Staff Appraisal Policy

1. Definition

For the purpose of the policy "appraisal" means:-
The annual discussion between a manager (appraiser) and staff member (appraisee) that is concerned with both (a) the appraisee's performance of his/her work role and (b) his/her training and development needs in the immediate and longer term.
It is understood that such discussion is normally to be informed by some observation of the appraisee in the work role and by LONDON BROOKES COLLEGE strategic and operating plans in force at the time.

2. Related policies and documents

- *Staff Development policy*
- *Equal Opportunities Policy*
- *Staff Performance and Capability Policy.*
- *Appraisal Documentation and guidelines*
- *Health and Safety Policy*

3. Rationale

The purpose of appraisal is to formally record the annual discussion between each member of staff and their line manager regarding the performance and training and development needs of the appraisee in the light of LONDON BROOKES COLLEGE's strategic and operational plans in order to facilitate the continuous improvement of both the college and the individual.

4. Core principles

4.1 Entitlement

All members of staff, whether employed on full-time, proportional or casual contracts, are entitled to receive an annual appraisal and may request an individual annual appraisal from their line manager. Unless there are exceptional circumstances this request should always be granted.

4.2 Timing of appraisals

Appraisals normally take place annually unless there are exceptional circumstances. No more than a maximum 14 months should elapse between appraisals. For new employees, the first appraisal should take place 12 months after their final probationary review.

4.3 Documentation of outcomes

All decisions about training needs that are made as a result of an appraisal must be recorded and copied to (a) The Principal within two weeks of the completion of the appraisal. It is the responsibility of the appraiser to circulate this documentation.

5.0 Implementation

5.1 Responsibilities and Roles.
An appraiser will normally be the line manager responsible for the work of the appraisee. Other arrangements are possible, but must be agreed in advance by all parties.

Appraisers are responsible for convening the appraisal, with the support of the Vice Principal and for conducting and managing the whole appraisal process in accordance with LONDON BROOKES COLLEGE's guidelines.

Appraisees have a responsibility to participate in the discussion in such a way as to make it a forward-looking and constructive process. The discussion should include a review of the appraisee's responsibilities in the light of their current job descriptions and relevant policies.

5.2 Documentation
Detailed guidelines on the operation of the appraisals system and examples of standard documentation will be provided.

6.0 Quality Assurance

6.1 The SMT will have formal oversight of the appraisals process and will periodically review reports and the progress and quality of appraisals.

6.2 The policy and the associated documentation will be reviewed annually, or as required by changes in law, LONDON BROOKES COLLEGE policy or as directed by the Governors.

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