

**PERFORMANCE & DEVELOPMENT REVIEW 2018-19**  
**CONFIDENTIAL**  
**COLLEGE OF MEDICINE AND VETERINARY MEDICINE**



**SECTION 1: REVIEW DETAILS**

To be completed by Reviewee in advance of the PandDR meeting.

Name	
Deanery	Biomedical Sciences
Position	
Division/Centre/Unit	
Name of Reviewer	
Position of Reviewer	
Date of Review Meeting	
Period covered by review	
<b>I have completed the following online training:</b> (click in boxes to tick the appropriate ones)	Understanding Annual Review <a href="https://goo.gl/eTiZHP">https://goo.gl/eTiZHP</a> <input type="checkbox"/> E-Diversity in the Workplace <a href="https://goo.gl/pDhgnL">https://goo.gl/pDhgnL</a> <input type="checkbox"/> Overcoming Unconscious Bias <a href="https://goo.gl/pDhgnL">https://goo.gl/pDhgnL</a> <input type="checkbox"/>

**SECTION 2: SUPPORTING DOCUMENTATION**

To be completed by Reviewee to indicate supporting documentation being submitted to Reviewer in advance of the PandDR meeting.

Tick as appropriate:

Work Allocation Model information	
Summary CV (Optional) (Primarily Academic Staff, N/A for Support Staff): <a href="https://www.ed.ac.uk/files/atoms/files/curriculum_vitae_summary_academic_18_19_0_0.doc">https://www.ed.ac.uk/files/atoms/files/curriculum_vitae_summary_academic_18_19_0_0.doc</a>	
Personal Development Plan (PDP) (Optional): <a href="https://www.ed.ac.uk/files/imports/fileManager/PDP_Template.doc">https://www.ed.ac.uk/files/imports/fileManager/PDP_Template.doc</a>	
Other – please specify: .....	

**FINAL SIGN OFF SECTION**

To be completed by Reviewee and Reviewer once the review meeting has taken place and the remainder of the form has been completed. The Reviewer should then pass the form to the agreed line manager, normally the Dean, Head of School, Head of Centre or Head of Division for final sign off.

Signed (Reviewee)	Signature:		Date
Signed (Reviewer)	Signature:		Date
Signed	Print Name:		Date

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(agreed line manager e.g. HoC, HoS, Dean, Head of Centre or Head of Division)	Signature:		
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**SECTION 3: ASSESSMENT AGAINST PREVIOUS YEARS' OBJECTIVES**

Progress against agreed objectives including any issues or obstacles which may have impeded progress. To be completed by Reviewee and submitted to Reviewer at least 7 days in advance of PandDR meeting.

1. Objective	
Progress	
2. Objective	
Progress	
3. Objective	
Progress	
4. Objective	
Progress	
5. Objective	
Progress	
6. Objective	
Progress	

In the past year what percentage do you feel you've spent on these areas?	
Teaching (delivery and assessment):	<input type="text"/> %
Research & Scholarship:	<input type="text"/> %
Administration (inclusive of course organising and other teaching administration):	<input type="text"/> %
Outreach & Knowledge Exchange:	<input type="text"/> %

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Within the past year have you conducted P&DR appraisals of all the staff you line manage?  
(If you do not line manage any staff please state this below.)

Have you completed all training? For example/including, personal tutor, postgraduate, PI and mandatory Health and Safety, and Equality & Diversity training? Details of mandatory H&S training:  
<http://goo.gl/8GzlfR>,

#### SECTION 4: COMPETENCIES: LEADERSHIP, TECHNICAL & PROFESSIONAL COMPETENCIES

For use where Reviewee is in a management/leadership role and/or where the business is using the competency framework to assess and develop technical and professional competencies as part of the PandDR process. To be completed by Reviewer during/following the PandDR meeting.

