

# Career Development and Staff Appraisal (CDSA) Policy

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## 1. Aim

It is an OU expectation that every member of staff will have a Career Development and Staff Appraisal once a year and that CDSA should look back at achievements during the past year, as well as look forward to objectives and development needs in the forthcoming year.

CDSA and ongoing performance and development reviews reflect the right of all members of staff to receive feedback and support in order to contribute effectively. Heads of Units, managers and individuals all have a responsibility for ensuring this happens.

CDSA on its own is not enough. Regular reviews against objectives and development plans are vital to ensure that performance and development issues are addressed as they arise. The frequency of these should be agreed and recorded on the CDSA record.

## 2. Guidance

Please read the Guide to CDSA and the relevant principles document which have been agreed with both OUBUCU and UNISON.

## 3. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

## 4. Useful references

CDSA Principles  
CDSA Principles for Associate Lecturers  
Guide to Career Development and Staff Appraisal  
Guide to Associate Lecturer Career Development and Staff Appraisal (AL CDSA)  
Valued Ways of Working Framework  
Leadership Competency Framework