

Review Name: Academic Review

Appraisal Date:

Employee:

Manager:

**Stage 1. Self Assessment & Review Meeting**

**Step 1. Review of Objectives**

**Work Objectives**

*What were your objectives in the key areas of academic activity in the last 12 months including Teaching and Learning, Research and Scholarship and Service and Contribution. Please outline what progress you have made in achieving these. Please refer to the Academic Development and Promotion Framework.*

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**Learning and Development Objectives**

*What were your learning and development objectives in the last 12 months and outline what progress have you made in achieving these. You should include compliance training relevant to your role. Please refer to the HR Learning and Development website.*

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**Step 2. Achievements and Challenges**

**Achievements and Successes**

*Outline any other key achievements or successes not covered in your objectives.*

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**Challenges and Constraints**

*Outline any challenges or constraints which have impacted on the achievement of objectives.*

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**Step 3. Draft Future Objectives**

**Draft Work Objectives**

*Please give some preliminary indications regarding your objectives for the next 12 months for discussion and agreement at your review meeting e.g. Teaching and Learning, Research and Scholarship, Service and Contribution.*

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**Draft Learning and Development Objectives**

*Please give some preliminary indications regarding your learning and development objectives for the next 12 months for discussion and agreement at your review meeting. You should include compliance training relevant to your role. Please refer to the HR Learning and Development website*

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**Step 4. Submit**

By submitting this stage, your Reviewer will now consider your input in advance of the review meeting.

**Sign Off**

**Stage 2. Agreed Future Objectives**

**Step 1. Record Future Objectives**

In this stage, please outline your agreed future objectives for the next 12 months as discussed and agreed at your Review Meeting.

**Agreed Work Objectives**

*What are your agreed objectives in the key areas of academic activity for the next 12 months including Teaching and Learning, Research and Scholarship and Service and Contribution? Please outline what actions you will take to progress these.*

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**Agreed Learning and Development Objectives**

*What are your agreed Learning and Development objectives for the next 12 months? Please outline what actions you will take to progress these. You should include compliance training relevant to your role. Please refer to the HR Learning and Development website.*

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**Step 2. Submit**

Sign Off

**Stage 3. Overall Assessment**

**Step 1. Outcome of the Review Meeting**

The Reviewee should confirm completion of all steps of the review process.

The Reviewer should provide an overall Performance Review and Development assessment in line with the review discussion.

*Reviewee - please confirm that you have undertaken all steps in the review process.*

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*The Reviewer should provide an overall Performance Review and Development assessment in line with the review meeting discussion.*

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**Sign Off**