

Supplementary Prompts for Appraisers of Research-Active Staff

This document is intended to supplement the HR appraisal guidance by introducing some research-specific prompts, to help managers of research-active staff tailor discussions to the particular requirements of those undertaking research. The prompts are intended to help steer conversations, and should be selected and adapted accordingly.

First Year in Post

Role

- Have you completed the mandatory components of your **induction**?
- Have you participated in further induction opportunities for new staff?
- Are you clear on your **role and responsibilities**?
- Are you familiar with the **terms and conditions of your contract**?
- Have you reviewed the University's **research strategy, research ethics and research integrity policies**?

Career

- Have you thought about what you want to get out of this experience as a researcher at Sheffield Hallam?
- Have you used the RDF Planner or equivalent to do a **development needs analysis** and produce a **personal development plan**?
- Have you sought out information about the range of **researcher development** opportunities at the University, such as the SHaRD Programme?
- Are you taking active responsibility for your **career planning**?
- Have you considered where you want to be in five years' time?

Subsequent Years

Role

- Do you feel you are being pro-active in **reviewing you work** and raising any issues?
- Are you **taking stock of your progress**, in line with your agreed work programme, and seeking appropriate feedback?
- Are you contributing to, or taking responsibility for, **writing publications and attending conferences** (as appropriate for the project and their career stage)?
- Do you have a **publication strategy** for this REF cycle?
- Have you considered how to maximise the **impact** of your research and its role in enhancing the economy and society?
- Have you been involved in **knowledge exchange, commercialisation or public engagement** activities?

Career

- Are you **regularly reviewing your skills development** - recording your progress and setting further goals in your development plan - using the RDF Planner or equivalent?
- Are you making sure that you review your progress and career ambitions?
- Are you looking at **funding opportunities** for which you are eligible?
- Are you keeping your **CV** up-to-date?
- Are you finding and engaging with the **training and development opportunities** available to you (e.g. the SHaRD Programme, the QESS CPD Programme, professional recognition)?
- Are you maintaining and developing useful **networks**?
- Are you aware of the possibilities for progression and promotion?
- Have you considered opportunities for **expanding your role**, e.g. writing grant applications, joining committees, teaching duties?
- What **peer-review** and supporting development have you been involved in, e.g. of colleagues' funding proposals, research practices, draft research outputs?
- Have you considered acting as a **mentor** to an early-career researcher (or thesis completion mentor to a final year doctoral student if they are an ECR)?

Final Year of Fixed-Term Contracts

Role

- The prospects for your **continuing employment** on this project, if I want to stay, are...
- Have you sought to discuss the possibility of **ongoing work or redeployment**?
- Have you contributed to planning the **continuation of the project** (if appropriate)?
- Are you familiar with the **University procedures** relating to the ending of fixed-term contracts and redeployment?

Career

- Are you taking **active steps** to secure your next job, including looking beyond academia?
- Have you made full use of the **careers advice** and resources that are available to you?
- Have you **identified any possible sources of research funding** for which you are eligible and may wish to apply?

Development Opportunities

Appraisers are encouraged to direct appraisees to the Academic CPD and SHaRD websites, which outline the range of relevant development opportunities available:

<https://portal.shu.ac.uk/sites/acpd>
<http://shardprogramme.wordpress.com/>

This document was produced by the Researcher Concordat Sub-Committee, June 2014

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