



The
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The
Medical
School.

Professor Malcolm Reed
Chair of the School Management Committee
Medical School
Beech Hill Road
Sheffield
S10 2RX

21 May 2010

Telephone: +44 (0) 114 271 3326
Email: m.w.reed@sheffield.ac.uk

Dear Colleague

Staff Review and Development Scheme 2010

Welcome to the Staff Review and Development Scheme (SRDS) 2010. It is a requirement for every member of eligible staff to have an annual SRDS meeting. SRDS applies to all University Staff on Grades 1 to 9 of the University of Sheffield Grading System (USGS) and those on the Professorial and Professorial equivalent grade. Staff who hold honorary clinical consultant contracts participate in the separate Joint Academic and Clinical Appraisal Scheme. However, please note that although they will not participate as reviewees, clinical colleagues will participate in the scheme as reviewers.

It is not necessary for probationary staff to participate in SRDS although it may be useful to use the SRDS process to support or supplement the probationary review so this should be considered by the manager and reviewee. Furthermore, probationary staff can be recommended for an Exceptional Contribution Award (ECA) and this information should be fed into the Departmental Review Panel using the ECA form.

The SRDS is based on principles that are intended to bring benefits to individual staff, to departments and to the University as a whole. Current guidelines can be downloaded via the Human Resources webpage <http://www.shef.ac.uk/hr/guidance/srds> as can the appropriate forms to be used, brief guidelines on the setting and agreeing of objectives, ECAs and FAQs. Details on the Joint Academic & Clinical Appraisal Scheme can also be accessed via this webpage.

The annual SRDS review meeting is set against an expectation of ongoing performance management, i.e. regular communication between managers and their staff about his/her performance with reference to the overall requirements and expectations of the role, departmental and individual priorities, progress towards meeting objectives, ensuring that objectives are kept under review and remain relevant, and the provision of ongoing support and dialogue concerning development needs. It is important to note that SRDS is the route via which recommendations for ECA will be made. The basis for the SRDS discussion will be:



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- The individual's main duties and responsibilities (as set out in the Job Summary).
- Specific objectives agreed at the previous meeting (taking account of any interim review)
- The objectives of the department and Faculty overall

The reviewer must have an informed and detailed discussion with the reviewee about his/her performance in their job and agree objectives in order to provide feedback on contribution, it is therefore expected that the reviewer will be the immediate manager of the reviewee.

The responsibility for ensuring that all eligible staff participates in the SRDS will be delegated to Managers and the reviewer/reviewee combinations will be as follows:

Reviewer	Reviewee:
Department Head	Unit Head
Unit Head	Academic staff/Group Heads/Principal Investigators/Grant Holders
Appropriate Group Head/Principal Investigator/Grant Holders	Research Contract Staff (Postdoctoral Research Associates/Research Technicians/Nursing staff, etc.)
Technical Team Leader (with academic input as appropriate)	HEFCE funded technical staff
Lead Secretary/Unit co-ordinator (with academic input as appropriate)	HEFCE/School funded secretarial staff
Facilities Manager/Department Manager (with input from HOD/academic as appropriate)	Technical Team Leaders
Secretarial Resource Manager/Department Manager (with input from HOD/academic as appropriate)	Lead Secretaries and Unit co-ordinators
Line manager	Medical School Office staff
Procure to Pay Manager	Procure to Pay Team
HOD/FDO	Departmental Managers
FDO with SMC input as appropriate	Secretarial Resource Manager

Completed SRDS forms will be seen by you, your manager, your Head of Department and, in some cases, the School's Departmental Review Panel (DRP). Membership of the DRP can be found on the School's webpage <http://www.shef.ac.uk/medicine/staff-info/srds/drp.html>.

As highlighted earlier, a key part of the Scheme is the agreeing of objectives, and it is therefore important that reviewees and reviewers attend appropriate awareness sessions and/or training courses if they have not done so before <http://www.shef.ac.uk/hr/sd/staff/sdprog/courses/srds.html>. Training sessions are also being organised in the School and further details will follow. The School objectives can be found on the School's webpage <http://www.shef.ac.uk/medicine/staff-info/srds>.

The School must complete this round of SRDS by the **end of August 2010** in order to allow moderation of assessment ratings across the School and for any recommendations for ECA to be endorsed by the DRP.

The School is striving to again ensure all eligible staff have an SRDS review and you will be contacted shortly by your line manager in this regard. Any reviewers or reviewees experiencing difficulties in arranging an SRDS review meeting are invited to contact me personally for assistance in ensuring the review happens.

In the meantime please do not hesitate to contact your DRP representative should you have any queries or concerns about SRDS.

Yours sincerely



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