

Accountability and Development Review

Additional Guidance for Academic
Professional Staff

Contents

1	Introduction	1
2	Research	1
3	Teaching	2
4	Knowledge Exchange	2
5	Administration/Citizenship	3
6	Internationalisation	3

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Additional Guidance for Academic Professional Staff

1 Introduction

Members of Academic Professional staff are asked to note the following points of additional guidance when completing the Review section (Review of Past Contribution and Achievement) of the ADR Review Record Form:

The report must detail the reviewee's contribution during the review period in each of the following relevant areas, depending on staff category:

- research
- teaching
- knowledge exchange
- administration/citizenship
- internationalisation

The purpose of ADR is for staff to reflect on their performance in the various aspects of their role. It is not necessary as part of this process to detail every activity undertaken under each area. Instead an overall reflection on performance in the area should be given with an indication of aspects which have been successful and also aspects which may require further development or a different approach. In doing so a summary should be given of relevant specific activity in each area. An indication of the types of activity relevant in each area is provided below.

Within the 'Brought Forward Objectives' section, staff will be asked to comment on progress in relation to each of the objectives which were set at last year's ADR review.

1.1 Pure Summary Report

In order to avoid information already input to or gathered in Pure (<https://pure.strath.ac.uk/admin>) to have to be replicated in detail within the ADR form, every user is able to create a **Summary report** containing all activity stored on Pure for a specified period – this period can be based on an academic or calendar year. This includes research outputs, current projects, research grant applications, students supervised, esteem and knowledge exchange activities and impact statements. The report can be output as a word document and amended if required before being uploaded onto the person's ADR pages as an attachment. The individual's statement on their performance for the year under review would then be a commentary on the Pure information, rather than a record of the activity itself.

There is guidance available to assist with the process of creating a 'summary report' in Pure (SharePoint). If you have questions about generating the report, or updating your Pure profile before doing so, then please contact pure@strath.ac.uk or visit the R&KE portal <https://moss.strath.ac.uk/research/resportal/pure/default.aspx> for assistance.

2 Research

In terms of research activity the following information would be relevant:

- Brief description of current research topics in a form intelligible to a non-specialist
- Research publications over the previous review period, including articles submitted but not (yet) published, providing an indication of the status of the article (e.g. submitted, accepted, in press, rejected)
 - Journal articles, conference papers and books / book chapters should be listed separately
 - Each section should be listed chronologically and the author's name given in capital letters
 - Where there is more than one author the principal/corresponding author(s) name(s) should be indicated using an asterisk
- Research funding grant applications and awards. Please indicate whether applications/awards were as PI or Co-I
- If researchers are supervised please indicate the nature of the projects and numbers and categories of researchers supervised (including students supervised at undergraduate, PGI and PGR levels)
- Presentations given at conferences and meetings (list invited presentations separately)
- Awards or prizes won during the year

3 Teaching

In terms of teaching activity the following information would be relevant:

- An indication of current teaching load at undergraduate and postgraduate levels, including formal lectures, laboratory classes, tutorials and seminars
- A statement on teaching methods used
- A statement on assessment methods used and the ways in which student feedback is structured
- A summary of student feedback on teaching activity
- Course and curriculum development activities
- Scholarship/CPD activity undertaken to improve teaching through, for example, scholarly research, courses/workshops attended or delivered and materials published about curriculum development, teaching, learning and assessment
- If not already a member of the Higher Education Academy an indication should be given regarding the steps which are being taken to become a member

4 Knowledge Exchange

In terms of knowledge exchange the following information would be relevant:

- Patents and licence deals
- An indication of any research and/or educational links with industry
- Evidence of influencing public policy and the professions
- Contributions to spin-out companies
- Development of CPD courses (e.g. in partnership with external organisations)
- Executive education
- Consultancy activities
- Funding from industrial partners to co-fund research projects
- External funding for knowledge exchange activities such as Knowledge Transfer Partnerships
- Contributions to building strategic partnerships with large external organisations
- Activity which engages with the public and promote research to external audiences
- Activity which increases the level of external partner engagement in shaping and delivering teaching provision
- Development and promotion of evidence based case studies of the impact of your research on society and/or the economy
- Activity which promotes KE amongst colleagues and supports relevant skills development

5 Administration/Citizenship

In terms of administration/citizenship the following information would be relevant:

- Departmental responsibilities such as class registrar, examinations officer, course supervisor/convenor, member of departmental committees
- University/Faculty level responsibilities such as member of Faculty Board of Study, student counselling roles, membership of Senate and Court and other University committees
- Representation of the Department or University on committees of external bodies
- Outreach activity

In addition to the reviewee may wish to indicate external activities such as membership of / involvement in professional associations, editorship of journals, reviewer activity (journal papers and research applications), organisation of conferences, invited lectures and involvement with community activities.

6 Internationalisation

The internationalisation section should summarise aspects of work undertaken during the review year which have an international aspect in the areas of research, teaching, knowledge exchange and citizenship. Consideration should be given both to activities which relate primarily to individual academic professional roles (e.g. internationally renowned publication) and those which seek to grow the international profile of the University in a more general sense (e.g. international student recruitment programmes). Examples which may be relevant include:

- In the area of research: publication in international journals, collaboration with international research partners, research links with international bodies or companies
- In the area of teaching: development of or contribution to collaborative international programmes, international recruitment activity, reviewing teaching provision to attract international students
- In the area of knowledge exchange: delivery of knowledge exchange projects with international partners, CPD collaborations with international bodies or companies, international licences or patents
- In the area of citizenship: membership of committees with an international aspect, external assessor for international institution, membership of professional boards at international level