

Senior Academic Review and Development

Roles and Timetable 2020

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1 Role and Responsibilities of Individual Professors

1.1 Completion of Accountability and Development Review (ADR) Form

Individuals should complete the relevant sections of the ADR form, including update on progress from last year's objectives plus suggested objectives and development activities for the year ahead. Forms should be submitted to Head of Department/School one week in advance of the one-to-one ADR discussion to be held during June/July 2020.

Academic Professional Staff and their reviewers now have the facility to view a PDF summary report of PURE data from within the ADR system. This can be accessed by clicking on "View PURE Data (PDF)" menu option. This covers the PURE record for the period since 1 January 2017. This avoids the need for you to re-enter data from the PURE system as it can be referenced in the ADR summary. Your comments on contribution and achievement since August 2019 should therefore be a short commentary on the PURE information, rather than a record of the activity itself.

Deadline: one week prior to discussion to be scheduled for June/July 2020

1.2 One-to-one ADR Meeting with Head of Department/School

Individuals should ensure that an ADR meeting has been scheduled with their Head of Department/School during June/July.

Deadline: One to one meetings to be completed by no later than 31 July 2020

1.3 Finalisation of ADR Form

Any updates to the form required following discussion at the ADR meeting should be made by the member of staff and the updated version of the form submitted to the Head of Department/School for completion and onward transmission to the Executive Dean.

Deadline: ADR form to be finalised and submitted by no later than 12 August 2020

1.4 Performance Rating

Following the Executive Dean's consideration of professorial performance across the Faculty (see Roles and Responsibilities of Executive Dean paragraph 2., below), any individual for whom a level 1 rating (i.e. that their performance 'does not meet expectations' for their Zone) is being recommended to the SARD Panel will be informed of this by the Dean by no later than 22 September 2020. That individual may submit a written comment on this rating to the Panel. This should be done by e-mailing the Acting Director of Human Resources at gordon.scott@strath.ac.uk. In all cases, this e-mail should be headed as 'Confidential – SARD comment' and should be copied to the Executive Dean. All such comments will be forwarded to the Panel along with the ADR form.

Deadline: comments to HR by 6 October 2020

2 Role and Responsibilities of Heads of Department/School

1. After the Heads of Department/School have completed all ADR discussions with Professors in their Department/School, they should reflect, considering the performance of all of the Professors with reference to the [Professorial Zoning Descriptors](#) for the relevant zone and utilising the definitions in the Explanatory Notes, on what provisional rating (1, 2, 3 or 4) might be suggested to the Executive Dean for each individual.

2. Once finalised, the ADR forms will be available to the Executive Dean. The Head of Department/School should then provide the Executive Dean with a note of proposed ratings for staff covered by the SARD process and should meet with the Executive Dean to discuss the cases and initial thoughts on ratings.

Deadline: Meetings with Executive Dean by 28 August 2020

3 Role and Responsibilities of Executive Deans

3.1 Professorial Performance Discussion: Head of Department/School and Executive Dean

The Executive Dean should schedule meetings with Heads of Department/School to discuss the ADR forms for Professorial staff within their Department/School and the Head of Department/School's initial thoughts on performance ratings. Meetings should take place no later than 28 August 2020.

Deadline: 28 August 2020

3.2 Submission of Recommendations

Reflecting on performance across the Faculty, the Executive Dean should make final decisions on whether a 1, 2, 3 or 4 level of performance should be recommended for each individual within the Faculty who falls within the SARD process. Any individual identified by the Executive Dean as a level 1 performance (i.e. the individual 'does not meet expectations' for the Zone), should be told by the Executive Dean that this will be his/her recommendation to the SARD panel. The individual should be told by the Executive Dean that he/she may submit written comments on this rating to the Executive Dean and SARD Panel, via the Director of HR. (See above, under 'Role and Responsibilities of Individual Professors'.)

Deadline: 22 September 2020 (for Executive Dean to inform individual)

3.3 Recommendations

Once all forms are agreed the Executive Dean should forward the Faculty spreadsheet with recommendations on ratings/Units to the Director of Human Resources.

Deadline: 22 September 2020

3.4 Consistency Meeting

To ensure University wide consistency of performance ratings, the Executive Deans, the Vice Principal and the Director of Human Resources will meet in advance of the SARD panel. Any perceived anomalies will be identified and this may result in changes to provisional performance ratings. Any individual moved to a level 1 rating through this consistency check will be so-informed and will be given opportunity to comment on this fact to the formal SARD Panel.

Deadline: By 20 October 2020 (consistency meeting)

Note that the SARD Panel, which meets 13 November 2020, will normally only discuss cases where a recommendation for additional remuneration has been made or where a 'does not meet expectations' rating has been applied.

4 Progression between Professorial Zones

4.1 Applications for Zone Movement

A Professor wishing to be considered for Zone Progression should complete the submission template and submit to their Head of Department / School along with their ADR and Pure Report by 14 August 2020.

Deadline: By 14 August 2020

4.2 Head of Department / School review

The Zone Progression Submission Form will be reviewed by the Head of Department/School for completeness, consistency and quality. They will then confirm that the details outlined within the Submission Form are an accurate reflection of contribution. Applications will should then be submitted to Executive Dean for Faculty Panel consideration by 7 September 2020.

Deadline by 7 September 2020

4.3 Zone Progression - Faculty Panel

Prior to consideration by the SARD panel, there will be first stage consideration of the submission by a Faculty Panel comprising the Executive Dean, a Vice Dean and an HR Manager. The recommendations from this panel for consideration by SARD should be sent to Human Resources by 9 October 2020.

Deadline by 9 October 2020