**OPTIONAL DECLARATION OF INDIVIDUAL CIRCUMSTANCES**

**FOR ANNUAL PERFORMANCE REVIEW 2019-20**

**Period of review: Academic session 2018-19 (September 2018 to August 2019)**

It is recognised by the School that individual circumstances may affect staff in their performance. In such cases, the School expects the staff member to raise these at the earliest opportunity with their Head of Department and the department to address and seek to resolve the issues, with the advice of Human Resources, as soon as reasonably possible.

Where an individual believes that their performance has been adversely affected by personal circumstances, this form should be completed, ensuring that it is signed. **Please provide information on how the individual circumstances have significantly impacted on your performance in each of the three areas (teaching/education; research, and service/citizenship) during the period under review.**

The following are examples of individual circumstances that might apply where these have had a significant impact on performance:

* Disability (including conditions such as cancer and chronic fatigue)
* Ill health or injury
* Mental health conditions
* Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare **in addition to** periods of parental leave taken. This could include, for example, pregnancy related illness.
* Other caring responsibilities (including caring for an elderly or disabled relative)
* Gender reassignment

Please note that periods of interruptions in service due to maternity leave, adoption leave, substantial paternity leave, shared parental leave, secondment or special leave buyout should be declared on the Faculty Information Form (FIF) instead.

If you submitted an individual circumstances form in a previous year and the circumstances are still affecting your performance, a new form should be submitted with the same or updated information so that the evaluators are aware of it.

Information about individual circumstances will be treated with the utmost sensitivity. In particular, the information provided on the Individual Circumstances form will only be available to relevant HR Partners and the VCAC. To protect members of staff who are evaluated, the DEC will not know of the existence of individual circumstances. Unless the staff member has already informed the HoD about the nature of the individual circumstances, which is advised, the HoD will not be informed about the existence and severity of individual circumstances following the evaluation, as assessed by the HR Partner in consultation with the VCAC. Staff should keep in mind, however, that if the HoD is not aware of the specific nature of the individual circumstances, this may prevent appropriate support being given to the staff member.

In a case where it is concluded by the VCAC and HR Partner that the individual circumstances presented have significantly impacted upon performance, the VCAC can confirm the feedback or amend the feedback given.

The form should be submitted in electronic format to **Human Resources** at**HR.APR@lse.ac.uk**, by **6 December 2019**. For any queries, please do not hesitate to contact **HR.APR@lse.ac.uk****.**

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| **Name of staff member:** |  |
| **Department(s):** |  |
| **1. Statement by the member of staff being reviewed** **Please ensure that you have provided information on how the individual circumstances have significantly impacted on your performance in each of the three areas (teaching/education; research, and service/citizenship) during the period under review.** |

Please tick as appropriate:

[ ] My HoD is aware of the nature of my individual circumstances.

[ ] My HoD is **not** aware of the nature of my individual circumstances.

Signed Date

**Electronic signature of the member of staff being reviewed**