Principles underpinning supervisor CPD

1. All supervisory staff will be provided with a summary of changes to PGR policy and practice on an annual basis;

2. All new staff (to include those on R and T&R contracts) who have formal or informal PGR supervision responsibilities and have not yet successfully supervised a PGR to completion as primary supervisor will undertake one hour of introductory online CPD, supplemented by approximately ten hours of discussion-based development activities, co-delivered by academic and RS staff. New supervisory staff should be allocated formal mentoring to support the development of effective supervisory practice;

3. All incoming, experienced supervisory staff (i.e. those who have supervised doctoral students to completion as primary supervisors, in a previous role) will undertake one hour of centralised online CPD prior to supervising a Sheffield student. Where existing students are transferring into Sheffield, the online CPD should be completed before any student transfers are processed;

4. All supervisory staff will engage with CPD on a two yearly basis via attendance at and engagement with a formalised two hour departmental discussion. This may form part of wider Learning & Teaching, or Research activities, at the discretion of the Head of Department, and will be academically led with support from Research Services. The topic of the discussion shall be selected by the departmental PGR director, with support from the Head of Department, from a choice of three institutionally-supported topic areas. Staff who do not engage with the departmental discussion will be required to undertake an online alternative;

5. A programme of discussion-based development activities will be available to all staff with an interest in PGR supervision via the Supervisionaries branding, the development of which is led by Research Services, in collaboration with Faculties;

6. The above outlined principles form a license to supervise: engagement is required for experienced supervisors to supervise new students in a primary supervisor capacity, and for new supervisors to successfully complete their probationary period. Since supervision is an identified element within the T&R and R Academic Career Pathways (ACP), non-engagement would constitute an issue to be resolved via line management procedures in academic departments;

7. The approach to PGR supervisor CPD will be reviewed in Summer 2021 and updated as appropriate.