

Possible topics of discussion in your **PDR** for different staff groups

Academic Staff

Teaching & Learning:

- Modules and Programmes
- Examining
- HEA membership, including alignment with the UKPSF for T&L
- Peer observations
- Personal Tutor Role
- Special student support role e.g. Senior Tutor, Admission Tutor
- Student Evaluations (how do you respond to this feedback? Do you have sufficient feedback from students?)

Research

- PhD/project supervisions
- Publications
- Research grants, projects, plans
- Facilities (local, regional, national)
- Support / strategy to obtain external funding for research including internal or external partnerships to obtain resources

Impact

- Consultancy
- Knowledge Transfer

Leadership, Management and Administration

- Line management responsibilities
- Management and leadership roles
- Mentoring
- Administrative roles
- Committee activities

Career development

- Personal/professional development
- Professional/society involvement
- Promotion criteria and future key activities linked to these
- Role profiles
- School representative roles
- Workload allocation (what is the balance and focus of your work – is this right?)

Additional topics for Probationary lecturers

- Progress in the PGCAP/APP

Administrative and Support staff

- Contact with students and staff
- Feedback from students / colleagues
- Team work
- Feedback for managers (upward)
- Special projects (e.g. conferences, new systems, etc)
- Supervisory/management responsibilities
- Personal/professional development
- Career aspirations
- Mentoring and peer support
- New skills / training (how have these affected your work)
- Sharing best practice and networking (improved processes or procedures)
- Managing workload and service provision (balance of reactive vs proactive work)
- Additional training, IT requirements or equipment
- Updating your Job Description (does your current Job Description reflect the work you are doing?)
- Your job role and University / School strategies and objectives

Research Staff

- Project progress
- Publications
- Conference presentations
- Career management issues (balance of research work and other career development opportunities)
- Job enrichment (involvement in additional activities to enhance your experience)
- Personal/professional development
- Promotion criteria (future involvement in career development activities in line with promotion criteria)
- Supervisory responsibilities (PhD supervision / MSc projects or other student / junior colleague supervision, Summer projects or work experience projects)
- Management responsibilities (organizing a conference or workshop, Chairing a group or committee, participating in larger scale projects)
- Teaching / professional course activities (involvement in teaching part of a module, or assistance with problem classes / tutorials / practicals)
- Providing technical support with computing or other activities in the school
- Consultancy, income generation and research funding (refereeing research proposals or funding panels, working with RES to prepare for particular research funding)
- Applying for travel or other funds from professional bodies (e.g. RETF / Royal Society / Summer projects....)
- Applying for a Personal Fellowship (e.g. Leverhulme Early Career Research Fellowship and other Research Council funding)
- Participation in Knowledge Transfer, Impact and Outreach activities (participating in events, media training, outreach to local schools)
- Professional/society involvement and Committee membership (external committees, professional societies, funding bodies, government agencies, University working groups)
- Feedback to Principal Investigator or line management
- Peer support (offered or received, e.g. mentoring, buddy for new starters)
- Training courses offered by CQSD or other professional bodies, technical skills programmes or workshops
- Vitae Researcher Development Framework - www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html
- Work placements or secondments in other organizations (as a visitor or through fellowships)

Professional and Managerial Staff

- Management and leadership responsibilities
- Management/people management skills
- Managing resources and workload
- Barriers to working effectively
- Career development
- Cross team working
- Committee work (if appropriate)
- Feedback from students/colleagues
- Networking
- Personal/professional development
- Process analysis and improvements
- Professional/society involvement
- Sharing best practice
- Special projects
- Suggested work improvements
- Team dynamics
- Updating your Job Description

Technical Staff

- Technical skill development
- Contact with students
- Feedback from students/colleagues
- Teaching support activities
- Supervisory/management responsibilities
- Special projects
- Involvement in research
- Personal/professional development
- Engagement with HEaTED
- Career issues
- Managing workload and service provision
- Updating your Job Description