

**LSE FELLOW**

**CAREER DEVELOPMENT REVIEW**

**2023-2024**

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| Name of LSE Fellow being reviewed: |  |
| Centre/Department: |  |
| Faculty member conducting the review: |  |
| Date of meeting: |  |

**Guidance for LSE Fellows**

LSE is strongly committed to supporting the career development of LSE Fellows, who are key members of our academic community. In line with this, you are entitled to and encouraged to have an annual Career Development Review (CDR) meeting with a member of LSE faculty identified by your Head of Department. The intention of the CDR process is to provide feedback on your career achievements to date as well as advice on your plans going forward. It is also an opportunity for you to raise any questions or concerns you might have about the work you are doing with us at LSE. Note that the timing of the review is at your discretion: you may prefer to hold it at the start of the academic year for planning purposes or near the end of the academic year as a review of how things have gone in the preceding months.

When your Department sends you this CDR form, you will also be told who has been assigned to be your Reviewer. You should then:

* Complete Section A of the form and send it, along with an updated CV, to your designated Reviewer.
* Arrange a meeting (normally of at least 30 minutes) with your Reviewer at which you will discuss your submission.
* After the meeting, your Reviewer will complete Section B of the form, including any action points that arise from your meeting, and return the form to you.
* You should then email a copy of the completed form and your CV to (a) your Departmental Manager; (b) Human Resources at this address: [hr.cdr@lse.ac.uk](mailto:hr.cdr@lse.ac.uk).

In addition to your reviewer and your Departmental Manager, information on the CDR form may be read by your Head of Department and other members of academic staff where relevant (e.g., comments related to your teaching work might be shared with the Deputy Head for Education). For monitoring purposes, your form will also be shared with colleagues in Human Resources, the Vice Chair of the Appointments Committee (VCAC), and the Vice President and Pro Vice Chancellor (Faculty Development). If you have concerns about confidentiality – e.g., because you intend to declare a disability or any other personal information as part of the CDR process – please discuss this, in the first instance, with the HR Partner for the Department in which you are based (your Departmental Manager can advise who this is).

**Section A: Career Development Statement by the LSE Fellow**

1. Teaching and Education Profile

Please provide a concise summary of your teaching- and education-related achievements and contributions at LSE or elsewhere. If there are any challenges related to your teaching/education contributions that you would like to discuss with your Reviewer, please mention them here.

1. Research Profile

Please provide a concise summary of your research-related performance, achievements and contributions, at LSE and previously. Please also outline briefly your future research plans. If there are any challenges related to your research contributions and/or plans that you would like to discuss with your Reviewer, please mention them here.

1. Contributions to administration, citizenship and service

Where relevant, please provide a concise summary of your service-related performance, achievements and contributions. In addition to service at LSE or other universities this may include external and professional activities (such as membership of, and contributions to, professional bodies).

1. Departmental support and your development needs

Please briefly summarise any departmental and School support that has been of particular value and suggest how the Department and School could assist you in reaching your career development goals.

**Section B: Statement by the Reviewer and any Action Points**

Please briefly outline the discussion you had with the LSE Fellow, focusing in particular on their career progression to date and any advice you have given with respect to this.

Please also list any action points arising from the meeting

**Next steps:**

* **The reviewer should email this form back to the LSE Fellow.**
* **Assuming the LSE Fellow is content with the content, and has no further questions, the completed form and the Fellow’s CV should be sent to (a) the Departmental Manager; (b) LSE Human Resources at** [**hr.cdr@lse.ac.uk**](mailto:hr.cdr@lse.ac.uk)**.**