**Faculty Information Form (FIF)**

**Annual Performance Review (APR) 2019-20**

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| **Review period:** | September 2018 – August 2019 | **Department:** |  |
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| **First name:** |  | **Surname:** |  |
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| **Interruptions in service**  **(if applicable e.g. maternity leave, adoption leave, substantial paternity leave, shared parental leave, secondment or special leave buyout)** | |  | |

**I would like to receive feedback on my performance: Yes  No**

**Part 1. Statement of academic activities and contribution (for completion by the reviewee):**

Please state your contributions during the review period in the three categories below. This should be a factual account rather than a self-critical evaluative account. You may wish to refer to the APR guidance and professor role profile (available online) for further information on what will be taken into account as part of the APR. Please ensure that you:

* Complete the three categories (as a guide part 1 should not exceed four pages)
* Sign the form
* Send this form and your latest CV to [HR.APR@lse.ac.uk](mailto:HR.APR@lse.ac.uk) by **Friday** **6 December 2019**

1. **Teaching and education -** courses taught (with numbers and contact hours); evidence of teaching innovation, new course proposals, PhDs supervised and examined; any other comments. Academic year 2018-19 only (i.e. MT 2018, LT 2019 and ST 2019)

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1. **Research -** The School recognises that research performance cannot be assessed on the basis of one year alone. Colleagues are encouraged to list publications in 2017 and 2018 as well as 2019. Please note publications currently in development, in press or already published; external funding: grants applied for, received and ongoing; evidence of research leadership; knowledge exchange and impact activities; and any other comments. Colleagues might also want to provide evidence of longer term research productivity and impact in the form of citation counts to their body of publications. In this case, their total citation count and their h-index from **each** of the following three widely recognised sources must be stated: Google Scholar, Web of Science (also known as SSCI) and Scopus. The Library can assist candidates in putting their citation counts together (please contact Nathalie Cornée, Research Information Analyst, [n.f.cornee@lse.ac.uk](mailto:n.f.cornee@lse.ac.uk).)

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1. **Service/Citizenship:** to the department, to the School, to the profession; to the community; any other comments. Academic year 2018-19 only (i.e. MT 2018, LT 2019 and ST 2019)

*For Heads and Deputy Heads of Department only:* Please reflect on your experience and performance in this role over the review period.

*For School office holders only:* Please reflect on your experience and performance in this role over the review period.

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| **Reviewee signature:** |  | | **Date:** |  |
| **CV submitted?** |  |

**ONLY TO BE COMPLETED IF FEEDBACK REQUESTED**

**Part 2. Head of Department/Departmental Evaluation Committee/Reviewer Feedback (for completion by the reviewer):**

Please use the information above, alongside the CV and teaching loads/scores, to give substantive qualitative feedback in the following three categories. Please write around 50 words under each category and ensure feedback is in a format that is suitable to be given back to the reviewee. The period under review is the 2018-19 academic year. Please ensure that you:

* Complete the three categories below
* Sign the form
* Send this form to [HR.APR@lse.ac.uk](mailto:HR.APR@lse.ac.uk) by **3 February 2020**

1. **Teaching and education**

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1. **Research**

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1. **Service/Citizenship**

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| **Reviewer signature:** |  | **Date:** |  |