

**ACADEMIC STAFF**

**CAREER DEVELOPMENT REVIEW FORM**

**2023-2024**

|  |  |
| --- | --- |
| Name of staff member being reviewed: |  |
| Centre/Department: |  |
| Job title (e.g. Associate Professor):  |  |
| Name of member of staff conducting the review: |  |
| Date of meeting: |  |

Please ensure that the following are completed before submitting to HR:

* Section A has been completed by the Reviewee
* Section B has been completed by the Reviewer
* Section C has been agreed by the Reviewer and Reviewee
* Both parties have signed the form at the end
* A copy of the employee’s CV is submitted along with this form
* Managers should also ensure that a mentor has been allocated (where relevant)

**Section A: Career Development Statement (To be completed by staff member being reviewed)**

Academic staff are expected to be pro-active in managing their own careers. However, the School and Heads of Department (HODs) also have a responsibility to ensure that the appropriate support is in place.

The academic staff Career Development Review (CDR) meeting is intended to allow for an open and constructive exchange of views on the performance, achievements and contributions of the staff member, which as well as taking into account future plans enables a review of progress toward Interim Review and/or Major Review for pre-Major Review staff and progress toward promotion for post-Major Review staff. Further guidance on the academic staff CDR scheme can be found on the LSE Human Resources website [here](https://info.lse.ac.uk/Staff/Divisions/Human-Resources/Review-Reward-and-Promotion). Guidance on Interim Review, Major Review and Promotion can be found [here](https://info.lse.ac.uk/Staff/Divisions/Human-Resources/Review-Reward-and-Promotion).

If colleagues have concerns about confidentiality - e.g. in declaring a disability or any other personal information - they should flag this with their HR Partner and/or VCAC so protections can be put in place.

Please attach a current up-to-date CV. Staff soon undergoing Interim or Major Review, or those wishing to be considered for promotion this academic year, are strongly encouraged to use the standard School [CV template](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Review-and-Promotion-of-Academic-Staff), along with guidance for completion, available [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Review-and-Promotion-of-Academic-Staff). Departments may require their staff to use the School’s standard CV template. Otherwise, the CV can be provided in any format.

1. Previous Review: please briefly summarise your progress in relation to the outcomes and actions agreed in your previous Career Development Review meeting.

2. Teaching and Education Profile: please provide a concise summary of your teaching- and education-related achievements and contributions,

3. Research Profile: please provide a concise summary of your research-related performance, achievements and contributions

4. Contributions to departmental and School citizenship and service: please provide a concise summary of your service-related performance, achievements and contributions as well as your progress toward meeting the service-related criteria for Interim and/or Major Review (pre-Major Review staff) or for promotion (post-Major Review staff), and any contributions you have made towards fostering equity, diversity and inclusion at LSE. If you hold a role as a School Office Holder, please reflect on your experience and performance in this role over the review period.

5. Other activities (e.g. external and professional activities): please provide a concise summary of any other relevant activities in which you have been involved and your plans for their development.

6. Departmental support: please summarise any departmental and School support that has been of particular value since your previous Career Development Review, and suggest how the Department and School could assist you in reaching your career development goals. Concerns about matters such as mentoring and work allocation can also be raised here as well as any personal matters, such as disability, that impact you at work for which you may require additional support. Where reasonable adjustments have previously been made to support a specific disability, please comment on whether these are effective in enabling you to carry out your role and your career development goals. If it is not possible to raise this in the CDR meeting, this can also be confidentially communicated with the VCAC.

**Section B: Statement of HoD / Member of Staff Conducting the Review evaluating the progress of the staff member with respect to meeting the criteria for Interim and/or Major Review (pre-Major Review staff) or for promotion (post-Major Review staff) as well as evaluating the performance, achievements and contributions made by the staff member during the year under review.**

**Section C: Summary of the Agreed Action Points Arising from the Review.**

Note: Departments should contact the LSE Eden Centre to arrange for any agreed upon development support.

**Record of Discussion:**

This form and attachments are a summary of the CDR meeting, including the agreed outcomes and actions.

**All parties should sign the below before the form is submitted to Human Resources along with an up to date CV.**

**For completion by the Reviewee (staff member being reviewed):**

|  |  |
| --- | --- |
| **Name of Reviewee:** |  |
| **Department:** |  |
| **Signature of Reviewee: *signature can be inserted or typed*** |  |
| **Date:** |  |

**For completion by the Reviewer (staff member conducting the review):**

|  |  |
| --- | --- |
| **Name of Reviewer:** |  |
| **Department:** |  |
| **Signature of Reviewer: *signature can be inserted or typed*** |  |
| **Date:** |  |

**For completion by the Head of Department (if different to the Reviewer):**

|  |  |
| --- | --- |
| **Name of Head of Department (if not the same as Reviewer):**  |  |
| **Signature of Head of Department (if not the same as Reviewer):** ***signature can be inserted or typed*** |  |
| **Date:** |  |

**Agreed Career and Professional Development Activities (Academic Staff)**

This section of the form provides an opportunity to outline any additional development that might be required.

Further details regarding Career and Professional Development support sessions offered by the School are available [here](https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/TLC-events-and-workshops/TLC-Events).

|  |  |
| --- | --- |
| **Name:** |  |
| **Department:** |  |
| **Name of member of staff conducting the CDR meeting:** |  |
| **Date of recent CDR meeting:** |  |
| **Summary of agreed Career and Professional Development Activities to be undertaken, arising from the Career Development Review Meeting:** |