out the review) or to the Chairman of the Computer Science & Technology Faculty Board. The referee discusses the position with both parties and records his or her views as part of the formal record. If neither of the referees is acceptable to the appraisee, the matter is left at this point and the review form is simply annotated by the Departmental Secretary to record this fact.

The review record is treated as strictly confidential to the appraisee, the appraiser, the Departmental Secretary and the Head of Department. With the appraisee's consent the most recent appraisal record can be made available to any committee considering the appraisee's promotion or re-appointment if the committee so requests.

Members of staff are welcome to seek further information or advice or to discuss any aspect of the procedure with the Departmental Secretary or the Head of Department.

This policy statement and the appraisal report form are published on the Computer Laboratory's website:

<http://www.cl.cam.ac.uk/local/appraisal-policy.pdf>

The Staff Review and Development Scheme published by the Human Resources Division of the University sets out the framework for appraisals:

<http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/>

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