

KINGSTON UNIVERSITY

STAFF DEVELOPMENT PROCEDURE

Release:	Final
Subject:	Staff Development Procedure
Issued by:	Development & Training
Version:	1.0
Effective From :	29th October 2010

STAFF DEVELOPMENT PROCEDURE

Aim: To ensure all individuals will be given opportunities to advance their learning, including access to both training and development to enable them to perform effectively in their jobs and to develop and progress according to their abilities.

Applies to: All staff employed by the University.

Introduction:

- 1.1. The mission of Kingston University is to promote participation in Higher Education, which it regards as a democratic entitlement; to strive for excellence in learning, teaching and research; to realise the creative potential and fire the imagination of all its members; and to equip its students to make effective contributions to society and the economy.
- 1.2. The University Vision Statement emphasises the need to:
 - Establish 'a learning culture' in which teaching and research are able to flourish equally
 - Be a flexible and adaptable organisation that does not allow present structures to inhibit its capacity to meet future needs.

Principles:

- 2.1. The University shows commitment to the development of its staff through provision of appropriate resources which shall be made available to all staff.
- 2.2. The University encourages staff to be active in their pursuit of staff and professional development. A fuller definition of staff development can be found in Appendix A.
- 2.3. The University is committed to the support of staff development, including personal and career development, that is consistent with the needs of the organisation, and in full accordance with the Single Equality Scheme

Main Steps:

3.1 The University's Responsibility

The University must meet its commitment to staff development through provision of appropriate resources which shall be made available to all staff within the organisation. Please see Staff Development Strategy Appendix A.

3.2 Managers' Responsibility

All staff involved in the appraisal and development of others must undertake appropriate training for this role. Information and guidance on the professional development of lecturing staff can be obtained from the Academic Development Centre and courses are provided by the Development and Training Section.

Managers must evaluate the effectiveness of staff development at individual and team level against a set of criteria agreed with their senior manager, and plan for next year's staff development resourcing.

Senior managers must evaluate the effectiveness of staff development at Faculty/Department level as part of the annual strategic planning process.

3.3 Individual Responsibility

As members of a 'learning organisation' all staff should be encouraged to think in terms of continuous professional development, which encompasses three elements:

Continuity

Development of the individual will be systematic or planned. Its direction will be determined by analysis of past progress and present and future needs at regular appraisal meetings. It will be flexible and responsive to individual and institutional changes. It will represent lifelong commitment on the part of the individual to the growth of knowledge and skills.

Professionalism

The term in this context defines the desired attitude and approach of staff and the fulfilment of the University's mission through the possession of knowledge and skills which are necessary to, and valued by, the University.

Development

Existing competencies must be maintained, knowledge and expertise must be broadened and deepened and continuous updating must take place if the individual is to continue to perform his/her role effectively as circumstances change. Its nature will vary according to where the individual is employed, the role of the individual and the stage in his/her career, and will range from updating and broadening of knowledge and skills, to reflection on experience and preparation for changing roles.

Implementation

4.1 The University

The Staff Development Strategy (Appendix A), will enhance this procedure. The University Staff Development Committee will also agree a set of strategic priorities for staff development to support the University's strategic priorities on an annual basis.

Implementation will take account of other policies such as those relating to Learning and Teaching, Research and Single Equality Scheme.

The Staff Development Procedure will be kept under regular review by the Kingston University Staff Development Committee which reports to the University Executive.

The Staff Development Policy will be available on the University web page.

Outcome:

A fair and equitable procedure for supporting the development of Kingston University employees.

Records:

No records are required, however, records of activities resulting from the implementation of the policy such as personal development planning are documented as part of other procedure documentation.

Review:

The policy requires regular reviews, the next review will be in June 2011.