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|  | **STAFF REVIEW AND DEVELOPMENT**  **ACADEMIC (RESEARCH & TEACHING)**  Updated: September 2024 |

Please complete this form well before your meeting and send in electronic format to your reviewer.

Please note that the purpose of the information provided in this form is to provide a basis for discussion between you and your reviewer in your Sta; Review and Development meeting.

The annual review provides you with the opportunity:

* to highlight your performance over the last year against what was agreed with you,
* to discuss your own development within the Department, and
* to look at opportunities for the upcoming year.

The information provided will also assist the Department to identify and plan for any gaps between capacity and output or over-burden which is identiﬁed, so we are on track to achieve our 5-year strategy outputs and maintain standards.

Information in this form should be for the 12-month period preceding the completion of this form in general. Where appropriate you may choose to summarise activity over the current or previous academic year (e.g. when describing your teaching work).

Please read the notes following this form before completing it.

# Section A: To be completed in preparation for the SRD meeting.

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| **Name** |  |
| **Title of Office** |  |
| **If part-time, %FTE** |  |
| **Academic Degrees** |  |
| **Fellowships/Boards/Diplomate status or other professional status** |  |
| **status** |  |
| **Period covered by review** *(from-to)* |  |
| **Signed** |  |
| **Date** |  |
| **Name of Reviewer** |  |

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| **Research and Scholarship**  Please provide a narrative description of your activities in these areas over the last year (please see notes at the end of this form for guidance) |
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| **Teaching**  Please provide a narrative description of your teaching and examining over the year |
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| **Service**  Please provide a narrative description of your service work over the last year |
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| **College appointments or work** |
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| **What professional development activities have you undertaken in the last year, and what skills have you developed?** |
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| **What do you feel should be your key targets during the next year and beyond?** |
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| **What career development/personal aspirations would you like to be considered for in the future, and how do you feel the Department, or your manager, could assist with this?** |
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| **Have you found any areas of difficulty over the last year? Has anything prevented you delivering your work to the quality you would like to achieve?** |
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| **If you have any comments about the Staff Review and Development process or paperwork you would like to communicate to department management team, please enter them below.** |
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# Notes about completing the form

Our UTOs all have unique roles and undertake diverse activities. Please use the form to communicate what you do in the course of your work in the way you think best describes what you do under the different categories. These guidelines are not meant to proscriptive, and you should provide any information you think can help your reviewer understand what you do.

Whether you are on the Research and Teaching pathway or the Teaching and Scholarship pathway the promotion application is structured using similar headings to those used in this form and one of the goals of the SRD process is to help you decide whether to apply for promotion. If you think it might be helpful to your reviewer, please could you provide a copy of your current CV. This can sometimes help the reviewer see your last year in context and get some idea of your trajectory. The information being collected on this form is for the last 12 months only.

**Research and Scholarship narrative**

It would help if you could include the following for the last 12 months:

* Peer-reviewed publications in scientiﬁc journals
* Peer-reviewed publications in scientiﬁc journals as ﬁrst, ﬁnal or corresponding author Journal editorships
* Journal editorial board memberships Book chapters as ﬁrst author
* Book chapters as co-author Books or book editorships Proceedings papers
* Public engagement publications
* Invited research/scholarly presentations
* Invited CPD/continuing education presentations
* Current or recently graduated PhD students as supervisor or advisor (specify) Current or recently graduated Masters students served as supervisor
* List research grants or other awards currently held (title, awarding body, Co-I/PI, value, start date, end date)

This list is not exhaustive and should include anything that you believe are outputs that provides evidence of your industry or scholarship over the year. It is easy to overlook something that is out of the ordinary but could be included in a promotion application.

One of the things that will be discussed during your SRD meeting will be research impact. Please could you include a section in your research narrative about any impact that your work might have had, and anything ideas you might have about developing impact in the future.

## **Teaching narrative**

Please list teaching the teaching you do to different groups of students. It is useful to separate out veterinary pre-clinical teaching (years 1-3), non-veterinary undergraduate teaching, clinical teaching (years 4-6), and other teaching. Do not conﬂate teaching preparation with delivery but it may be useful to point out if your teaching required extra preparation this year (i.e. a new course or new lectures).

Please report any feedback you have on your teaching, and how you have responded to this feedback (or how you might respond to feedback which would be a useful thing to discuss at the SDR meeting).

List your examining duties. Try to be speciﬁc with an indication of the workload. List formal examiner duties with the appointment periods.

Describe any appropriate staff development activities both your personal training as well as developments in teaching. This might well be a good area for discussion at your SRD. It is a very important area when considering promotion on the Teaching and Scholarship Academic Career Pathway (T&S ACP).

Teaching and supervising for elective projects, part II projects, and any other activity related to teaching research should be included in the teaching narrative.

Particularly for colleagues on the Research and Teaching Academic Career Pathway (R&T ACP) the development of research staff and graduate students is important. A description of this can be included in either the Research Narrative or the Teaching Narrative but should be discussed at the SDR meeting.

## **Service narrative**

Please list any non-teaching, non-research work that you think represents service to the department, School of Biological Sciences, University, and work that you do outside the University that you have not listed elsewhere.

Things like journal reviewing, grant panels, editorships are probably best included in your research narrative. Contributing to professional associations like the British Small Animal Veterinary Association or Microbiological Society could be in Research or Service depending on the nature of the contribution. However, don’t agonize over where it is best listed, just ensure it is listed somewhere.

Please include any committees that you serve on, or work you do on behalf of a committee if you are not a member of the committee. Even if you have described committee work you do for teaching or research in the other narratives it would be useful to include those committees in this section too.

Although there is a separate section for college work (which is only considered for promotion when it is directly relevant) it would be useful to indicate any work you do for undergraduate admissions.

## **College appointments or work**

Please brieﬂy describe work you do for colleges here and any posts you hold in a College. It is a useful area of discussion for the SDR meeting. As a department we are keen to help people develop relationships with colleges if they wish to be involved, and to ensure that anything relevant is exploited for promotions if possible.

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# Section B: To be completed following the SRD meeting.

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| **Reviewee Name** |  |
| **Reviewer Name** |  |
| **12-month period covered by review** |  |
| **SRD meeting Date** |  |

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| **Summary of key discussion points** |
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| **Key objectives to be worked on and reviewed in one year** |
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| **Reviewer comments** |
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| **Date and signature** |
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| **Reviewee comments** |
|  |
| **Date and signature** |
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