

INTRODUCTION

The Performance Development Review (PDR) is an important process in the University to provide a focus for you to reflect and talk about your work, contribution and career development. The PDR also ensures that you are clear about your objectives and expected contributions to achieve the University's ambitions.

In the PDR you have the opportunity to receive feedback about your work and talk about what helps and hinders your ability to contribute effectively. You can also identify what professional development would be useful to you and what support you may need to undertake your duties effectively.

You should not only consider your PDR in the short-term (i.e. what you need to achieve in the next twelve months) but also consider your objectives within the longer-term context of your overall career development.

The information noted in the PDR can also support broader processes such as; progression, promotion and addressing staff professional development needs.

The PDR form has the following sections to complete:

- **Section A** – is a review of the previous period's activities. In this section you should review your progress against the agreed objectives of the previous year and look at any factors that influenced the achievement of those objectives.

- **Section B** – is an outline of the level and scope of the previous period's activities.

Note that Sections A and B can be used as evidence for other HR processes such as promotion and progression.

- **Section C** - here you should note your objectives for the following period and, where relevant, place these in the context of your long-term career development. You should also note any professional development you wish to undertake to further enhance your professional skills and knowledge.

- **Section D** – This is a summary of the discussion held during the PDR and the agreed objectives for the following period. This section will be completed by your reviewer.

- **Section E** – allows you or the reviewer to add any comments that have not been addressed in the previous sections.

The PDR form should be completed within two weeks of the meeting and signed and agreed by you and your reviewer.

SECTION A - REVIEW AND CONTRIBUTION

The purpose of Section A is to summarise your contribution since your last PDR and note your achievements and contributions against relevant key areas of activity and the objectives agreed in your previous review.

In this section briefly summarise the factors that contributed to your ability to undertake your role effectively and identify any factors that may have hindered your ability to undertake your role as well as you had hoped during the last period.

Also included in this section is an opportunity for your mentor to briefly summarise discussions with yourself during the period. This is to ensure that the reviewer is aware of the advice and support provided in order to inform future objectives for the next period.

During the review, discussions based around this section will generally examine the issues that impact on your role and how you can best be supported. However, it is important to consider the broader requirements of the School and College and recognise that solutions to some issues may not be easily addressed.

SECTION B - SUMMARY OF ACTIVITY

The aim of this section is to enable you to note the level and range of your activity. Not all areas will be relevant to your role but the information is meant as a general guide regarding the type of information needed in each section. The information below has been taken directly from the University's Senior Academic Promotion Criteria.

1 TEACHING AND LEARNING

1.1

- Please list evidence of all teaching responsibilities on taught courses both at UG and PG levels for the previous review period.
- As the current year's contribution may be incomplete please add a brief paragraph of the year's activities and particularly note any significant developments from previous years.
- Include your most recent QA2 forms and statistics or summaries (e.g. ARQUE) regarding student evaluation of your modules. Evidence may also include feedback from mentors, feedback from course committees, staff-student consultations, peer review, feedback from external examiners.

This information may be produced on a separate page / appendix if easier.

1.2

- Note any particular contributions to the School / College through programme development and assessment, time tabling and examination procedures and general management of teaching.
- Also highlight the range of teaching contributions such as lectures, seminars, practical classes and field trips and work in continuing education and short courses.
- Note any relevant contributions in terms of Welsh language teaching and programme development, including collaborative teaching and supervision with other institutions (in Wales and further afield).

1.3

This should include any innovative interventions such as:

- new ways of delivering complex information;
- using technology as a teaching aid;
- assessment practices;
- training activities;
- awards such as Teaching Fellow;
- contributions to short courses and links with industry / public sector
- teaching outside the College;
- Securing teaching grants and contracts and funding for teaching-related projects in Welsh / English;
- Interdisciplinary teaching and Inter-institutional teaching.
- Provide examples of contributions to the pedagogy of the subject area / professional practice.

1.4 Provide a brief outline of your contribution to teaching and learning.

2 RESEARCH

2.1 Provide a brief summary of your current research plan.

2.2 Place all your publications **from the current review period** in chronological order and in each category following the appropriate referencing style for your academic field. Please note the classification system for each publication listed. It may benefit your submission to include

	<p>data on journal impact factors and citation metrics where these are widely used in your field.</p> <ul style="list-style-type: none"> • Commissioned research projects will be accepted as evidence of research activity. Please note if these have been accepted or are under review. • Please note if the journal is academic, professional or popular. <p>Where possible, candidates should apply the following classification system for each publication listed as below:</p> <p>(A) – A publication which is recognised as a major contribution to a subject either in breaking new ground or as a definitive study. A widely quoted review of the subject. This is equivalent to three star or above in REF terms. Outstanding papers can be designated A+.</p> <p>(B) – A paper in a major journal containing substantial new material or a new interpretation and / or analysis. Possibly part of a series of studies making a substantial whole. This is equivalent to two star or above in REF terms.</p> <p>(C) – A paper containing major modifications of technique, or the extension of an application which may include additional and useful but minor accumulation of data. A fairly brief clarification of, or comments on, other work. A substantial book review which carries a topic or issue a stage further.</p> <p>(D) – A preliminary communication, ephemera, conference abstract, purely expository articles or a book review (other than a brief notice).</p> <p>The sources of information (depending on your subject area) can include:</p> <p>PUBLICATIONS:</p> <ul style="list-style-type: none"> • Books, monographs, edited works, book and chapter contributions, • Journal or letter articles (please note if the journal is academic, professional or popular); • Contributions to published conference proceedings. <p>Please state if you are an editor or referee for any learned journals or Publishers</p> <p>CONFERENCE CONTRIBUTIONS: Presentations at and / or organisation of conferences.</p> <p>SUBJECT SPECIFIC CONTRIBUTIONS: Departmental / Research Working Papers, official Reports – note whether published or unpublished but public, exhibitions, commissions, performance, engineering designs, translations, audio-visual material, computer software/ language, musical compositions scores and scripts.</p>
2.3	<ul style="list-style-type: none"> • Include details of all funding applied for within the year indicating outcome within the last three years. • Research funding, broken down year by year should indicate the role of the applicant within group funded research. • Outline of commercial activity includes KTP activity, exploitation of IP, patents etc. • Research and funding awards for postgraduate researchers in your field (e.g. AHRC/ESRC and Y Coleg Cymraeg Cenedlaethol studentships).