Competency Commentary

#### SECTION 5: REFLECTION ON LEARNING AND TEACHING CONTRIBUTION, EVALUATION AND PLANNING

##### **(a) TEACHING: Where Reviewee is involved in any undergraduate (UG) or postgraduate (PG) teaching.**

Should also include engagement with informal Peer Observation of Teaching at least once in 2018-19 or 2019-20 academic year. **Where reviewee does not already hold PGCAP/HEA fellowship (or equivalent), this section should include their plans to engage with the relevant level in the coming year.**

From August 2018 onwards: this includes reviewees with a predominantly PG teaching role as they are also strongly encouraged to hold PGCAP/HEA fellowship.

<http://www.ed.ac.uk/institute-academic-development/learning-teaching/cpd/postgraduate-certificate>

<https://www.heacademy.ac.uk/recognition-accreditation/hea-fellowships>

[https://www.ed.ac.uk/files/atoms/files/exemplardocument\\_sejul15\\_0.pdf](https://www.ed.ac.uk/files/atoms/files/exemplardocument_sejul15_0.pdf)

To be completed by Reviewee prior to the PandDR meeting.

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Reflection on learning and teaching contributions, evaluations and plans for future development.  
Please insert date of last Peer Observation of Teaching exercise

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**(b) PG SUPERVISION: Where Reviewee is involved in PG supervision (MSc [PGT or PGR] or PhD)**

To be completed by Reviewee prior to the PandDR meeting.

Reflection on supervision in past year and future plans

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If you are currently supervising a PhD student, please insert approximate date of last PhD supervisor training course that you attended (**Please note you MUST attend a refresher course every 5 years**):

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**SECTION 6: PUBLIC ENGAGEMENT ACTIVITIES (Including outreach & internationalisation activities)**

To be completed by the Reviewer during/following the PandDR meeting.

PUBLIC ENGAGEMENT ACTIVITY (including PE Activity Development, School Visits and Curriculum Material Development, Dialogue, Open Days, Stakeholder Workshops, Web Articles and Social Media)

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**SECTION 7: OBJECTIVES FOR FORTHCOMING YEAR**

To be agreed during the PandDR meeting and completed by Reviewee/Reviewer during/following the meeting.

This should include objective(s) in relation to exemplars of teaching as appropriate to post from section 5 above.

**Any discussions regarding activity changes (e.g. – teaching, research, knowledge exchange) should be noted as objectives.**

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Max. 6 objectives
1.
2.
3.
4.
5.
6.
7. To comply with all responsibilities, relevant to my role, stated within the UoE H&S Policy including risk assessments and maintaining a training record.

**SECTION 8: CAREER ASPIRATIONS, FUTURE PLANS AND PERSONAL / PROFESSIONAL DEVELOPMENT NEEDS FOR FORTHCOMING YEAR.**

To be agreed during the PandDR meeting and completed by Reviewee/Reviewer during/following the meeting.

This section provides an opportunity for informal discussion around topics including sabbatical leave, secondment opportunities, career progression/promotion opportunities (<http://www.ed.ac.uk/human-resources/pay-reward>), flexible working ([http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Flexible Working Policy.pdf](http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Flexible_Working_Policy.pdf)), retirement, and flexible retirement. Formal applications should be taken forward outwith the PandDR process through the appropriate policy/procedure. Please contact [Lee.Dolan@ed.ac.uk](mailto:Lee.Dolan@ed.ac.uk) for further information.

Future plans and agreed training or developmental requirements (brief description of development needs or learning gap) If required use a Personal Development Plan (PDP) template

As a part of these discussions, career progression and development towards promotion has been discussed.

A potential case for promotion or staff contribution reward has been identified:

Yes

No

**SECTION 9: SUMMARY - OVERALL ASSESSMENT OF PERFORMANCE**

Reviewer – to be completed by Reviewer following the review meeting

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Reviewee – to be completed by Reviewee following the meeting

**Mentoring Opportunities**

The University runs a “Mentoring Connections” programme open to all staff. The programme provides all staff with the time and space to meet with a mentor/mentee to talk through a variety of issues that affect them at various stages of their career and development. For further information please visit <https://www.ed.ac.uk/human-resources/learning-development/other-development-options/mentoring-connections>. Both new mentees and mentors are encouraged to apply.