

**PROFESSIONAL DEVELOPMENT AND REVIEW FORM:**

***ACADEMIC AND ACADEMIC-RELATED STAFF – 2008***

The annual Professional Development and Review takes the form of in-depth discussions between an individual and Head of Department (or appropriate nominee), covering the three distinct but interlinked aspects of:

* Role and Contribution Review (Part 1)
* Development Review (Part 2)
* Progression Review (Part 3)

Individuals will need to complete their Portfolio of Activities (or Summary of Objectives) prior to entering into discussions. The outcome of each of the three parts should be recorded in the form of a written summary within this form. Part 1 should inform the discussion in Parts 2 and 3.

*Please Print:*

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role Profile:**

**Career Path \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of PDR Meeting(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note:**

* Further information about Professional Development and Review, including the full range of academic and academic-related role profiles, is available at <https://www.liverpool.ac.uk/intranet/hr/my-hr/roleprofiles/> and in the Guidance Notes which accompany this document. Please contact your area Human Resources Manager if you need specific advice and guidance.
* When Parts 1, 2 and 3 of the Professional Development and Review are completed and signed by the Head of the Department/School, a copy should be forwarded to the appropriate area Human Resources Manager.
* If a recommendation is being made for promotion or accelerated progression, the Annual Review Recommendation Form should be completed and returned to the Dean of the Faculty, together with the required accompanying documentation, within the defined timescales.

**PART 1: ROLE AND CONTRIBUTION**

**Part 1 of the discussion is based on your Portfolio of Activities (Academic staff) or Summary of Objectives (Academic-Related staff) together with your Role Profile.**

The principal aims of this part of the Professional Development and Review are:

* To obtain a factual record of your work, updated annually, reflecting the quality and quantity of work undertaken
* To identify the progress and achievements in the work being done, with reference to any difficulties which may have impeded progress, including aspects of workload
* To identify aims and objectives, together with the resources needed to achieve them
* To discuss, as appropriate, the duties and responsibilities assigned to the role

The outcome of this part of the discussion should be recorded on the Summary of Outcomes form which follows.

**THE FOLLOWING MANDATORY DOCUMENTATION SHOULD PROVIDE THE FACTUAL BASIS FOR DISCUSSION AND SHOULD BE ATTACHED TO THIS FORM:**

|  |  |
| --- | --- |
| **Supporting Documents Required (please indicate if attached)** | **✓** |
| **Appropriate Role Profile (All Staff)** |  |
| **Portfolio of Activity (Academic Staff )** |  |
| **Summary of Objectives (Academic-Related Staff)** |  |

**PART 1: ROLE AND CONTRIBUTION –**

**SUMMARY OF OUTCOMES**

***Please complete***

|  |
| --- |
| **Summary of discussion of the factual documentation presented highlighting progress and achievements:** *Enter free text here……………….*  **Summary of workload issues, any desired changes and associated resource implications:**  **Summary of any other factors which have impeded progress, including any aspects of Departmental or University activity which may affect well-being or role satisfaction:**  **Summary of any issues discussed which relate to equal opportunities:**  **Summary of any improvements to the working environment that will improve job satisfaction:**  **Confirmation if action is to be taken via the performance management meeting:** |
| **Individual’s Additional Comments:**  Signed………………………………… (PRINT NAME) …………………………………… |
| **Reviewer’s Additional Comments:**  Signed………………………………… (PRINT NAME) …………………………………… |

**PART 2 - DEVELOPMENT REVIEW**

**Part 2 of the discussion will take place in the context of the outcome of Part 1.**

The principal aims of this part of the Professional Development and Review are to:

* Identify development objectives
* Identify areas where the individual may wish to develop their career, consider an alternative career path, or pursue any other form of personal development
* Identify areas where the Reviewer believes there are opportunities for career development
* Identify any necessary resources or training that will facilitate career and/or personal development
* Allow individuals to comment on aspects of departmental and university activity which affect their well-being and role satisfaction.
* Allow reviewers to monitor the completion of the Certificate in Professional Studies (CPS) for all probationary academic staff who have a teaching component to their role. CPS will ordinarily be completed prior to the end of the defined probationary period to allow confirmation of appointment.

