

## **Staff Review and Development Scheme – Details of the Scheme for Research Staff**

The overall principles of the Scheme that apply to all staff are given in the document *Introduction to Staff Review and Development*. The following details apply to the Scheme for Research Staff.

### **1) Reviewer**

The assigned Reviewer will not be the formal supervisor. (The formal supervisor is usually the Principal Investigator or an assigned Co-investigator on the research grant that provides salary funding. For Research Fellows, who are usually Principal Investigators on their Fellowship grants, the formal supervisor is the Head of Department.)

### **2) The Review Meeting**

The Reviewer and Reviewee should agree a date and time for the Review Meeting and liaise, as appropriate, well before this date regarding the preparation of the Review and Development Form, together with any supporting documents as indicated on the Notes for completion. The Review Meeting should be scheduled to take between half an hour and one hour. Sufficient time must be allowed to cover all three aspects of Staff Review: discussion of past and current work and achievements; career development and communication.

The Reviewee should complete the Staff Review and Development Record Form, sections 1, 2 and 3 before the Review Meeting and send it with an up-to-date CV and publications list to the Reviewer.

The Reviewer should make sure that they allow adequate time to digest the contents of these documents in advance of the Review Meeting.

The Reviewee should also in advance of the Review Meeting consider points that might be included for inclusion in section 4 of the Staff Review and Development Form.

Sections 4 and 5 of the Staff Review and Development Form should be completed at the Review Meeting and signed. The Reviewer should return the completed form to the appropriate administration. The Reviewee should retain a copy.

In the unusual event that the Reviewer and Reviewee cannot reach agreement on what should be written in Sections 4 and 5, the Form should be returned to the Head of Department who will appoint a referee. The referee will meet with both parties and negotiate an agreed statement with the Reviewee.

### **3) Completion of Staff Review and Development Form**

The Form may be completed manually or electronically: the spaces may be adjusted to fit.

The Reviewee should complete sections 1, 2 and 3 prior to the Review Meeting and consider matters for inclusion in section 4. It is suggested that when completing section 2 items are listed under the headings Research (e.g. key publications, seminars given, funding obtained, awards or prizes), Teaching (if applicable, e.g. College teaching, supervision of project students, lectures) and General Contribution (e.g. refereeing, organizational work, committee membership).

In section 3, review each of the main headings of activity, commenting on progress and achievements; identify and comment upon any problems and difficulties; consider the options for increasing effectiveness. Section 4 should be agreed and completed at the Review Meeting. The completed form should be sent to the Head of Department who should be consulted immediately in the case of any difficulties with completing the process to the satisfaction of both the reviewee and reviewer.

### Potential topics for discussion in the Review Meeting

The following informal Checklist is based on that provided by the Department of Physics to provide stimulus for discussion during a review. Important points should be recorded on the Review Form. The list is neither exhaustive nor mandatory, but covers many topics that might usefully be discussed, in no particular order.

<b>Working Environment</b>	<b>Career Advice, Support and Development</b>
Publications	Teaching opportunities, student research supervision possibilities
Lab/equipment usage	Adequate help from line manager/advisor when needed
Assistant staff support	Dignity at work issues
Inter-disciplinary research	Grant proposal writing, etc. advice
Safety issues, chemicals, cryogenics, lasers,	Training opportunities
Computing resources, network, hardware, software,	Career advice, discussions, tailored career workshops and careers events (academia or industry)
Intellectual property and patent issues	Research freedom
Industrial partners, working with companies	Induction
Conference attendance	Disability support
Access to journals, books, conferences	Mentoring
Office conditions, temperature, lighting, space,	Career discussion with advisor
Salary	Transferable skills
Expenses	
	<b>Culture, Communications and Departmental Organisation</b>
	Communication within the Department
	Equality and diversity issues
<b>Career Transition, appointment and promotion</b>	
Career advancement.	College affiliation
Career plans – research/academic posts, other possibilities	Teamwork
Advice on job applications	Department atmosphere
Fellowship advice and information	Meetings - personal, group, frequency
	Holidays
	Networking/socializing opportunities
<b>Career breaks and flexible working</b>	Group atmosphere
Flexible working arrangement, e.g. working	Difficult interactions with supervisor/colleagues?
Maternity/Paternity leave	Overzealous colleagues?
Work-life balance	Opportunities to collaborate, both within the group and with other groups

The Department seeks to work within the principles of the Athena SWAN scheme. These are given below and might also form the basis for discussion in the Review Meeting.

**Athena SWAN Principles** (<http://www.athenaswan.org.uk/html/athena-swan/>)

The six principles which Charter members are asked to accept and to incorporate into their action plans are:

1. To address gender inequalities requires commitment and action from everyone, at all levels of the organization.
2. To tackle the unequal representation of women in science requires changing cultures and attitudes across the organization.
3. The absence of diversity at management and policy-making levels has broad implications which the organisation will examine.
4. The high loss rate of women in science is an urgent concern which the organisation will address.
5. The system of short-term contracts has particularly negative consequences for the retention and progression of women in science, which the organisation recognizes.
6. There are both personal and structural obstacles to women making the transition from PhD into a sustainable academic career in science, which require the active consideration of the organisation.