



## ACADEMIC STAFF PERSONAL DEVELOPMENT REVIEW FORM

Arden University.

*Please complete and return this form by email at least 5 days before your development review meeting.*

Name ..... Date.....

Telephone number. (for reviewer to call): .....

Availability for reviewer to call: .....

### Guidance for Reviewees

Your review meeting needs careful preparation. This form is designed to help the process and should be used as an opportunity for reflection, for self-assessment and to help plan ahead. Prompts and suggestions are included to assist you. Some topic areas may not be relevant to your situation, but do read and consider the content of each section carefully before deciding not to complete it. **The telephone conversation ('review meeting') with your reviewer is at the heart of the process** and the administration of the paperwork is secondary.

The **Reviewee's Objectives** may be updated and reviewed during the year and will inform your discussions at the following year's Development Review.

Your drafting of the review form creates a context for you and your reviewer before the review meeting. After the meeting, it will also – with any necessary revisions in light of comments from your reviewer and/or discussions at the meeting – create a record of the process for you and your reviewer.

### Guidance for Reviewers

The annual Development Review conversation is the key focus of the review process. This form is designed to enable reviewees reflect and take stock, whilst providing a framework for the meeting.

### Questions for Reviewees

1. Outline the activities you have undertaken for Arden University e.g. modules supported.
2. Summarise your experience in undertaking this activity.
3. Describe how you feel Arden University has performed in support of your role.
4. Summarise any issues relating to the role, which need to be resolved.

5. Summarise to what extent you achieved your 2010-11 development objectives.
6. Describe your main achievements during the past 12 months in respect of your work for Arden University.
7. What new development objectives would you propose for the next review period (*these will be refined and agreed, as part of the review meeting*)?
8. Provide details of research and staff development activities **you have** undertaken
  - a. Research
  - b. Staff Development
9. Provide details of any new qualifications achieved.
10. If there is any additional academic development we can provide to support you, please give details.
11. Describe how you can contribute to enhancing student performance and progression over the next twelve months
12. Provide any additional, relevant comments below.

*This section is to be completed during your annual review meeting*

**Reviewer's notes**

**Development Objectives for the next 12 months**

Objective	Deliverable	Date

**Reviewee's comments**

**Signatures**

Reviewer.....

Reviewee.....

Date.....

Date.....