**PDR Template for Academics and Research Staff**

(This is a suggested template, alternatively please record your discussions as per your regular 1:1 meetings)

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| **Performance and Development Review (PDR) for Academic and Research roles** |
| **PDR Purpose**  The purpose of the annual Performance and Development Review (PDR) is to provide colleagues with the opportunity to reflect on the past 12 months with either their line manager or a member of the department/ division leadership team and to have an open conversation regarding achievements and successes. challenges and barriers, goals and development needs. The PDR conversation is an opportunity for all colleagues to agree performance and development goals for the next 12 months and to discuss what support is needed in order to create a sharp focus on areas that allow colleagues to perform at their best – for themselves, their department, students, faculty and university. It is also the opportunity to receive constructive feedback from a member of the leadership team as well as to discuss longer term career aspirations.  If it is helpful to both academic reviewee and reviewer, A CV may also be submitted, highlighting academic achievements since the last PDR – (Teaching, Research, Service & Leadership, Knowledge Transfer and SR & EDI).  Academics who go through the PREP (Personal Research Expectation Plan) process and have Research focussed development conversations through PREP may find it more useful to focus on the other elements of their academic accountabilities in this document and to attach their PREP document. Please use the General and specific PDR guidance notes for Academics and Research Staff when completing our review.  **USEFUL PDR & DEVELOPMENT LINKS**  [PDR Information](https://www.staffnet.manchester.ac.uk/od/pdr/)  [Setting Direction’](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/managing-performance/planning-for-performance/development-planning/)  [Mentoring - Manchester Gold](https://www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/coaching-mentoring-and-cop/mentoring/manchester-gold/)  The University [Capability Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=57092) explains the relationship between the PDR process and Personal Improvement Plans and how these processes can support development and performance improvement.  **HEALTH AND SAFETY RESPONSILITIES FOR SENIOR MANAGERS**  [Organisation to implement the University’s H&S policy](https://documents.manchester.ac.uk/display.aspx?DocID=13760) paragraph 18 |
| **ACADEMIC LINKS**  [Statement of Research Contributions](https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/statement-of-research-contributions/)  [Research Excellence Framework](https://2029.ref.ac.uk/)  [Statement of Teaching Expectations](https://www.staffnet.manchester.ac.uk/umitl/resources/statement-of-teaching-expectations/) as appropriate.  [Teaching Excellence Framework](https://www.officeforstudents.org.uk/advice-and-guidance/the-tef/about-the-tef/)  [Academic Promotions Criteria](https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/career-development/academic-promotions-procedures/criteria/)  [New Academics Programme](https://www.staffnet.manchester.ac.uk/umitl/teaching-development/new-academics-programme/) |

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| **Name** |  |  | **Reviewer** |  |
| **Employee ID** |  |  | **Reviewer Role Title** |  |
| **Role Title** |  |  | **Date of PDR** |  |
|  |  |  | **Date of last PDR (If relevant)** |  |

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| **REFLECTIONS ON THE PAST 12 MONTHS** |
| **Questions to reflect on to support your PDR preparation and PDR conversation for each area of activity**   * What successes and achievements have you had over the past 12 months? * What has worked well for you? * What has not gone well? * What, with hindsight, would you have done differently?   How do you think you have performed for TEF, REF and against the Promotions Criteria for your grade/role? |
| **TEACHING /TEACHING & SCHOLARSHIP** |
| **RESEARCH** |
| **KNOWLEDGE EXCHANGE AND EXTERNAL ENGAGEMENT** |
| **SERVICE AND LEADERSHIP** |
| **SOCIAL RESPONSIBILITY, INCLUDING EDI** |
| **CURRENT PERFORMANCE & DEVELOPMENT OBJECTIVES** |
| **Questions to reflect on to support your PDR preparation and PDR conversation for each area of activity**   * What were your performance objectives over the last 12 months? To what extent have you met them? * What were your development objectives? How have you progressed towards them? * What barriers or challenges have you experienced – if any – to achieving your performance and development objectives? |

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| **Activity** | **Performance Objectives**  **(insert more columns for each activity if needed as shown for first activity)** | **Met** | **Part met** | **Not Met** | **Comments/ examples/ evidence** |
| **Teaching / Teaching & Scholarship** |  |  |  |  |  |
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| **Research** |  |  |  |  |  |
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| **Knowledge Exchange & External Engagement** |  |  |  |  |  |
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| **Service & Leadership** |  |  |  |  |  |
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| **SR including EDI** |  |  |  |  |  |
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| **FEEDBACK** | | | | |
| **Questions to reflect on to support your PDR preparation and PDR conversation for each area of activity**   * What feedback have you received since your last PDR/over the last 12 months? * Based on the feedback that you have received, what are your strengths? * Based on the feedback you have received, what are your development areas?   **Note:** Feedback can include References| peer reviews | student feedback or questionnaires | 1-1s | Line Manager feedback etc.. | | | | |
| **TEACHING/ TEACHING & SCHOLARSHIP** | | | | |
| **RESEARCH** | | | | |
| **KNOWLEDGE TRANSFER AND EXTERNAL ENGAGEMENT** | | | | |
| **SOCIAL RESPONSIBILITY INCLUDING EDI** | | | | |
| **THE NEXT 12 MONTHS PERFORMANCE & DEVELOPMENT OBJECTIVES** | | | | |
| **Questions to reflect on to support your PDR preparation and PDR conversation for each area of activity**   * What are your main goals / objectives for the next 12 months? * What main development areas would you like to focus on for the next 12 months? * What support/ development/ coaching/ mentoring/ resources do you need to achieve both your performance and development objectives? | | | | |
| **Activity** | **Performance Objectives**  **(insert more columns for each activity if needed as shown for first activity)** | **By when** | **Measured by** | **Support / development /coaching / mentoring resources needed?** |
| **Teaching / Teaching & Scholarship** | 1. |  |  |  |
| 2. |  |  |  |
| **Research** | 1. |  |  |  |
| 2. |  |  |  |
| **Knowledge Exchange & External Engagement** | 1. |  |  |  |
| 2. |  |  |  |
| **Service & Leadership** | 1. |  |  |  |
| 2. |  |  |  |
| **SR including EDI** | 1. |  |  |  |
| 2. |  |  |  |
| **CAREER ASPIRATIONS** | | | | |
| **Questions to reflect on to support your PDR preparation and PDR conversation for each area of activity**   * What are your longer-term career aspirations? * How do your current development objectives align to your career aspirations? * How do your strengths align to your career aspirations? * What opportunities are there at the University of Manchester /your Faculty to progress your career aims? * What main development areas would you like to focus on for the next 12 months | | | | |
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| **REVIEWER COMMENTS AND SUMMARY** | | | | |
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| **Agreed Date of next meeting:** | | | | |