

Appendix 2 Collective Agreement on SDR

(Originally Staff Development Policy – Appendix 1: Collective Agreement)

(REVISED) STAFF DEVELOPMENT AND REVIEW SCHEME STATEMENT 1 University Staff Development and Review (SDR) Scheme – overall aim

The university's SDR Scheme is designed to support and develop all staff to enable them to contribute to the success of the university and to enable opportunities for individual professional and personal development.

3 UNIVERSITY SDR STRUCTURE

The university's SDR scheme structure comprises common elements which apply to all staff with distinct SDR processes designed to meet the specific needs within the three main categories of staff - support staff, academic staff and senior staff.

4 UNIVERSITY SDR CORE CHARACTERISTICS

The following SDR core characteristics are common to all members of staff.

- SDR recognises the contribution staff make to the service the university provides.
- SDR relates to staff job roles and duties and to training and development needs.
- SDR identifies ways the university can support and enable the development of staff in their current role and future careers.
- SDR helps to clarify roles and responsibilities.
- SDR sets realistic targets for future work.
- SDR is a confidential process.
- SDR is a two-way process.
- SDR is an on-going process within an annual cycle.
- SDR forms an integral part of good operational planning and management of the university.
- SDR enhances quality assurance processes.
- SDR is not directly linked to pay or promotion.
- SDR is not linked to disciplinary, grievance, capability procedures, redeployment or redundancy.
- SDR is not based on personal prejudice.
- SDR is not an opportunity for recrimination
- SDR is not a one-way communication channel

5 SDR INVOLVEMENT

All full-time and proportional full-time permanent staff are required to take part in the SDR scheme whereas temporary and fixed term staff have the option to join the scheme if their contract lasts for longer than the induction period.

6 THE REVIEWER

Heads of Schools and Departments are responsible for the effective operation of the SDR scheme and for identifying who conducts SDRs. The Dean or Faculty Officer has a similar responsibility for Faculty-based staff.

In the case of support staff, the SDR will be undertaken with an appropriate manager where this is a part of his/her managerial responsibility. For academic staff in faculties/schools, the SDR will be conducted with the head of school, or a senior member of staff specifically designated for this purpose. If a member of staff is responsible to more than one person, agreement should be reached with the individual member of staff about which manager should undertake the review and how the alternative manager should be involved in the SDR process.

A reviewer will have:

- received SDR scheme training
- sufficient knowledge of the reviewee's work to carry out an SDR effectively

7 GUIDELINES FOR SDRs

In order to effectively embed and monitor the SDR scheme throughout the university guidelines will be issued, in consultation with the trade unions, which provide details on:

- the aims and objectives of the SDR scheme
- the role and responsibilities of Deans and Heads
- who the reviewers are and their responsibilities
- the timing of SDRs
- when SDRs do not apply or where arrangements may be varied
- record keeping and confidentiality.

The guidelines will clarify that it is important to ensure that the scheme provides an opportunity to review the previous 12 months in terms of achievements and learning, to discuss the balance of duties and to agree plans and outcomes for the short, medium and long term including development and training needed to support those plans.

The university and its' recognised trades unions expect the guidelines to be followed in all faculties, schools and departments unless there are clear and sound reasons for variation.

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8 CENTRAL SUPPORT FOR SDRs

Human Resources will co-ordinate the supply of SDR documentation, organise regular SDR training sessions for reviewers and maintain records of those who have been trained, produce briefing/guidance for reviewees, and give SDR guidance when appropriate including during new staff induction. The Centre for Learning and Teaching also assists in giving guidance and contributing to SDR training for academic staff.

9 THE SDR CYCLE

The SDR cycle is based on an entitlement to an annual process which includes the reviewee and reviewer preparing for, and undertaking a formal SDR meeting once a year. The SDR guidelines provide further advice and information on reviews and their frequency.

10 CONFIDENTIALITY

The SDR proceedings are confidential between the member of staff, the reviewer and relevant school/departmental head, with the exception of any generic outcomes agreed for the forthcoming year which may be used to inform central delivery of development activities and programmes.

Whilst the content of SDR discussions remain confidential agreed changes to an individual's role will be reflected in published School timetables and workloads, in line with the code of practice agreed for lecturing staff.

11 SDR DOCUMENTATION

The following documentation is produced by the university to support the SDR Scheme:

- This SDR statement (appendix 1 to the university's Staff Development Policy) which identifies the main features of the scheme which are applicable to all members of staff and incorporated into their contracts of employment
- SDR guidelines for both reviewers and reviewees in the three main categories of staff (academic, support and senior staff)

12 SDR RESPONSIBILITY FOR IMPLEMENTATION AND EVALUATION

It is the responsibility of the university's Staff Development Group and appropriate Committees, assisted by Human Resources, periodically to monitor the effectiveness of the SDR scheme and to report any recommendations on scheme adjustments to the university's Management Group as appropriate. The SDR scheme will be reviewed in consultation with the recognised trade unions.

It is agreed that the university and its faculties, schools and departments need to commit appropriate drive, energy and resources to effectively underpin and sustain effective SDR activity. All staff should co-operate and participate in the SDR scheme unless one of the exclusion reasons applies (as set out in the accompanying guidelines).

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The signatories to this document agree that the arrangements set out above shall constitute the university's Staff Development and Review Scheme Statement and be incorporated into the terms and conditions of all members of staff.

Signed on behalf of the university	Date: Click here to enter a date.
Name (block capitals)	
Signed on behalf of the trade unions	Date: Click here to enter a date.
UCU	Date: Click here to enter a date.
Name (block capitals)	
UNISON	Date: Click here to enter a date.
Name (block capitals)	