

ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 31 - ACADEMIC STAFF REVIEW POLICY

PREAMBLE

1. Arden University has developed a policy for its part-time/contracted academic tutorial staff. In developing this Policy Arden University is aware that many of its tutors will be subject to the Staff Appraisal and Development policies of the institutions which employ them. However, it is important that Arden University has a distinct policy to ensure that part-time/contracted tutorial staff meet the needs of Arden University, the universities which validate awards offered by Arden University and a range of external stakeholders.
2. The majority of universities and other institutions of HE have clearly specified SA & D policies for full-time and fractional appointments but many do not have specific policies for part-time hourly paid staff. In some cases arrangements are informal rather than formal and may be voluntary.

POLICY

3. Arden University has introduced an appraisal Policy for its part-time/contracted academic tutorial staff. The aims of the policy are to:
 - 3.1 Improve job satisfaction and job performance for the individual tutor;
 - 3.2 Recognise achievement and provide feedback
 - 3.3 Enable Arden University to use and develop the skills of tutors as effectively as possible
 - 3.4 Enable tutors to make a contribution to the achievement of Arden University's strategic objectives.
4. The appraisal process is designed to give the individual tutor and Arden University management the opportunity to reflect jointly on the tutor's performance in their current role over the past year*, to identify any Arden University specific development needs which would enhance performance and job satisfaction and to identify any organisational features which may adversely affect the tutor's performance.

*Tutors will not normally be subject to formal appraisal during their first year of appointment. Instead, an informal development discussion will take place.

[Some of these points are raised and discussed at Tutor Development Days but on a collective rather than an individual basis].

PROCESS

5. The tutor will be asked to complete a short form reflecting on their experiences in the past year. This should include comments on where tutorial work went well, where problems arose, how those problems were addressed, support from Arden University etc.
6. Where necessary, the completed form will form the basis of a face-to-face/telephone/video-conference discussion between the tutor and a designated member(s) of Arden University management staff. A record of the discussions and any specific outcomes will be agreed by both parties and will be reviewed in the light of experience in 12 months time.
7. In the case of disagreement about the outcomes of the process The Head of Operations will act as final arbiter.