

Appraisal Policy – Teaching Staff

Appraisals are meetings set up between you and your employer to allow you both to discuss your work performance and to look back on what has been achieved and agree objectives for the future.

Aims:

To help SCL International College employees evaluate and improve their performances.

Procedures:

- Appraisals will take place annually, alongside more informal Staff Feedback which will be collected via the Staff Feedback Form at 6 monthly intervals.
- A convenient date will be set for your appraisal, by the academic director, Gary Speirs, with no less than 3 days' notice. You will be notified by letter stating the date and time of the meeting.
- A copy of the appraisal form will be given to you at the same time for completion before the appraisal.
- You will be asked to complete a self-assessment using the European profiling grid found here: <https://egrid.epg-project.eu/en/profile/ens>
- You will be given the opportunity to discuss any problems or suggestions you may have to improve your working environment and that of your colleagues.
- You will be able to discuss planning and goals for the forthcoming year.
- You will also be asked about Continuing Professional Development (CPD) and should take the opportunity to discuss any short or long-term goals you may have for the future.
- You will have an opportunity to give your feedback on the appraisal process.

You should also inform your employer of any skills you may have developed since your last appraisal.

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