

B4. APPRAISAL

B4.1 Aims

- To help staff enhance their performance and job satisfaction.
- To identify changes in the organisation or operation of the University that would enable individuals to improve their performance.
- To help individuals develop their careers within the University.
- To improve the efficiency and effectiveness with which the University is managed.

B4.2 Policy

The University of Plymouth's appraisal scheme is based on the principle that normally all members of staff will be appraised.

Appraisals provide a formal and systematic opportunity to undertake an overall review of work content, loadings and quality; to identify strengths to develop and problems to be remedied. The scheme supports the professional development of staff by identifying their needs and setting them in the context of institutional requirements.

B4.3 Responsibilities

Staff involved:

- The Head of School
- The Appraiser
- The Appraisee

The **Head of School** is responsible for:

- Implementation of the appraisal scheme within the School.

The **Appraiser** is responsible for:

- Organising and conducting the appraisal.
- Completion of Sections C and D of Staff Appraisal and Development Scheme Form 1 and Staff Appraisal and Development Scheme Form 2.

The **Appraisee** is responsible for:

- Completing sections A and B on Form 1 prior to the appraisal interview.
- Attending the appraisal interview.
- Completion of Section E of Form 1 and Form 2 at the end of the appraisal interview.
- Meeting the agreed objectives.

Further details may be found in the Staff Appraisal and Development Scheme, Notes for Guidance.

B4.4 Procedure

- An Appraiser is appointed for each group of staff by the Head of School. The Head of School is appraised by the Dean of the Faculty.
- All Appraisers and Appraisees must attend an appropriate training session organised by the Personnel Department before attending their first interview in that role.
- An appraisal interview is expected to take place each year and to be of up to two hours duration. In the course of the discussion the Appraisee's work during the past twelve months is reviewed, focusing on key areas of responsibility, successes and any areas of lesser achievement. The interview should be a two-way exchange of views and ideas carried out in a friendly manner. As a result, an agreed programme of objectives and development needs for the coming year should be constructed, which takes account of current work performance, forthcoming work priorities, the contribution the Appraisee can and might wish to make, and the resource implications. If Appraisee and Appraiser fail to agree, resort can be made to a mutually agreeable third party, the Appraiser's Line Manager or the University's Grievance Procedure.
- Development plans with significant strategic and/or resource implications must be agreed with the Head of School. Not all aspirations will be attainable and Appraisee and Appraiser need to come to a mutual understanding about the level of expectation.
- The Appraiser supplies completed copies of Forms 1 and 2 to the Appraisee. Form 2 remains confidential and the Appraiser should destroy his or her copy after two years. Form 2 is used to inform the management and staff development processes both within the School and elsewhere within the University.