

**Frequently Asked Questions**

**Professorial Appraisal Review System**

**General Overview**

**What is the PAR system?**

The Professorial Appraisal Review (PAR) system is an electronic tool by which appraisals are undertaken and objectives are set. The system uses an electronic, interactive form, which automatically draws data from UCL databases regarding a professor’s publications, research grants, research students, honours, awards, and training and development activity during the appraisal period.

**Why do we undertake Professorial Appraisal Review (PAR)?**

Regular appraisals give Professorial staff a clear understanding of their department's expectations and an opportunity for a detailed discussion of their contribution to the achievement of departmental and institutional goals. The outcome of the appraisal will have a bearing on any pay awards within the Professors’ current band or re-banding (although there is no automatic entitlement to a pay award in any year).

All professorial appraisals, including the setting of stretching objectives, must be completed once every year using the electronic PAR system.

The setting of carefully considered objectives (related to the banding criteria) can help a professor to develop in areas which will give them the best chance of being successfully re-banded at a point in the future. Therefore, the appraisal process should be seen as key for personal development and subsequent progression.

**Who is responsible for the process?**

It is the responsibility of Deans and Heads of Departments to ensure that all professorial appraisals are completed, and new stretching objectives agreed and entered on PAR, within the one-year time period. It is the responsibility of individual Professors to use the PAR system and take ownership of their personal objectives. It is the responsibility of Deans and Heads of Departments to ensure performance against agreed objectives is discussed and recorded fully in each appraisal.

**Who participates in the Professorial Appraisal Review process?**

* **Appraisee** - Individual Professors who are responsible for creating and submitting their appraisal and associated stretch objectives in the PAR system (**Part A**), ensuring all data that is pulled from the databases mentioned above are accurate and up to date.
* **Appraiser** - The Head of Department, or those with delegated responsibility, will review the appraisal submission and add details on the appraisee’s progress and sign off (**Part B**) and submit to the Dean for final review and closure.
* **Dean** – Once the appraisal review has been completed and signed off by the Appraisee and Appraiser, the Dean will receive notification to review and close the appraisal (**Part C**)

**What steps are involved in the Professorial Appraisal Review?**

Please see the following high level process flow, which illustrates the steps and individuals involved in the Professorial Appraisal Review process in the PAR system:



# **Appraisee**

**How do I access the Professorial Appraisal Review system?**

To access the PAR system to create/complete an active appraisal, please click on the following [link](https://www.ucl.ac.uk/par/live/par_appraisal_list.php?username=USERNAME)

**What credentials do I use to log into PAR?**

Appraisees can log into PAR using their UCL user ID and password. Please note the username needs to be entered in capital letters *(e.g., CCEARJF)*

**How do I access my previous years closed/archived appraisals?**

To access closed or archived appraisals in PAR, please click on the following [link](https://www.ucl.ac.uk/par/live/par_archive_list.php?username=USERNAME)

**Why don’t I have access to PAR?**

Currently PAR is only available to:

* Non-clinical academic professors
* Professorial Teaching Fellows
* Professorial Research Fellows
* Professorial Research Associates

Other members of staff have their appraisals conducted via a different process. For more details on UCL’s appraisal scheme and the different forms available, please visit the [HR appraisal website](https://www.ucl.ac.uk/human-resources/policies-advice/appraisal-review-and-development-scheme-resources) page.

If you think you should have access to PAR but do not, please contact the One Desk team for support by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) and clearly indicate the problem area in the subject of your email e.g. “PAR – System access” (contacting this address will create a help ticket in RemedyForce allowing the issue to be tracked).

**How do I avoid any delays when submitting my appraisal for review?**

Please check to ensure the named appraiser is correct (usually your line manager), as they will be responsible for signing off Part B of the appraisal form.

**How do I check who is set up as my appraiser in PAR?**

When you click “Create new appraisal” you will be taken to the Appraisal selection page, where you can find your Appraiser’s name listed under the “Head of Department” section. If this person is not correct you can send an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) to have this amended and whilst you wait for the appraiser to be updated, you can continue to complete your appraisal information and save your progress. Please do not complete the sign off tab until the correct appraisee has been added to the record.

**My named appraiser is incorrect, how do I get this updated?**

If your appraiser isn’t correct in the system, please contact the One Desk team by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) and clearly indicate the problem area in the subject of your email e.g. “PAR – Incorrect Appraiser” (contacting this address will create a help ticket in RemedyForce allowing the issue to be tracked). Please **do not submit your appraisal** for review until your appraiser has been updated.

**Why can’t I create a new appraisal?**

Any appraisals from previous year(s) that have not been completed at Part A or Part B in the PAR system will prevent you from being able to create a new appraisal in the new cycle.

If **Part A** is incomplete, this means that you have created an appraisal previously but did not submit it. You can delete this previous appraisal in order to create a new one. This can be deleted from the Appraisal Selection section page, by clicking the delete button.

If **Part B** is incomplete, this means that your appraiser has not approved your previous appraisal. Where it is possible to do so, please arrange for the Head of Department to sign off the appraisal in PAR. Where it is not possible for the appraisal to be signed off, please raise a ticket by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) explaining why this action cannot be completed. Please ensure that you include the word ‘PAR’ in the subject line of your email.

**Can I record more than one appraisal if I have more than one position?**

No, you can only create one appraisal even if you have more than one position. Your primary position will be selected by default, and you will only be able to create an appraisal for this position.

