

SCHOOL OF INFORMATICS

The Appraisal Form **for Research Staff**

The contents of this form are confidential to the appraisee, appraiser and to the Head of School (or equivalent), unless agreed otherwise with the appraisee.

- Part A** **Taking Stock** – to review the past year’s achievements
Part B **Planning Ahead** – to develop plans for the future
Part C **Outcomes** – summarising the progress review discussion

The Appraisal Process

Please complete parts A and B of this form in advance of the date agreed for your appraisal/progress review meeting. You should pass parts A and B of the form to your nominated appraiser **one week** before your meeting.

After the meeting, you will have an opportunity to update parts A and B in the light of discussions and agreed actions. Please ensure you note any changes which should be made to your publication record. The form should then be passed back to the appraiser to complete part C. You will then be asked to comment on their summary and action points before signing off the form.

Once part C has been completed and signed by both the appraiser and appraisee please pass **part C** back to InfHR. InfHR will then seek the final signature from Head of School.

Name	
Date of appraisal	
Appraiser’s name	
Institute	
Length of current project still to run?	

PART A TAKING STOCK

- Summarise the main goals/targets on which you have focused during the past year, including any goals agreed upon at your last appraisal, if any. Start with the bigger goals/targets first.
- Summarise your contributions/achievements in relation to each of the areas listed below, where appropriate.
- Identify areas where you have not achieved what you intended or expected. Include details of any situations which have may have hindered your progress and ideas on what could be done to improve this in the future.
- Indicate the main areas in which you have developed over the past few year, including participation in developmental events (eg. conferences, training courses, etc.), and how it has benefited you.

Your future role in your current research project

Contributing to the writing of research grants

Contributing to dissemination and publication of personal and/or research teams findings

Contribute to learning and teaching *(through activities such as project supervision, tutoring and marking)*

Developing your research career *(potential future projects, development as an independent researcher, future career plans/aspirations)*

PART B PLANNING AHEAD

List your goals/aims for the coming year, including

- A summary of your anticipated activities, with target dates where appropriate (eg. conferences or journals you plan to submit papers to; labs you will visit; people you plan to collaborate with; etc.)
- Factors that may impact on your activities.

Consider your longer-term career development, including

- Any training, development, support or further resources that you might need to help achieve your goals.
- If you will reach the end of your current project and/or expect to be leaving this position in the next year, what are your future plans and how might these be facilitated?

Identify anything else that should be noted here for discussion, because it may have an input on your work, career or future professional development/training.

Your future role in research project

Contributing to the writing of research grants

Contributing to dissemination and publication of personal and/or research teams findings

Contribute to learning and teaching (*through activities such as project supervision, tutoring and marking*)

Developing own research portfolio

PART C OUTCOMES**Full Name:****Date of Review:**

Summarise the appraisal meeting, ensuring activities, goals, aims and targets for the next year are agreed. The notes should include:

- Clear identification of practical changes that have been agreed.
- Recommendations for further training, support or other resources.

An overview of any other relevant points not covered elsewhere.

1. Personal Objectives (e.g. publications, career developments goals, promotions etc.)

Objective	Action to achieve	Date

2. Personal Development (e.g. training courses, workshops, seminars, work based experiences, conferences etc.)

Need	How to be addressed	Date

Comments, if any, by appraisee:

Comments, if any, by appraiser:

Comments, if any, by Head of School:

Signature of appraisee:

Date:

Signature of appraiser:

Date:

Signature of Head of School:

Date: