

BULLETIN 7.01 – HR
ANNUAL REVIEW AND APPRAISAL PROCESS

1. **Context.** Following the government's announcement on 23 March 2020 and the Principal's email of the same date the School of Medicine is communicating how we will work through this period. This bulletin outlines the School's plan for managing the Annual Review and Appraisal Process for all staff.
2. **Author:** For more information, contact Clive Masson.
3. **Scope.** This information relates to how the School will handle the Annual Review and Appraisal Process for all staff during remote working.
4. **Annual Review and Appraisal.** Academic Review and Development (ARD) for academic staff and Review and Development Scheme (RDS) for Professional Services staff are an important part of staff support and development, which rely on reflection, preparation and person to person discussion and planning. In some cases, this process requires the coordination and input of multiple people. Given the current Covid-19 remote working situation and as many colleagues manage competing demands on their time, the School will pause staff review and development for all staff until 'near-normal' face-to-face working is re-established, unless there is a pressing need to undertake an annual review as part of the usual cycle. If this is the case, please contact your line manager. This is in keeping with direction from the Master to Heads of Schools on 7 April 2020 (see paragraph 5).

The University position on the promotion process has not yet been communicated

5. Communication from the Master's Office

Begin forwarded message:

From: Master <master@st-andrews.ac.uk>
Subject: Re: ARD
Date: 7 April 2020 at 17:29:59 BST
To: Medical Dean <medical.dean@st-andrews.ac.uk>

Dear David,
Many apologies for not getting back to you about this.
I think it is entirely sensible to postpone ARDs if that is best for the School: I'm completely comfortable with the notion that the School will sort this out as and when capacity exists, according to need (ie you might need to do a couple where people really want/need them, with their agreement, but not all).
Best wishes,
Lorna

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