



# **Appraisal & Professional Development Review Policy**

**Core Documentation Cover Page**

## Appraisal & Professional Development Review Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Nov 2010 SMT	To clarify appraisal and PDR processes.	Corporate Services Director	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Nov 2011
V2.0	Nov 2011 SMT	Yearly Review	Corporate Services Director	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Nov 2012
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V4.0	Jul 2017 PRAG Chair	Administrative Amendment to update institution name change from British School of Osteopathy to University College of Osteopathy	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015
V5.0	Jan 2019	Minor Amendments	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2022

### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## APPRAISAL & PROFESSIONAL DEVELOPMENT REVIEW POLICY

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## 1. SCOPE

- 1.1 The University College of Osteopathy (UCO) has committed to a dual process for reviewing, developing and improving performance across the staff team. Under this system, each member of staff or faculty has a periodic review, incorporating feedback from relevant sources, including target setting and identification of development needs and opportunities. The dual process has been designed to promote continuous enhancement of quality through the development of a culture of critical reflection on learning and teaching, informed by best practice; and also, to ensure that excellence in teaching is promoted, recognised and rewarded.

## 2. APPRAISAL & PROFESSIONAL DEVELOPMENT REVIEW PROCESS

- 2.1 Two systems of review will be available at the UCO and the most relevant scheme should be selected by the member of staff and their line manager.
- 2.2 Professional Development Review (PDR) (faculty) – this scheme is designed for teaching faculty and aligns closely with the Higher Education Academy Professional Development Framework.
- 2.3 Professional Development Review (PDR) (non-faculty) – a more standard appraisal review is in place for non-teaching roles, or teaching roles with broader management responsibilities.
- 2.4 There are logistical difficulties with managing reviews where the staff team includes many part time faculty members. The PDR system has been designed to be flexible to the range of development needs of the teaching team, and to allow for a tailored follow up. All staff are encouraged to seek feedback to inform the review processes - including peer review of practical sessions, student surveys, 360-degree feedback and formal observation. There is an onus on the individual to take the initiative for setting training needs, although support is provided through the provision of augmented training and target suggestions, and to identify the best route through their professional development.
- 2.5 As part of the review cycle, individual job descriptions should be checked and updated. Objectives and targets are reviewed from the previous meeting, and new objectives set for the future. Copies of the appraisal and PDR documentation are held by the HR team, the line manager and the individual.
- 2.6 It is important to note that the UCO's appraisal and PDR schemes are purely focused on development and performance, not on pay. The Remuneration Committee reviews pay grades and levels for individuals and the organisation's salary scales annually.

## 3. MANAGER RESPONSIBILITIES

- 3.1 Line managers will receive information each year about the team members that require an appraisal or PDR. Managers are responsible for holding the review meetings, writing up the documentation, and following up on targets set.

## 4. EMPLOYEE RESPONSIBILITIES

- 4.1 Members of staff will receive a pre-appraisal or personal review form each year to complete ahead of their meeting. They are responsible for engaging with the meeting process, and planning for their professional development. They are also responsible for working towards the targets set within the agreed period.

## 5. HR RESPONSIBILITIES

- 5.1 The HR team will provide training for managers to support them in carrying out the appraisal or PDR meetings. They will ensure that managers and team members are provided with the right documentation, and that all are aware of the relevant time frames. All completed documentation will be held by the HR team and used to support training and development planning (for example at the annual Staff Conference).

## 6. DOCUMENTATION

Faculty PDR form

Faculty PDR personal review form

Faculty PDR guide

Appraisal form

Appraisal feedback form