**Academic review and development form**

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| **Reviewee name:** |  | **Review date:** |  |
| **Reviewer name:** |  | **Previous review date:** |  |

**Guide to filling in the form**

* In filling in the form please remember that the Academic Review and Development is designed be “light touch”. Hence, filling out the form should take much less than a morning’s work as most of the information should already be in your CV.
* At the same time, the review meeting should be a valuable opportunity to inform the management of the School about your current activities and plans for the future.
* This form is designed for use within the School. It is not designed to be routinely passed to other sections of the University. The form should be seen as a vehicle for informing and steering discussion in the meeting; you should complete it in that spirit without feeling pressure to “spin” the material in order to present your activities in the most flattering light.
* Input for some sections may be very brief and not all sections will be relevant to all.
1. **Research (include data from PURE)**

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| 1. **Publications since last review and planned outputs**
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| Please take this opportunity to check that PURE has an accurate record of your publications appearing in the last 12 months, and list them here. Statistics on citation rates, metrics related to the quality of the journal or the like are not required. If you have any particularly exciting papers in review or development then please mention them too. For each published paper please indicate how open access requirements have been complied with and where relevant indicate how the underlying data has been made available. |
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| 1. **Current selection of outputs published since January 2014 for REF2020**
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| Four outputs will be required for most staff. For REF2020 a “significant contribution” by the author submitting them for assessment is likely to be required. Reviews are not generally appropriate. REF papers MUST be uploaded into the PURE repository within 3 months of paper acceptance, so please confirm that this is the case (author’s accepted version is fine). |
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| 1. **Discuss current grant funding, applications made and applications planned**
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| Please list any grants you currently have running (title, end date, funder and role is adequate), any pending grants and any you are planning to submit in the next 12 months.  |
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| 1. **Discuss impact and knowledge exchange activities and opportunities**
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| The University is very keen to capture all activity in this area. This section should also be used to indicate if you consider you may have a case study for REF. |
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| 1. **List current PhD students and clarify any joint supervision**
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| A sentence for each with student’s name, funding arrangement, supervisory arrangement, start and end date will be sufficient. |
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1. **Teaching (check School teaching workload data for any errors and omissions)**

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| 1. **Discuss teaching activities since the last review**
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| Highlight any substantial changes there have been to your teaching activity in the last year, how you have found those changes, and any changes you would like to see. Are there any areas where you would appreciate more support or training? |
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| 1. **Discuss student feedback to your teaching**
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| Indicate how you are responding to feedback, why feedback might be different for different parts of your teaching, highlight examples of excellent student feedback and perhaps comment on how you achieved this along with examples of good practice. |
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| 1. **Discuss planned contributions to curriculum development**
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| Outline any involvement in developing new modules or in major revisions to existing ones. If you have ideas for how our curricula should develop (and how you could contribute to such development) then please briefly mention these. |
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1. **Service**

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| **Discuss contributions to the School, Faculty, University and the wider community including management and administrative roles, collegiality and teamwork** |
| Indicate your main contributions in a few sentences and particularly focus on roles outside of the School, of which the School management may have less knowledge. |
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1. **Other activities and esteem**

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| **Discuss activities such as organising conferences/seminars/symposia, and any professional distinctions, prizes since the last review** |
| Please do mention any prizes, distinctions, or significant contributions to conferences (organising conferences or sessions), invited talks, editing duties on journals, or any activity on university panels or committees. Please update PURE with key prizes and activities. |
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1. **List your main objectives for the next 12 months and any development needs or support required**

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| **Focus particularly on large projects that you are particularly excited about, and anything where you feel you should flag up resource or support implications for the School.**  |
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1. **Please state the date when you last completed the following University of St Andrews EDI Training:**

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| Diversity in the Workplace Online Training Module -Staff Unconscious Bias Online Training Module -  |

1. **Any other points for discussion**

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| **Use this as an opportunity to reflect on your longer-term ambitions and how you feel the School can best help you achieve those.** |
| 🞏 Promotion was discussed. |

1. **Reviewer’s comments following the meeting**

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1. **Sign off following the meeting**

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| **Reviewee:** | **Date:** |
| **Reviewer:** | **Date:** |

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| **Storage of completed forms** |
| **In line with GDPR (General Data Protection Regulations), completed forms and any accompanying data will be kept securely within the School, accessible to relevant individuals only.** |