The outcome of this part of the discussion should be recorded on the Summary of Outcomes form which follows:

**ANY INFORMATION IDENTIFIED AS BEING CONFIDENTIAL BETWEEN THE INDIVIDUAL AND REVIEWER SHOULD NOT BE DISCLOSED**. **INDIVIDUALS SHOULD INITIAL EACH SECTION OF THE PART II SUMMARY INCLUDING ANY SECTIONS WHICH ARE LEFT BLANK INTENTIONALLY.**

**PART 2: DEVELOPMENT REVIEW –**

**SUMMARY OF OUTCOMES**

***Please complete***

|  |
| --- |
| **Summary of identified development objectives in current role:** *Enter free text here……………….*  **Summary of areas where the individual wishes to develop their career, consider an alternative career or pursue any other form of personal development:**  **Summary of areas where the Reviewer believes there are opportunities for career development:**  **Summary of identified resources or training that will facilitate career and/or personal development:** |
| **Individual’s Additional Comments:**  Signed………………………………… (PRINT NAME) …………………………………… |
| **Reviewer’s Additional Comments:**  Signed………………………………… (PRINT NAME) …………………………………… |

**PART 3 – PROGRESSION REVIEW**

**Part 3 of the discussion will take place in the context of the outcome of parts 1 and 2.**

Based on the outcomes of Parts 1and 2 of this discussion, a recommendation for progression will be made by your Head of Department.

The aim of the Progression Review is to consider a submission of a recommendation under one of the following headings:

* Promotion to a higher grade
* Confirmation in appointment
* Extension or lapsing of probationary appointment
* Recognition of probationary progress or completion of training
* Award of additional increment
* Recognition of contribution

***Please Note:***

* If a recommendation for promotion or progression is to be made to the appropriate annual review committee, the Head of Department/School should make a formal recommendation summarising in detail relevant aspects of parts 1, 2 and 3 of the PDR discussion in the ***Annual Review Recommendation Form*** which is attached to this form. The content of parts 1, 2 and 3 of the PDR summary form will remain confidential and will **not** be circulated to the annual review committees.
* If the nominated Reviewer is not the Head of Department or School, but is of the view that a recommendation for accelerated progression or promotion should be made, then he/she should discuss this with the Head of Department or School.

**PART 3: PROGRESSION REVIEW –**

**SUMMARY OF OUTCOMES**

***Please complete***

|  |
| --- |
| **Summary of discussion in respect of progression:** *Enter free text here……………….* |
| **Individual’s Additional Comments:**  Signed………………………………… (PRINT NAME) …………………………………… |
| **Reviewer’s Additional Comments:**  Signed………………………………… (PRINT NAME) …………………………………… |

***REVIEWERS SHOULD ENSURE THAT SUMMARY SHEETS FOR PARTS 1, 2 AND 3 ARE COMPLETED AND SHOULD FORWARD THIS FORM TO THEIR HEAD OF DEPARTMENT OR SCHOOL.***

**IMPORTANT INFORMATION FOR HEADS OF DEPARTMENT/SCHOOLS:**

* Copies of all factual documentation together with this completed form should be forwarded to the individual and to the Human Resources Department.
* Heads of Departments should retain copies of all PDR documents for three years.
* If a recommendation for promotion or progression is to be made to the appropriate annual review committee, the Head of Department/School should make a formal recommendation summarising in detail parts 1, 2 and 3 of the PDR discussion in the ***Annual Review Recommendation Form*** which is attached to this form. The content of parts 1, 2 and 3 of the PDR summary form will remain confidential and will **not** be circulated to the annual review committees so it is essential that a separate recommendation is made for Annual Review purposes.
* The Annual Review Recommendation form for recommendations relating to promotion and accelerated progression follows.
* A copy of the Head of Department’s recommendation should be forwarded to the individual who should have an opportunity to comment on the content before the recommendation is forwarded to the Dean.
* Heads of Departments should ensure that recommendations for progression are submitted to the Dean of the appropriate Faculty on the attached form accompanied by the following documentation:
  + Curriculum Vitae
  + Portfolio of Activity (Academic and Research Staff)
  + *OR* Summary of Objectives (Academic Related Staff)
  + Teaching Assessment (for promotion to Senior Lecturer or equivalent grade)
  + Research Statement (for promotion to Senior Lecturer or equivalent grade)
  + Three References (for promotion to Senior Lecturer or equivalent grade)

The Dean will forward recommendations to the Human Resources Department in accordance with the defined annual review timetable and deadlines.



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| **ANNUAL REVIEW RECOMMENDATION FORM** |

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| --- | --- |
| **Name:** |  |
| **Department/School/Division:** |  |
| **Current Grade and Salary:** | **Grade:**  **Salary**: |
| **Date of appointment to current grade:** |  |
| **Date of PDR:** |  |

**Recommendation/Report:**

|  |  |
| --- | --- |
| ***Please indicate*** | **✓** |
| **Promotion:** |  |
| **Confirmation:** |  |
| **Probationary Report:** |  |
| **Progress Report:** |  |
| **Additional Increment:** |  |
| **Contribution Increment:** |  |

*DETAILED RECOMMENDATION: Enter free text here…………….*

**Head of Department/School signature: ...........................................................**

**Date: ............................................................**