

## **PDR scheme**

The Brookes' PDR consists of an annual PDR with a reviewer (from April to July each year) and is normally supported by regular 1:1 meetings throughout the year.

Its purpose is to enable you to be effective in your job and fulfil your personal, professional and career development ambitions - for your benefit and the benefit of Brookes within a context of continuous improvement.

Your annual PDR involves completing an annual PDR form and having a meeting with your reviewer – to review your achievements against your work-related and developmental objectives during the past year and agree your work-related and developmental objectives for the coming year.

At regular 1:1 meetings, you can discuss your work, progress with your work-related and developmental objectives (updating them as appropriate), challenges you are facing and how you might overcome them, feedback received and any other relevant issues.

Your work-related and developmental objectives should be aligned to faculty or directorate objectives and should be SMART (specific, measurable, agreed, realistic/relevant and time-bound). To facilitate this, senior teams will communicate faculty and directorate objectives and any other relevant information (e.g. vision, mission and strategy, department/team values or department/team plans) to staff before or during the annual PDR round – with regular updates on progress at team briefings throughout the following academic year.

Research-active staff are asked to reference your Personal Research Plan (PRP) in your annual PDR and attach a copy to your annual PDR form.

Annual PDRs should be considered for Associate Lecturers (ALs) with a significant teaching commitment which impacts on the student experience.