

CAREER DEVELOPMENT AND STAFF APPRAISAL RECORD

PART 1 PERSONAL DETAILS

Name of Appraisee:	Maria Kasmirli	Job Title:	Course Manager
Department:	Courses and Awards Office, Faculty of Arts	Date of last CDSA Meeting:	2 Dec 2002
Name of Appraiser:	Gerry Bolton	Date of current CDSA Meeting:	23 Aug 2006
Job Title:	Course Manager	Agreed Review Dates:	Feb 07

TO BE COMPLETED AFTER THE CDSA MEETING

Appraisee's Comments.			
<p>The period since my last CDSA has been both demanding and challenging, but also very rewarding. A(ZX)103 is a huge suite of courses, which continually presents novel problems of a sort not normally experienced on maintenance courses, and which requires its course manager to come up with inventive and flexible solutions. I feel that I have risen to the challenge and made a success of my work on the course -- which pleases me very much. Although the higher level of experience I have gained on A(ZX)103 is recognised, I am still eager to experience the further challenges that would come with the management of a production course and with a higher grade position. As always, I am grateful to my Head of Unit, Julie Dickens and to my immediate line-manager, Gerry Bolton, for their advice and support.</p>			
Signature	<i>Maria Kasmirli</i>	Date	28 / Feb / 07

Appraiser's Comments			
<p>Maria's contribution to the work of the Courses Unit has been significant and I'd particularly like to highlight her work on A(ZX)103. This was a large and complex course when Maria took it on and it rapidly became more so, with the demise of the summer school and the introductions of dual presentations and the e-version, at a time when there was not a stable course team. It is greatly to Maria's credit that she has stuck with the course and she has shown great commitment to it in spite of all the difficulties.</p> <p>Maria would like to progress her career by attaining a grade 8 job. Some development activities have been identified that will broaden Maria's experience and enable her to make a stronger application if a job becomes available. Of these, the most important is gaining some experience of managing a new course through the production process. This is something Maria would very much like to achieve as soon as possible, and in which I support her wholeheartedly.</p>			
Signature	<i>G. Bolton</i>	Date	3 / 4 / 07

Head of Unit's (or nominee's) comments
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Maria's contribution is greatly valued, especially her commitment to A(zx)103.
The case has now been handed over to Fabienne, and priority will be given to allocating Maria a production case when she returns from maternity leave.
This is a very positive appraisal from a hardworking and respected colleague;
Thanks to appraiser and appraisee for the work put into this.

Signature

Lulu Dickens

Date

3/04/07

SUMMARY OF ACHIEVEMENTS/MEETING OF OBJECTIVES IN LAST REVIEW PERIOD

Please include additional activities e.g. contribution to University Projects, Committees, Equal Opportunities, Staff Development, Supporting others etc.

Maria has achieved a great deal since the last appraisal, including the following objectives:

Being promoted to D2 course manager (now re-graded as grade 7 following the HERA process).

Completing work on the A211 e-book project

Managing and participating in the A211 e-tuition pilot

Participating in the e-tuition working group

Being a member of the Faculty Equal Opportunities Committee and working to identify SENDA initiatives on various courses

Continuing to develop knowledge of the curriculum and of University policies.

Attending a wide variety of training courses in ICT, copyrights, budgets and mentoring.

In addition, Maria has taken on some complex and challenging work since the last appraisal which has given her the opportunity further to develop her skills. The main achievements here have been:

Becoming the course manager of A103 and overseeing several major developments such as

- the demise of the summer school
- the introduction of dual presentations
- the introduction of e-tuition, including co-authoring a paper with the Chair of the course which led to the introduction of the ZX version of the course
- writing a paper for Faculty Tuition Committee which led to changes to the monitoring process being implemented
- devising changes to the pre-exam board process which simplified processes and increased efficiency.

A(ZX)103 also piloted the Faculty's new fair selection procedures for appointing ALs to support course teams. Maria was responsible for organising this process for the appointment of the A(ZX)103 conference moderators and was fully involved at all stages including creating the job description, shortlisting and making appointments.

Seeing the courses A432 and A420 through to their final presentations and organising final tutor de-briefing sessions.

