

Achievement and Development Review Form

FOR RESEARCH STAFF

PLEASE ACCESS THE [ADR GUIDANCE](#) TO SUPPORT YOU IN COMPLETING THIS FORM

Reviewee name:			

Previous objectives	Update on progress

Please provide any further comments on your achievements over the past year. You might consider the following:

- Research, scholarship, teaching or research supervision
 - What are you proud of?
 - What factors have contributed to you performing well in your role over the last 12 months?
 - Are there any factors that hindered your performance?
 - What feedback has there been from students/colleagues?
 - What would you like to have done differently?
 - What contribution do you feel you have made to the wider department/University?
 - How have you used your 10 days of professional development? (
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PART 3: FUTURE PLANS AND DEVELOPMENT

Please now consider the ways in which you would like to develop your skills, gain experiences, and build your career.

CAREER

First, please use the space below to record your broader career development aspirations and goals. You may find it helpful to think about this in the short, medium, and long term.

SKILLS

Next, please use the space below to record any specific skills that you would be interested in developing.

See the [Researcher Development Framework](#) and the [Leadership & Management Development](#) pages for suggestions of areas to focus on.

Consider the use of your 10 days of professional development as outlined in the [Researcher Development Concordat](#). Please also reflect on the professional, ethical, and regulatory standards that apply to your research and indicate any CPD, training or support required to be compliant to fulfil your role appropriately. This may include relevant [teaching qualifications](#).

See the [Leadership & Management Development pages](#) for suggestions of areas to focus on, if applicable.

PART 4: REFLECTION

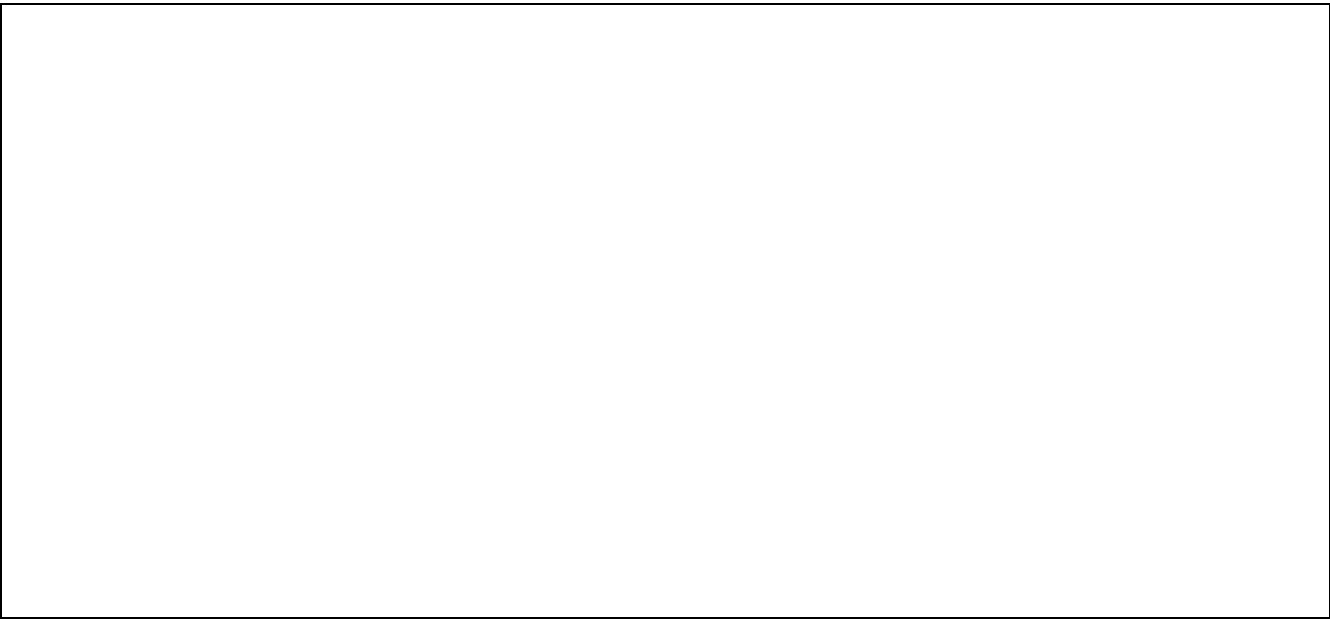
Please use the space below to reflect on the past year in relation to [academic freedom and freedom of speech](#), [wellbeing](#), and [equality, diversity, and inclusion](#). You may find it helpful to reflect on experiences relating to these issues, to list some concerns or questions in these areas, or to highlight specific actions you have taken to support work on these topics.

Academic Freedom & Freedom of speech

Wellbeing

Equality, Diversity, and Inclusion

Please use the space below to make any other comments or identify areas where you require support from your School or Division.



AFTER THE MEETING

REVIEWEE:

- Finish completing the form based on what was discussed and agreed at your meeting
- Send the form to the reviewer to confirm the agreed objectives and development plan
- Complete the sign off below.

REVIEWER:

- Upon receipt of the form, confirm the agreed objectives and development plan
- Complete the 'Reviewer's Feedback' section of the form and sign off below
- Ensure that the reviewee receives a final copy.

REVIEW AND SIGN-OFF

In signing this document, both parties are confirming that they participated in a discussion that included a review of the past (including achievements and challenges), a plan of future objectives, future career and development goals, and reflections on issues relating to academic freedom and freedom of speech, wellbeing, and EDI.

The content of this form is confidential to the reviewee and their line manager (and in some cases, to their nominated reviewer). Please note that line managers are expected to consider information from the ADR when making or supporting Discretionary Pay Review applications.

Reviewee sign-off

The reviewee is signing to acknowledge the outcomes of the meeting and that they have had the opportunity to express their views.

Signature:

Date:

Reviewer sign-off

The reviewer is signing to confirm that this document accurately reflects the outcome of the meeting with the reviewee.

Signature:

Date: