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| Z:\HEReview\Logos\new logo Hope_Crest_CMYK_081116 (2).jpg | INDIVIDUAL  ANNUAL ACADEMIC REVIEW  DISCUSSION FORM 2023 |

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| **Name:** |  |
| **School:** |  |
| **Department:** |  |
| **Position:** |  |

**Section A and B** is to be completed by the member of staff. **Section C,** which will form the basis of the performance review meeting itself, is to be completed by the reviewer and reviewed by the Head of School/Department. Please, therefore, complete section A and forward to your reviewer at least one week before the review meeting. In addition to this form, please also forward:

* Your performance targets from the previous annual review.
* Evidence of three pieces of research activity in the previous year (i.e. the period since the last performance review)

Each employee should read the Performance Review Policy and associated guidelines. Any underperformance should be addressed immediately via the Capability Policy.

**SECTION A**

|  |  |
| --- | --- |
| Date of Review: | Reviewing Manager: |
| MATTERS THE EMPLOYEE WOULD LIKE TO DISCUSS |  |
|  |
|  |

**SECTION B**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AREA** | | | **DOCUMENTATION TYPE** | | | | **PROVIDED** |
| QUALITY of TEACHING | | | PEER REVIEW | | | |  |
| COURSE EVALUATIONS | | | |  |
| EXTERNAL EXAMINER COMMENTS | | | |  |
| FHEA STATUS OR EQUIVALENT[[1]](#footnote-1) | | | |  |
| ANY OTHER RELEVANT DOCUMENTATION | | | |  |
| WIDER CONTRIBUTION | | | EVIDENCE OF A WIDER CONTRIBUTION TO SUBJECT TEAM AND/OR SCHOOL AND/OR UNIVERSITY | | | |  |
| MANAGEMENT/LEADERSHIP (if applicable to the role) | | | EVIDENCE OF MANAGEMENT/LEADERSHIP ROLE | | | |  |
|  |  | | | |  | | |
| **QUALITY OF RESEARCH/GRANTS, SCHOLARSHIP ACTIVITY** | | | | | | | |
| Please indicate three outputs of research/scholarship activity[[2]](#footnote-2) or details of grants in the year under review: | | | | | | | |
| 1. **OUTPUTS** | | |  | | | | |
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|  | | | | |
| 1. **IMPACT**   Please provide a brief account (*circa* 200 words) of your contribution to research impact within your unit of Assessment: | | | | | | | |
| 1. **Professional Development**   Please indicate if you have identified any areas of professional development that you wish to discuss with your reviewing manager.  Your manager may also have identified areas for professional development which they will discuss with you at your meeting.  All areas of professional development put forward must be agreed by your manager.  These will be included amongst your performance targets to be evidenced in the forthcoming year. | | | | | | | |
| 1. **Career Development & Promotion**   This includes an opportunity to discuss your plans for promotion and to identify your promotion plan. | | | | | | | |
| 1. **Women In Leadership Opportunities**   This includes an opportunity for female academics to discuss the availability of, and criteria for, leadership roles in your School as part of the university’s Women in Leadership initiative to encourage female academic leadership. | | | | | | | |
| **SECTION C (TO BE COMPLETED BY MANAGER)** | | | | | | | |
| ROLE PROFILE MET | | Employee | | | | Reviewer | |
| Key points of performance review discussion:  Identified Performance Objectives (SMART): | | | | | | | |
| **IDENTIFIED PERFORMANCE TARGETS FOR ACADEMIC YEAR 2023/24:** | | | | | | | |
|  | | | |  | | | |
|  | | | | | | | |

EMPLOYEE SIGNATURE: DATE:

REVIEWING MANAGER SIGNATURE: DATE:

HEAD OF SCHOOL/DEPARTMENT SIGNATURE: DATE:

1. Please note that the gaining of FHEA status has been identified as an area of strategic priority by the University. For staff at grade 7 and 8 who do not have such status the setting of a target to gain it during the following academic year is the norm (see default target below). [↑](#footnote-ref-1)
2. Research activity does not necessarily refer to completed pieces – this can include ongoing research activity, work on publications, book editing, supervision of research. For those on scholarship contracts equivalent scholarship activity may be cited. [↑](#footnote-ref-2)