On A211, as well as the usual course manager activities, Maria has

- contributed to the course retention plan
- organised rolling review activities
- briefed new Chairs
- was an AL on the course
- authored the course taster pack which is being used for the first time in 2007.

On a personal level, Maria has also continued to work towards her PhD thesis at the University of Sheffield.

TRAINING AND DEVELOPMENT

Review of Training and Development Activities since last CDSA meeting.

Dates	Activity	How training has helped work performance/developments
30/1/2006 2006 - 2007	Outlook 2002 Fundamentals & Best Practice Courses and Awards Office Away Day and follow up activities	
8/12/2005	Diversity and Inclusion (08/12/2005)	
1/9/2004	Diversity Toolkit: Arts (01/09/2004)	
May 2004	CQC 6 A New Way of Working: Designing Courses	
May 2004	CQC 5 How do we make courses more accessible?	
May 2004	CQC 4 Online Conferencing and lyceum	
May 2004	CQC 3 Choosing Media -	
May 2004	CQC 2 Students and Media	
May 2004	CQC 1 ICT Use in Courses: Why and How	
18/3/2004	Effective Recruitment & Selection	
27/2/2004	ICT Skills Dev Prog for CM - Word Part 2 (Arts) (27/02/2004)	
Date?	Maria also attended an interdisciplinary conference on mental illness at the University of Birmingham.	

Note: Please continue on a separate sheet, if necessary

AGREED OBJECTIVES FOR 12 MONTHS AHEAD

(including, for example, action, success criteria, target dates, review dates)

Maria's main objective is to secure a grade 8 course manager post at the earliest opportunity. Maria realises that she needs to broaden her experience in order to do this and the following actions were identified as being particularly important:

- to gain experience of managing the complete process of course production as soon as possible, as this is significant area of course management that she has not yet had the opportunity to engage with. Maria has had some production experience in that she has been responsible for producing Taster packs and AV materials (and has also produced courses at other institutions she has worked at), but the opportunity to experience the entire process on a new OU course would be much appreciated. Maria is open to different types of courses, but has a preference for an undergraduate course if possible.
- Maria has not worked on an MA course before and would be interested in taking one on, particularly if it meant grappling with some issues relating to the restructuring of the MA.
- An opportunity to shadow or work with a grade 8 course manager would be helpful to Maria in her ambition to be promoted to a grade 8 job, as would the chance to take on an area of responsibility within the Courses and Awards Office (for example, in relation to Ethics or the Curriculum Partnerships Committee, both of which are mentioned in the Unit Plan.)
- Maria has completed the Effective Recruitment and Selection course, and following the success of the A(ZX)103 pilot to recruit tutors, she would like the chance to make further use of the skills learned on the course. She would enjoy the opportunity to be on a selection panel if possible. Maria has experience of managing and recruiting staff in previous employment and would like to maintain these skills.

In addition, Maria has very much enjoyed working with a dedicated Course Assistant on A(ZX)103 and would like the opportunity to do so again if possible.

As regards courses, Maria will look into the possibility of attending the Personal Leadership Programme and is also keen to refresh her ICT skills, particularly those relevant to course production. A mentoring course would also be of interest to Maria.

In the future Maria would like to consider studying for a certificate in management/administration, but this is not realistic during the coming year.

In terms of her personal development Maria has recently started working on her PhD thesis again, having taken some time out for maternity leave and during periods of heavy OU workload.

Note: please continue on a separate sheet, if necessary

AGREED ACTIONS

(this includes any actions not covered elsewhere e.g. actions relating to longer term career development, workload, job design, additional support etc.) Specify who will take action and by when.

PART 4

to be completed after the CDSA meeting

AGREED FURTHER TRAINING AND DEVELOPMENT NEEDS AND ACTIVITIES FOR THE NEXT REVIEW, LINKED TO OBJECTIVES AND YOUR PERSONAL DEVELOPMENT PLAN (if you have one).

This should be a non-confidential summary so that it may be photocopied and used in discussion with Human Resources to follow up on training and development plans.

Development need and expectations	Activity to meet need	Target date	Agreed action, who and when

Note: Training and development includes: visits, structured reading and distance learning, short exchanges, on the job training as well as workshops, seminars, courses/conferences etc. Please continue on a separate sheet if necessary.