

Annual Staff Review - Section A: Self-Review - Year 20...

(To be completed by the reviewee. You should submit this section to your reviewer at least five working days prior to your review meeting.)

Reviewee.....

Reviewer.....

Job Title.....

Department.....

Date of Review.....

A.1 Review of the previous year

a) *In line with your key duties and responsibilities, give an overview of your contribution/achievement of objectives since your last review. You should think about what has gone well and what has not gone as well as expected:*

Reviewee's comments

b) *Describe any development activity undertaken and describe the impact this had on your achievements.*

Reviewee's comments

c) Are there any further achievements you wish to highlight? You may wish to discuss any outreach or engagement activities you have been involved in.

Reviewee's comments

d) Do you wish to comment on any factors that have had an impact on your achievements, e.g. are the demands of your job achievable and are they matched to your skills? Do you need any support to help you do your job? Do you have adequate support from your manager?

Reviewee's comments

e) Do you have any other issues for discussion? This may include any significant changes in job content.

Reviewee's comments

A.2 Proposed objectives and development needs for the coming year

Identify any specific tasks, activities or projects you expect /would like to undertake in the coming year, for discussion and agreement with your reviewer. These should be in line with departmental priorities and objectives, and take into account your personal development.

Reviewee's comments

A.3 Reviewer's Comments

Note: Once completed, send a copy of parts B, C and D to your Head of Department

Annual Staff Review - Section B: Agreed Objectives/Priorities – Year 20...

(To be completed by the reviewer)

Reviewee

Date of Review.....

	Target/Objective for next period	Success Indicators
1		
2		
3		
4		
5		
6		

Note: Once completed, send a copy of parts B, C and D to your Head of Department

Annual Staff Review - Section C: Individual Development Plan – Year 20...

(To be completed by the reviewer)

Reviewee

Date of Review.....

Development needs jointly identified by the reviewer and reviewee

a) Development need	b) Expected impact	c) Action required / by whom	d) Timescale	e) Direct cost (if known)

Annual Staff Review - Section D: Summary Statement – Year 20...

D.1 Summary statement by reviewer

The reviewer should provide a brief summary statement covering the key points of the review discussion with particular reference to reasons for the assessment made. Evidence of particular achievements or any extenuating circumstances should be included. The reviewer should indicate how well the reviewee has performed against objectives.

D.2 Comments from the reviewee

This section may be completed by the reviewee if he/she has comments on any aspects of the review.

We confirm that we have both seen the completed sections of the Annual Staff Review form and that it represents an accurate record of the review.

Reviewee:

Date:

Reviewer:

Date:

Annual Staff Review: Form E - Research Overview - Year 20...

- To be completed by all academic staff – unless on a teaching-only contract
- Once completed, a copy of this form should be sent to your Head of Department.
- The Director of Research and if applicable to the Head of the Research Group/Cluster should receive a copy of this for (Form E) only.

Notes

This addition to the ASR process builds on best practice from across the University and is in response to requests from departments to introduce a University wide Personal Research Plan process. The main aims of the PRP are to enhance and support the strategic planning of research within research groups and departments, to ensure that individual research trajectories are in line with departmental strategy; and to ensure that the research environment within departments is supportive and responsive to the needs of academic staff. In line with the principles of the ASR process, the focus of the PRP is developmental for both individuals and departments.

All academic staff (except those on specific teaching-only contracts) are expected to publish research recognised internationally in terms of originality, significance and rigour, with a majority recognised as internationally-excellent and internationally-leading (equivalent to 3* and 4*, respectively, in the 2008 Research Assessment Exercise), or the potential to achieve this by the end of the probationary period. We particularly emphasise ambition of research questions and quality of outputs and importance of outcomes.

Although the ASR process takes place annually it is recognised that research is a much longer term process; academic staff are encouraged to plan their overall research aims and objectives over a five year period (recognising that the trajectory will be better-defined in the early years), and to use the Annual Staff Review process to review progress, plan for the coming year and make revisions as appropriate.

RAE 2008 definitions of research quality were as follows and these are expected to remain in the short term for the REF:

- 4*** Quality that is world-leading in terms of originality, significance and rigour.
- 3*** Quality that is internationally excellent in terms of originality, significance and rigour but which nonetheless falls short of the highest standards of excellence.
- 2*** Quality that is recognised internationally in terms of originality, significance and rigour.