2.4	Note all non-taught post-graduate students that you have supervised and are currently supervising. Please note the level at which you have supervised, e.g. Master's / PhD.
2.5	Note what responsibilities you have held in the last year in terms of leading a research group and note level of involvement and scale or responsibility.
3 LEADERSHIP AND WIDER CONTRIBUTION	
	Leadership at all levels and contribution to the broader functions of the University is extremely important in supporting the efforts of the University to enhance; research, teaching, the student experience and support colleagues in the management of the University. There is an expectation that all academic staff contribute to the management and broader activities of the school. This is to ensure equitable workloads and a reasonable distribution of leadership roles. In this section note your contributions over the last period. Examples of what can be included are noted below:
3.1	<ul style="list-style-type: none"> • School – Course Director, UCAS/Admissions Officer, Year Tutor, Module Co-ordinator, Senior Tutor, involvement in the admissions process, organisation of examinations, timetabling, contribution to student recruitment and to accreditation /QA procedures. • College – Member of College Research Committee / Teaching and Learning Committee, Teaching Co-ordinator. • University –Member of Senate, membership of committees and task groups. Trades Union activity – note any current and recent main union role(s) and activity. <p>Also, please note your contribution to open days during the year.</p>
3.2	External – external examination duties in other Colleges / Universities, conference organisation, professional service to other organisations, membership of Government enquiries, national organisations, commissions or committees, services to the local community and voluntary bodies / public authorities serving the needs of the locality.
3.3	Please note any consultancy work you have undertaken in the last PDR period and clearly state if there any issues regarding conflict of interest arose.
3.4	If you have responsibilities with specific legislative obligations e.g. in the area of health and safety, please outline any training or briefings you have undertaken to ensure that you are able to perform your role effectively.
4 CONTINUOUS PROFESSIONAL DEVELOPMENT	
4.1	<ul style="list-style-type: none"> • Note conferences and research seminars attended and that presented. • Include CPD activity undertaken internally (e.g. research related, learning and teaching and management and leadership courses and programmes).
4.2	If you have had some time away from your regular duties whilst for example undertaking; maternity leave, a sabbatical or a career break please note any additional support that would be helpful to assist you to resume your full range of duties as effectively as possible.
4.3	If you have returned from a sabbatical please note the objectives of your sabbatical and how were they met?
4.4	Membership of professional and learned societies (joined during the last PDR period).
4.5	The University requires staff to undertake mandatory qualifications and training if relevant to their role. This areas of essential training includes: <ul style="list-style-type: none"> • Completion of the PGCE(HE) /HEA Fellow if it is a contractual requirement. • Undertaking the on-line equality training is mandatory for all staff and staff who manage

	<p>others must attend the Equality for Managers course</p> <ul style="list-style-type: none"> • Relevant health and safety training as required by the role. • Computer Use Training – which is undertaken at induction • Child Protection – for any staff who deal with children as part of their role. • Prevent Training – for all front line and academic staff for whom knowledge about Prevent is necessary. • Attending a data protection and freedom of information course if relevant to the role. • Staff who undertake responsibilities within the University’s staff recruitment process (i.e. short-listing and participation on selection panels) must attend the Recruitment and Selection course.
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SECTION C – LOOKING FORWARD

1 AGREED KEY OBJECTIVES FOR THE FOLLOWING PERIOD

This section will be written by your reviewer who will summarise your discussion and the agreed key aims for the following period. This will include any agreement regarding professional development and support. This section should also note the mandatory training that you must complete.

The objectives should be clear with a reasonable timeline to achieve those objectives.

In the Professional Development and Essential Training section the professional development objectives for and the Essential Training that should be undertaken should be noted. You could refer to different web sites which outline the training and resources available to staff: [Staff Development](#) , [CELT](#), [Coleg Cymraeg Cenedlaethol](#), [Vitae](#) and the [HEA](#).

2 CAREER DEVELOPMENT

This section is not compulsory but you may find this section particularly helpful when discussing with your reviewer your long term career development and what actions you need to take in the medium to long term (between two and five years) to enhance your career development. It maybe useful to do this as this section may influence your short-term goals and help you to prioritise your career objectives.

For this section it may be useful to refer to the senior academic promotion criteria in order for you and your reviewer to review your progress and identify any potential issues that may impact on future applications for progression and promotion.

SECTION D – OUTCOMES

In this section the reviewer should summarise the discussion of the meeting and note the agreed key objectives for the following period. This section should include any professional development and any additional support agreed in the review.

If you wish to share the outcomes of the review with your mentor it is your responsibility to forward the outcomes. This maybe useful as focus for future discussions.

SECTION E – ADDITIONAL COMMENTS

This section allows you and / or the reviewer to note anything that may not necessarily be covered in the other sections.

When you and the reviewer have agreed the content of the PDR and the objectives the form should be kept with the reviewer and reviewee or according to the School’s procedures.

