



Academic's Name &amp; Surname, Institute, Date

## APPRAISAL

### Underpinning Philosophy

#### Appraisal Rationale

The rationale behind the appraisal exercise is to:

- a) enhance the professional and personal growth of lecturers, through
- b) observation of their provision and delivery, so as to
- c) recognise accomplishments and good practices by outlining strengths and improvement opportunities, leading to the
- d) identification of professional development needs with the overarching aim being the constant enhancement of the level of learning and teaching.

#### Observation leading to Appraisal

To be appraised effectively, staff members need to know what they are being measured against. The appraisal checklist outlines the standards against which appraisal takes place. The appraisal covers key performance indicators such as "lesson management", "student engagement/feedback", etc., and is intended to avoid difficulties that often ensue when there is only an assumed, informal knowledge of expectations.

#### Appraisal Meeting following Observation

Following the initial drafting of the preliminary report below, to be read in conjunction with the compiled Appraisal Checklist annexed, an appraisal meeting is scheduled. The appraisal meeting is an opportunity for the Critical Friend from the MCAST Quality Assurance Department and the Lecturer to sit down and discuss the range of issues affecting provision and delivery against the standards set.

MCAST appraisals shall be a two-way process, which both parties should benefit from, aimed at:

1. offering the opportunity to express difficulties or uncertainties on either side, establishing and maintaining good communications.
2. giving and receiving feedback.
3. discussing and agreeing the actions necessary to move forward.

Furthermore, it is hoped that MCAST lecturers shall benefit as a result of:

1. Individual attention from senior management, denoting their contribution is valued.
2. A clear idea of where they are now and a sense of direction for the future.
3. The meeting as a guarantee that the lecturers' efforts are not overlooked.



### General Report

Date: \_\_\_\_\_

Time: \_\_\_\_\_

A brief description of the points which were noted during the session observed.

**Strengths:**

Professional Knowledge

Preparation and Planning

Teaching/Learning Process

Professional and Personal Qualities

**Improvement/CPD Opportunities:**

**Targets for Development:**

**General Comments (following Appraisal Meeting):**

Signature of Critical Friend

Date:

**Academic comments/reactions, if any:**

Signature of Academic

Date: