REVIEWEE GUIDANCE FOR ACADEMICS

The following questions can help you:

- How far have you achieved last year's work-related and developmental objectives?
- What progress have you made with your research plan?
- What were your main challenges last year? How did you overcome them? What else do you need to do? What challenges are foreseen for the coming year? How can you overcome them?
- What feedback have you received and acted on? (from students, colleagues or others or via NSS, Brookes' Survey of Student Engagement, module evaluations, PETAL/peer observations etc).
- Are you adhering to the Brookes Charter (Regulation E3) and NSS Actions
- In what ways are you demonstrating leadership in your discipline?
- Are the basics are in place? (Refer to the Module Leader's Guide)
- How confident are you at using key systems and processes? (e.g. Google, Microsoft Office, Moodle, Radar, Cris, Feedback Studio/GradeMark, Lecture Capture etc.)
- What mentoring and coaching have you undertaken to support others?
- How have you demonstrated the Brookes' Guiding Principles and team values?
- What qualifications/awards have you received? (e.g. PCTHE, HEA Teaching Fellow, Brookes' Teaching Excellence Fellowships and Innovation Awards, Research Excellence Awards etc.)
- What are your proposed work-related and developmental (personal, professional and career) objectives for the coming year (to be aligned to faculty/directorate objectives plans)?
  Using SMART (specific, measurable, agreed, realistic and time-bound) may be helpful.
- What help and support do you need?

Supporting information to help you:

- Faculty/directorate objectives and plans.
- Last year's PDR form, work-related and developmental objectives, and any 1:1 meeting notes.
- Feedback received from those you have worked with.
- NSS results, portfolio reviews, module evaluations, external examiners' reports etc.
- Brookes Charter (Regulation E3) and NSS Actions
- Personal Research Plan (for research active staff, please attach a copy to your PDR).
- Plans for your training and development (see OCSLD website for training and development options).
- Academic Development Framework to help you identify your strengths and development areas.
- Criteria for academic promotions.