

Research Staff Development Prompter 2012

Purpose

The Staff Development Review (SDR) process encompasses all staff, and the form it uses is quite generic. Researchers, many of who are in the early part of their careers, are those who should benefit most from the SDR. For example, when applying for permanent positions or promotion, researchers are often judged on their performance in teaching, administration and external involvements, in addition to their research prowess. It was felt that the SDR form was not specific enough for helping researchers in this way and an extra form was devised and trialed within the School. This has now been revised as this, the Research Staff Development Prompter. This extra form gives a more focused prompting of potential contributions that researchers could make to enhance their development and incorporates their line managers' views.

Timing

Researchers who want to contribute to teaching must apply early enough in the year. NERC-funded research staff may undertake teaching and demonstrating work for up to 6 hours a week (pro rata for part-time staff) provided that this work is related to the research project to which they were appointed. To accommodate this we have moved the SDR process, which will include the Prompter form, to earlier in the year. In addition to a new form and an earlier review process we will follow up on all teaching requests on the Prompter form in early April to see if they can be accommodated in good time. Heads of Department will see these forms at the beginning of April.

On-line Ideas

The prompts on the form are not restrictive. Other ideas for development as a researcher might come from:

SMPS <http://www.met.reading.ac.uk/intranet/staff/rfs>

Reading <http://www.reading.ac.uk/internal/researchstaff/rstaff-home.asp>

UK <http://www.vitae.ac.uk>

Instructions

1. Ask your line manager to complete his/her sections (grey background) and return this to you. The form has been amended so you can do this electronically.
2. Review your line manager's comments and send to your reviewer.
3. At your SDR, complete the Prompter form with your reviewer, as well as the SDR forms.
4. Sign and return ALL forms to Marguerite Gascoine, School Administrator, SMMP,
by 30th March 2012

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To the Line manager: Please suggest areas your researcher might contribute to in the “Line manager” column. Put in the

Outreach to Schools or provision of material for Outreach Pages of the University with Averil MacDonald		
Comments on possible External contributions (for staff member/reviewer):		
3. Research (in addition to the University SDR)		
Supervising Summer Projects – Nuffield, Department, Work experience, University funded scheme		
Preparation for funding (Research Council or University Workshops, discussions with RES)		
Applying for travel funds from the University RETF / Royal Society / LMS / other		
Applying for funding to support visitors, summer projects and other limited time scale programmes		
Applying for a small grant for a short piece of work to build research momentum		
Applying for a Personal Fellowship (e.g. a Leverhulme Early Career Research Fellowship / Royal Society / EPSRC / NERC and other research councils)		
Comments on possible Research contribution (for staff member/reviewer):		
4. Career Development (in addition to the University SDR)		
Training courses offered by the CSTD or professional societies (Research Career Management or Teaching and Learning Programmes)		
Technical Skill programmes and workshops		

