SCHOOL OF INFORMATICS

The Appraisal Form

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

Your nominated appraiser will ask you to complete parts A and B of this form at least 14 days in advance of the date agreed for your appraisal/progress review meeting. You should pass parts A and B of the form to your 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. 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.

Your details	
Name:	**Job title:**
School:	**Date of appraisal:**
Date started post:	**Date of previous appraisal:**
Appraiser's name:	**Appraiser's job title:**

PART A TAKING STOCK

Summarise the main goals/targets on which you have focused during the past few years, including any goals agreed upon at your last appraisal, if any. Start with the bigger goals/targets first.

Summarise your achievements in relation to teaching, research, management/administration and any major external professional activities.

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 years, including participation in developmental events (eg. conferences, training courses, etc.), and how it has benefited you. Include any other wider and professional development opportunities you have taken as well.

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; proposals you plan to submit; etc.)
- How changes in the University (eg. a new MSc programme, pooling initiative, etc.) or in the HE sector (eg. increased/decreased funding in your research areas) may impact on your activities.

Consider your longer-term career development, including

- An outline of your teaching, research, management/administration plans over the next three years.
- How your personal plans can be incorporated into the School's/University's priorities.
- Any training, development, support or further resources that you might need to help achieve your goals.

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.

PART C OUTCOMES

[Completed by the appraiser and signed by them, the appraisee and the HoS]

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.

Comments, if any, by appraisee:	Comments, if any, by appraiser:

Signature of appraisee:	**Date**
Signature of appraiser:	**Date**
Signature of Head of School:	**Date**