**Why is my publication data not available in the PAR system?**

If you have recently saved this in RPS, UCL's internal publications management system, please allow 24 hours for the system to refresh, as data is updated in PAR overnight. Your publication data should be on the system the next day.

Please note, the Publications section will only show your publications which have occurred since your last appraisal. Any publications which were used in your previous appraisal cannot be used again for the new appraisal.

**Why is the data not accurate?**

The PAR system pulls in data from several other UCL systems. If the data displayed in PAR is inaccurate, the source of the information will need to be updated to reflect correctly in PAR. Please see below for the source of data displayed in PAR:

* **MyFinance** - Research grant information
* **RPS** - Publications data
* **SITS** - Research Students information
* **MyLearning** – Learning events

**Note:** If publications or grants have been used in previous appraisal submissions, they will no longer show in PAR for the new appraisal cycle.

Once you identify which source has information that needs to be updated (and you are unable to update this yourself), please contact the relevant support teams listed below to get this actioned.

* Research grant information (MyFinance) – [MyFinance helpdesk team](mailto:myfinancehelp@ucl.ac.uk)
* Publications (RPS) – [HR Services team](mailto:hr-services@ucl.ac.uk)
* Research Students (SITs) - [HR Services team](mailto:hr-services@ucl.ac.uk)
* Learning events (Learning) - [HR Services team](mailto:hr-services@ucl.ac.uk)

**Note:** Honours awards no longer link to the PAR system, this information can be logged in [IRIS](https://iris.ucl.ac.uk/iris/) and can be discussed during the Appraisal meeting.

# **Appraiser**

**How do I access the Professorial Appraisal Review system?**

To access the PAR system to review and sign off an appraisal, please click on the following [link](https://www.ucl.ac.uk/par/live/par_professor_appraisal_list.php?username=USERNAME).

**What credentials do I use to log into PAR?**

Appraisers can log into PAR using their UCL user ID and password. Please note the username needs to be entered in capital letters *(e.g., CCEARJF)*

**Why can I see previous years appraisals in the “active” section of PAR?**

The appraisal from the previous appraisal cycle has not been fully “closed.” For an appraisal to be archived it must have been signed off at all stages (Part A, Part B & Part C). If the appraisal has been signed off at Part A and Part B, but it is still in the ‘active’ screens, then this has not been signed-off and closed at Part C by the assigned Dean. As Part C sign-off is optional, appraisals with Part B sign-off are considered complete. However, please note that the Dean must review appraisals if the appraisee wishes to be considered for a pay award. Please visit the HR [Professorial Appraisal Review webpage](https://www.ucl.ac.uk/human-resources/professorial-appraisal-review) for more information.

**Where can I access archived appraisals?**

To access archived appraisals in PAR, please click on the following [link](https://www.ucl.ac.uk/par/live/par_professor_archive_list.php?username=USERNAME).

**I want to see older appraisal archives, where can I go to see this?**

You can view your appraisee’s previous appraisals in their archive section of PAR. If you cannot see the previous year’s appraisal in the archive section, this is because it has not been fully ‘closed’ in the previous appraisal cycle and will still display in the active section of PAR. See above for more information.

Note: Appraisers will only see the previous appraisals in which they were involved as an appraiser. New line managers will not have access to view an appraisee’s previous appraisals if they were not involved in performing the appraisal.

**I have received a notification to review an appraisal, but I am not the correct appraiser, what should I do?**

Please **do not sign off** the appraisal (**Part B),** please contact the One Desk team by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) and clearly indicate the problem area in the subject of your email e.g. “PAR – Incorrect Appraiser” (contacting this address will create a help ticket in RemedyForce allowing the issue to be tracked).

Note: There is currently a data review and update being performed by Departments to ensure the correct appraisers are matched on the system. The data cleanse is expected to be completed by the end of March 2023. Please only submit a ticket to correct this if the issue has not been resolved after this period.

**I am expecting an appraisal in my queue for review, why can’t I see it in PAR?**

It is likely the appraisal request has been submitted to the wrong appraiser, please contact the One Desk team by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) and clearly indicate the problem area in the subject of your email e.g. “PAR – Incorrect Appraiser” (contacting this address will create a help ticket in RemedyForce allowing the issue to be tracked).

**How do I delegate approval to a different appraiser on an individual basis or for a department or function?**

For the appraiser to be updated, please contact the One Desk team by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) and clearly indicate the problem area in the subject of your email e.g. “PAR – Delegated Appraiser” (contacting this address will create a help ticket in RemedyForce allowing the issue to be tracked).

# **Dean**

**How do I access the Professorial Appraisal Review system?**

To access the PAR system to sign off an appraisal (Part C), please click on the following [link](https://www.ucl.ac.uk/par/live/par_dean_appraisal_list.php?username=USERNAME).

**What credentials do I use to log into PAR?**

Deans can log into PAR using their UCL user ID and password. Please note the username needs to be entered in capital letters *(e.g., CCEARJF)*

**Where can I access archived appraisals?**

To access archived appraisals in PAR, please click on the following [link](https://www.ucl.ac.uk/par/live/par_dean_archive_list.php?username=USERNAME).

# **Departmental Administrator**

**How do I update appraisers in the PAR system?**

To make amendments to PAR, please contact the One Desk team by sending an e-mail to [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk) and clearly indicate the problem area in the subject of your email e.g. “PAR – Update Appraiser” (contacting this address will create a help ticket in RemedyForce allowing the issue to be tracked).