Annual Staff Review: Form E - Research Overview - Year 20...

- To be completed by all academic staff – unless on a teaching-only contract
- Once completed, a copy of this form should be sent to your Head of Department.
- The Director of Research and if applicable to the Head of the Research Group/Cluster should receive a copy of this for (Form E) only.

Long term research plans

E1 Please identify your long term research questions/objectives (for the next five years), anticipated major outputs and outcomes, and potential funding opportunities to support your research.

E2 In the next five years what do you believe the outcomes of your research will be in terms of new ideas, key questions answered, debates influenced and social and/or economic benefit? What active steps will you take to ensure these outcomes derive from your research and research output?

Review of Last Year's Research

E3 Please list all major (potential REF- submissible) research outputs (including those written and formally accepted for publication, i.e. in press) for the past year. Please provide brief comment, based on your personal judgement, of the importance of each piece of work. If multi-author please identify your contribution for each output. If your department has developed a sufficiently clear understanding of the currently-accepted interpretation of the 4*, 3*, 2* scale in your discipline following our post-RAE2008 research reviews, then you should evaluate your current outputs accordingly.

Annual Staff Review: Form E - Research Overview - Year 20...

- To be completed by all academic staff – unless on a teaching-only contract
- Once completed, a copy of this form should be sent to your Head of Department.
- The Director of Research and if applicable to the Head of the Research Group/Cluster should receive a copy of this for (Form E) only.

E4 Please list all major items contracted/commissioned/submitted but not yet accepted.

E5 Please list all REF submissible outputs published in the three previous years (annotated as for E3) to illustrate your cumulative research portfolio.

E6 **Outcomes** For each output listed in E3 identify, briefly, the key contribution it makes to the field/academic debate. Outline briefly the outcomes (for knowledge, people or social and economic benefit) you anticipate may eventually accrue from each publication (or group of publications). List any indicators (reviews/citations/prizes) which identify your publications' impact. What steps do you plan to take to enhance the dissemination and impact of this work?

E7 Please list the current research grants (including value, start and end dates, funding source and co-applicants) that you hold, and those applications that are currently under consideration by a funding body.

Annual Staff Review: Form E - Research Overview - Year 20...

- To be completed by all academic staff – unless on a teaching-only contract
- Once completed, a copy of this form should be sent to your Head of Department.
- The Director of Research and if applicable to the Head of the Research Group/Cluster should receive a copy of this for (Form E) only.

E8 Please list all current research students, including their sources of funding, start date and whether full or part time, including those who have completed this year.

Future Research

E9 Please list the RAE-submissible outputs that you plan to submit/publish next year.

E10 Please list the research grants that you plan to submit/win next year, indicating the potential funding body, the approximate value of the grant and, where applicable, your likely collaborators.

E11 What are your plans to recruit PhD students for the next three years?

E12 Please highlight your plans for collaborations with other Durham researchers, both within your in your Department and in other Departments/Institutes .

Annual Staff Review: Form E - Research Overview - Year 20...

- To be completed by all academic staff – unless on a teaching-only contract
- Once completed, a copy of this form should be sent to your Head of Department.
- The Director of Research and if applicable to the Head of the Research Group/Cluster should receive a copy of this for (Form E) only.

E13 What are your plans for requesting research leave over the next three years? What will be the major outcome of such leave, if awarded?

Training and Development Needs

E14 What development needs do you have in relation to your research. Are these prioritised on the form for **Section C; Training and Development Plan?**

Constraints

E15 What, if anything, is the most limiting to achieving your research objectives and how do you intend to overcome this?

Annual Staff Review: Form E - Research Overview - Year 20...

- To be completed by all academic staff – unless on a teaching-only contract
- Once completed, a copy of this form should be sent to your Head of Department.
- The Director of Research and if applicable to the Head of the Research Group/Cluster should receive a copy of this for (Form E) only.

Reviewers Comments

We confirm that we have both seen the completed sections of the Annual Staff Review form and that it represents an accurate record of the review.

Reviewee:

Date:

Reviewer:

Date: