

## Department of Applied Mathematics and Theoretical Physics (DAMTP)

### **Staff Review and Development Scheme -- Introduction for Staff**

[This document should be read in conjunction with the University's Information Sheet on Staff Review and Development available at [http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/information\\_sheet.pdf](http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/information_sheet.pdf) ]

The University, as part of its commitment to facilitating career development of all staff, expects each Department to run a Staff Review and Development Scheme. The Scheme ensures a regular formal opportunity, through a meeting between the Reviewee and a Reviewer, to for a two-way discussion of progress, of possible difficulties or obstacles and of career goals and what might be done to help achieve them.

#### **What is the scheme seeking to achieve?**

Staff Review and Development can give individuals and institutions a wide range of benefits. These include:

- A formal opportunity to review progress and to plan for future activity
- A record of experience and learning over time
- Clarification of roles and responsibilities
- An opportunity to draw the ideas of all staff into departmental planning
- Improved communication
- Better planning of training and development
- Enhanced performance and motivation

In DAMTP we intend that the Staff Review and Development gives an opportunity to discuss and plan career development; to review achievements and issues arising in the course of one's work; and for communication within the Department.

It is not intended that the scheme replaces usual line management and supervision, that it be used as a disciplinary tool or that it be a means of determining pay.

#### **What does the scheme involve?**

Most staff will be reviewed every two years, although details will be different between staff categories of staff in the first year or two of appointment. Staff will be allocated a reviewer by the Department, but will be able to ask for a change if they are unhappy with the allocation.

The phases of the review process are described on the University's Information Sheet: Preparation; Discussion and Recording. Notes on completing the Department's Record Form are given in additional documents provided with this Introduction.

#### **What happens to the information?**

The information will remain confidential to the member of staff, the reviewer and the Head of Department (or representative). The Department may collate information from the review scheme to help identify training needs and general management information. Any results will always be presented anonymously.