

## Assistant Professor

### Voluntary Interim Development Reviews

Those on Assistant Professor contracts must be both challenged and supported in order to develop a cadre of first class academics. Their professional success will help to enhance the research profile of the university, the experience of their students, and the future leadership of the organisation.

A comprehensive programme is in place to ensure that these academics are clear on the standards of performance expected of them, and to ensure that they are provided with support to meet these challenges.

As part of this, **it is proposed that an annual voluntary interim development review meeting be put in place.** Such annual meetings would provide Assistant Professors with feedback on their progress, including identification of areas that need further attention and focus. A Development Review Group (DRG) will meet annually to provide feedback to Assistant Professors on a voluntary basis on their development to-date. The group will consist of least four academics at at least Associate Professor A level or Professor level.

Portfolios must be submitted by a given date, in advance of the Voluntary Interim Development Review Meeting. The meeting of the DRG will normally be scheduled in the first semester of each academic year, and will take account of the timing of progression calls.

The DRG will give their feedback on:

- Evidence of emerging strength but where further attention is required.
- Areas where development is required.
- Advice and recommendations to enhance the portfolio.

**The Development Review Group's remit is purely developmental and advisory, and has no role or input into formal reviews within the university.** It is the responsibility of the Assistant Professor to ensure that his/her work is advancing and developing.

#### The Process

1. HR notifies all Assistant Professors of the date of the meeting at least four weeks in advance.
2. The academic submits a portfolio to the DRG by a given date before the scheduled meeting.