**Individual Review and Development Form** The contents of this document are confidential to the reviewee, reviewer and senior line manager.

**This form must be completed in first draft and handed to the reviewer no less than five working days before the IRDS meeting.**

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| **Reviewee’s Name & Job Title** |  | | |
| **Reviewer name:** |  | **Review For Year:** |  |

**Part A: Review of the previous year**

Refer to the guidance notes for more information

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| Review of previous year’s development and objectives: word count guidance – 500 words maximum |
| Transfer the goals and objectives set in your previous years’ annual review into this section.: |
| Academic Staff: Discussions will be set in the context of your role profile. To aid this, staff on research role profiles should download and attach the report on achievements in RKE last year from PURE. This is available from your profile page by downloading your personal ‘Faculty and Academic Activity Report’ (FAAR) for the year. Staff on Teaching and Scholarship profiles who are research active are welcome to also download their report from PURE if applicable. L&T returns should also be included here to inform those discussions. |

**Part B: The Future**

Refer to the guidance notes for more information

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| What are the agreed goals and objectives for the coming year? Word count guidance – 500 words maximum |
|  |
| Academic Staff: Please note your L&T, research and KE objectives here as appropriate to your role profile. Staff who have secured 100 KE hours for 2021-22 should attach their KE planning form (the application.) Staff on T&R and TERR should attach their Research Planning forms for 2021-22. These will be available from your Faculty Head of RKE. |

**Part C: Training and support needs**

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| List training or support needs identified and target date for completion |
|  |

**Summary**

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| --- | --- | --- | --- | --- |
| **Reviewer’s Comments** | |  | **Reviewee’s comments** | |
| * Please summarise key points and add a reflective supportive statement | |  | |
| **Reviewer’s signature** | **Date** | **Reviewee’s signature** | **Date** |
|  |  |  |  |