

**PROFESSIONAL DEVELOPMENT PROGRAMME FORMAL REVIEW**

**PD03**

**Updated Jan 21**

**This form is to be used to submit both the interim and final review for PDP Lecturers (Education and Research) on the PDP scheme pre 1st April 2016**

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| --- | --- | --- |
| Name of Lecturer |  | |
| College |  | |
| Interim or final report (*please indicate)* | Interim | Final |
| Date of Appointment: |  | |
| PDP Targets (*please indicate)* | Template | Customised |
| Name of Academic Lead |  | |
| Date completed Certificate in Academic Practice |  | |
| Date of last Performance Development Review |  | |
| Up to date CV attached | Yes/No | |

**Notes for Guidance**

1. The College Pro-Vice-Chancellor (PVC)’s report must include reference to Education, Research, Impact (including Business and Community Relations), and Administration/Management.
2. The following documents should be provided by the Lecturer and attached by the College PVC:

* The appropriate PDP targets agreed with the Lecturer;
* Section two of the Academic PDR Portfolio (Career Goals and Plans) from the last PDR;
* List of CPD courses undertaken (obtainable through your Personal Learning Account on Trent Self Service);
* A copy of an up to date CV;
* Summary of research activities (to be prepared by the member of staff) - including (a) publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised.

1. The College PVC should meet with the member of staff to discuss their progress prior to completion of the College PVC section of the report (page 2). At least one week prior to submitting the report to the HR Business Partner, the College PVC will send a copy to the member of staff. The member of staff should sign the form to confirm that they have seen this. The member of staff may submit their own written comments (page 3).
2. Any concerns about the progress or performance of a Lecturer should be identified and discussed with the member of staff at the earliest opportunity. In addition to the formal PDP interim (3 year) and final (5 year) review, the performance of Lecturers is reviewed annually through a Performance Development Review with their Academic Lead.
3. Each report must include a clear statement of whether the member of staff has met the targets set and at the final review a further statement is sought on whether the appointment should be confirmed.
4. Full details of the scheme can be found on the [Exeter Academic website](http://www.exeter.ac.uk/staff/exeteracademic/probationpromotionprogression/educationandresearch/).

**PROFESSIONAL DEVELOPMENT PROGRAMME – FORMAL REVIEW**

**STATEMENT BY COLLEGE PRO-VICE-CHANCELLOR**

# **EDUCATION**

# **RESEARCH**

# **IMPACT (INCLUDING BUSINESS AND COMMUNITY RELATIONS)**

# **ADMINISTRATION/MANAGEMENT**

\*Interim Review: Recommendation that the Lecturer’s progress is deemed to be satisfactory and they have satisfied the appropriate PDP targets **YES/NO**

\*Final Review: Recommendation that the Lecturer has met the appropriate PDP targets and their appointment will be confirmed and they will be promoted to Senior Lecturer **YES/NO**

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| College PVC |  | Date |  |
| I confirm that I have seen this report and had the opportunity to comment on it | | | |
| Member of Staff |  | Date |  |

\*Click here for the full details of the [PDP probationary procedures](http://www.exeter.ac.uk/staff/employment/payandconditions/conditions/terms/probation/#d.en.91373).

**PROFESSIONAL DEVELOPMENT PROGRAMME – FORMAL REVIEW**

**STATEMENT BY MEMBER OF STAFF**

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| **KEY ACHIEVEMENTS**  Please summarise key achievements and research activities since your last promotion. |
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| **ADDITIONAL INFORMATION**  This section can be used to provide additional information relating to your achievements during your probation or since your last promotion.   This can include:  **(1)** any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.  **(2)** confirmation of other contributions you have made not defined elsewhere on this form.  **(3)** how your plans and achievements changed as a consequence of Covid-19. |
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SIGNATURES:

|  |  |  |  |
| --- | --- | --- | --- |
| Member of Staff |  | Date |  |
| I confirm that I have seen this statement | | | |
| College PVC |  | Date |  |