

Achievement and Development Review Form

RESEARCH AND EDUCATION STAFF

BEFORE THE MEETING

In advance of the Achievement and Development Review meeting, the reviewee should complete this form. In reflecting on the past twelve months, you can choose to write about any aspects of your work that you wish to discuss or bring to attention. What is important is that there is a balance of time spent on both the past and the future. Also consider your application of the [Sussex Values](#) in your responses.

This form is a live document and should be revisited at informal meetings throughout the year. Any changes in objectives that are agreed during the year should be recorded in this document. The content of this form is confidential to the reviewee and reviewer. Details can be shared with the consent of the reviewee when appropriate e.g., for a Discretionary Pay Review.

Have you considered reward mechanisms (such as the annual discretionary pay review) and [promotion processes](#) as part of your conversation(s)?

Reviewee name:

Reviewee job title:

Employment start date:

Reviewer name:

Reviewer job title:

Period under review:

Date of ADR meeting:

School/Division:

A1: REVIEW OF OBJECTIVES FROM THE PREVIOUS YEAR

for the period from: _____ **to:** _____

Briefly comment on achievements, challenges, evidence and impact over the past 12 months, reflecting on:

- Education - course preparation, teaching, supervision, assessment, and feedback
- Student Support and Experience
- Leadership, management, or administrative responsibilities
- Research (and/or Scholarship if relevant)
- External Activity

OBJECTIVE 1

Outcome/achievement

Use this space to report on progress around your objectives from the previous review, and if they were fully met, mostly met, partially met or unable to achieve.

OBJECTIVE 2

Outcome/achievement

OBJECTIVE 3

Outcome/achievement

OBJECTIVE 4

Outcome/achievement

OBJECTIVE 5

Outcome/achievement

A2: REFLECTION ON THE PERIOD SINCE YOUR LAST REVIEW

Note any factors that contributed to you performing well in your role in the last 12 months.

Note any factors that hindered your performance in the last 12 months.

Reviewer's comments/noted topics of discussion

B1: OBJECTIVES FOR THE FORTHCOMING YEAR (to be completed by the reviewee)

for the period from:

to:

This is the opportunity for you to propose your objectives and timelines for the forthcoming 12 months, reflecting on:

- Education - course preparation, teaching, supervision, assessment, and feedback
- Student Support and Experience
- Leadership, management, or administrative responsibilities
- Research (and/or Scholarship if relevant)
- External Activity

OBJECTIVE 1

How does it link to any school or University priorities?

Timescale:

Review date:

OBJECTIVE 2

How does it link to any school or University priorities?

Timescale:

Review date:

OBJECTIVE 3

How does it link to any school or University priorities?

Timescale:

Review date:

OBJECTIVE 4

How does it link to any school or University priorities?

Timescale:

Review date:

OBJECTIVE 5

How does it link to any school or University priorities?

Timescale:

Review date:

B2: CAREER DEVELOPMENT

What broader career development aspirations and goals do you have, short, medium, or long term? What aspects of your role do you hope to improve or develop? (e.g. taking more leadership over projects)

B3: FUTURE DEVELOPMENT PLANS AND GOALS

Please use this space to capture your development plan for the year ahead. Are there any skills you have that you feel are not being fully utilised and you would be interested in developing? Consider the use of your days of professional development as outlined in the [Researcher Development Concordat](#).

Please also reflect on the professional, ethical, and regulatory standards that apply to your research and indicate any CPD, training or support required to be compliant to fulfil your role appropriately.

DEVELOPMENT NEEDED (1)

Actions and timescale

Comments

DEVELOPMENT NEEDED (2)

Actions and timescale

Comments

DEVELOPMENT NEEDED (3)

Actions and timescale

Comments

DEVELOPMENT NEEDED (4)

Actions and timescale

Comments

DEVELOPMENT NEEDED (5)

Actions and timescale

Comments

B4: REFLECTION

Academic Freedom & Freedom of speech

This section is for you to reflect on the past year and how you are supporting freedom of speech and academic freedom in your teaching and research, and your own experience of freedom of speech and academic freedom (*see the ADR Guidance resource for more information*).

Equality, Diversity & Inclusion

The reviewee should use this space for the reviewee to reflect on how the University's values, including EDI considerations, are demonstrated within their role on an individual, team and/or wider network level, and to discuss their own experiences, as is felt appropriate (*see ADR Guidance for more information*).

Wellbeing

This section is for you to capture/acknowledge your current wellbeing and any concerns or support needs.

B5: ACTIONS, COMMENTS & SIGNATURES

In signing this document, both parties are confirming that they participated in a discussion that included a review of the past (including achievements and challenges), a preview of the future, future career and development needs, wellbeing, academic freedom, freedom of speech and EDI.

Reviewer's actions and comments

Signature:

Date:

Reviewee sign-off

In signing this ADR, the reviewee is confirming that they have reflected on their knowledge and understanding of relevant legislation, frameworks, internal processes and ethical standards for their research, indicating where further training and support is required.

Signature:

Date:

If the reviewee would like this ADR to be shared for Discretionary Pay Review purposes, please sign below to give consent.

Signature:

Date:

If the reviewee would like their reviewer to bring an item to the attention of the Head of School, it can be noted below. The reviewer must provide this information to the Head of School separate to this document.



(End of Document)