

## **Teaching Staff and Education Career Track Staff Career Development Review Scheme 2017-2018**

### **Guidance Notes**

The School expects that all salaried teaching staff above a certain band and all education career staff who are not Professorial Lecturers receive good advice on progressing their careers from the Head of Department or other senior colleagues.

### **Purpose of Career Development Review meetings**

The principal purpose of Career Development Review meetings is to provide constructive advice to teaching staff and education career track staff on the development of their careers.

Teaching staff and education career track staff are expected to be pro-active in managing their own careers. However the School and senior staff also have a responsibility to provide appropriate support. The Scheme has been designed to reflect the School's commitment to ensuring that staff receive good advice in relation to their career and professional development. The scheme should serve the needs of individual staff. For those subject to a probationary period, it enables Heads of Department or his/her nominee to manage the development of staff toward their probation, and in that context, flag at an early stage any issues of possible concern. For those not subject to a probationary period, it enables Heads of Department or his/her nominee to provide advice with respect to further career development.

The Career Development Review meeting is intended to allow for an open and constructive exchange of views of the performance, achievements and contributions of the staff member. It also provides a space for broad reflection on further development needs in relation to longer term career planning. This is also a time when plans for training and development opportunities, but also personal issues such as parental leave and elder care, sickness and disability that may affect career planning can be discussed sensitively. Human Resources can provide support and guidance on such issues.

### **Who should have a Career Development Review meeting and how frequent are meetings?**

All Assistant Professorial Lecturers, Associate Professorial Lecturers, as well as Course Tutors, and other salaried staff of Band 7 or higher who are engaged on teaching terms and conditions. This excludes teaching staff within the Language Centre who will be covered by other appropriate Career Development Review guidance. These meetings should be held annually.

Professorial Lecturers are not required to have meetings. However, a career development meeting can take place upon their request or upon the request of the Head of Department. There is an expectation on the part of the School that Professorial Lecturers will be meeting regularly with the Head of Department as they collaborate in leading on education in the department.

### **Who should hold the Career Development Review meeting?**

The expectation is that Career Development Review meetings are normally conducted by the Head of Department. Particularly in large Departments, the Head of Department can delegate

responsibility to his/her nominee (e.g. a Deputy Head of Department). Nominees must be of sufficient seniority.

## The ECDR Process

The process will involve the following stages:

1. The preparation by the member of staff of a self-evaluation statement in section A of the [ECDR form](#).
2. A meeting with the Head of Department or his/her delegate.
3. The preparation by the Head of Department or his/her delegate of an evaluative statement in section B of the [ECDR form](#).
4. The co-production of a summary of agreed action points in section C of the [ECDR form](#).
5. The form and any attachments are signed off by the staff member being reviewed, the Reviewer and the Head of Department (if not the same as the Reviewer). The report will then be forwarded to Human Resources for monitoring by the VCAC.
6. A copy of the Agreed Career and Professional Development Activities should be sent to [HR.CDR@lse.ac.uk](mailto:HR.CDR@lse.ac.uk) A proforma is available within the Career Development Form

In the following paragraphs, stages 1-5 are elaborated in more detail.

### Stage 1

The self-evaluation statement provides the member of staff with the opportunity to write a rounded overview of their performance, achievements and contributions. It is expected that this statement will be supported by feedback from different sources. The Teaching and Learning Centre can work with staff on how to evaluate teaching via a mix of sources of feedback across the different areas of education that are captured in the ECDR form.

Within the framework of headings for discussion, the scheme is deliberately non-prescriptive about the detail to be covered in the ECDR meetings. Departments are free to tailor the discussion to suit the individual's career stage and the nature of their educational contribution and role profile.

The CV submitted can be in any format.

### Stage 2

The meeting provides an opportunity for an open exchange of views and the confidential discussion of relevant issues. The Reviewer should ensure that the colleague under review is aware of Department and School priorities.

### Stage 3

After the meeting, the Reviewer will fill in section B evaluating the performance, achievements and contributions of the member of staff. Where a member of staff being reviewed disagrees with the evaluation, they have the right for their disagreement to be noted in a supplementary document.

### Stage 4

The Reviewer will produce a summary of mutually agreed upon action points arising from the meeting, which will be recorded in section C of the ECDR form.

## Stage 5

The complete record will be signed off by the Reviewer and the HoD (if not the same person as the Reviewer), and the member of staff.

Copies of the Agreed Career and Professional Development Activities summary should be sent to (Hr.Cdr@lse.ac.uk). This final section will be forwarded on to LSE Teaching and Learning Centre. The TLC departmental adviser will be in touch to follow up on agreed academic development activities.

## Training needs arising from the ECDR

LSE Teaching and Learning Centre (TLC) coordinates the School's Academic Development Programme and the schedule of events provides a range of training opportunities, which can act as a prompt for the discussion of training needs as part of the ECDR. TLC departmental advisers can also work with staff on developing individual development plans. Members of staff and Heads of Department should be proactive in contacting TLC and Research Division in these matters.

In addition, TLC will invite all staff to regular meetings to share practice and build impact. Attendance is not compulsory, but it will offer staff opportunities for further development, such as through funding for projects or attendance at externally provided events, conferences or courses.

## Monitoring

1. The VCAC, in conjunction with Human Resources, will keep the ECDR Scheme under review and report annually on its implementation and effectiveness to the Appointments Committee.
2. The Form will normally be seen only by the member of staff, their Reviewer and the Head of Department (if not the same person as the Reviewer), as well as, subject to the Head of Department's discretion, the Professoriate. The Form is also seen by the VCAC for monitoring purposes and by the Pro-Director (Faculty Development) for supporting the work of Heads of Department.

## VCAC and Human Resources June 2017

Approved by:	Appointments Committee	Date:	7 June 2017
Implementation date:	1 September 2017		
Review period:	1 year		
Division:	Human Resources		