

**ACADEMIC PDR FORM**

**For help in completing this form please refer to the** [**Guidance on Completing a Personal Development Review (PDR)**](https://www.sgul.ac.uk/about/our-professional-services/staff-development/documents/Guidance-on-Completing-a-Personal-Development-Review-PDR.pdf)**.**

**Personal Development Review**

The PDR should be used as the basis of a conversation between a Reviewee and a Reviewer about progress over the year (January – December), achievements, workload, career aspirations, professional and personal development. The headings on the PDR form provide areas for discussion as part of a review meeting.

Fields marked with a blue dot on the PDR or objectives are mandatory fields and must be completed.

**Please remember to save your PDR regularly to avoid losing comments - there is no autosave function. Moving between pages or clicking off the PDR form without saving will delete any comments. Also please note that you will be logged out of the system after 3 hours without saving.**

**Personal Details**

Name of Employee: *Auto populated*

Name of Reviewer: *Auto populated (if incorrect please contact* *HRHelp@sgul.ac.uk**)*

Job Title: *Auto populated*

**Objectives**

Objectives can also be reviewed on the Goals and Performance page of MyWorkplace. Objectives are shown while they remain in date, i.e. the 'objective start date' is *before* the 'review period end date' and the 'objective completion date' is *after* the 'review period end date'.

Objectives: *Auto populated*

**Education**

Complete details of your contributions in the education domain, including teaching, courses and type of teaching delivered, titles of teaching roles and teaching plans for the next year. You are expected to upload your teaching diary to the PDR form (teaching hours are requested later on the form). Please upload a complete year's teaching diary, eg for the last full academic year, as a single document.

Education:

Contribution to Curriculum Development:

Engagement with UKPSF:

Education Qualification:

Personal Tutor:

**Research**

Provide details of your research contribution, including your current research programme and research plans for the next 2-3 years.

Research:

Grants Awarded and Grant Applications

Papers Accepted and Submitted

SGUL – REF Eligibility and Contribution

Peer review of Grant Applications

Post-Graduate Supervision:

**Practice (and Eminence)**

This section is primarily for information about clinical practice. Further details about completing a PDR for clinical academics can be found in the PDR Guidance document.

Comments:

**Innovation and Enterprise**

Include details of your involvement with innovation and enterprise activities, eg engagement in commercialisation or licensing activities etc.

Comments:

**Academic Leadership and Administration at SGUL**

Include additional roles/responsibilities (eg Associate Dean, membership of committees or working groups) and approximate time commitment.

Comments:

**Markers of Esteem**

Include external committee work, invitations to speak, grant reviews, professional societies, editor roles etc.

Comments:

**Public and Civic Engagement**

Include details of your involvement in public and civic engagement, eg community engagement, school outreach, civic engagement, public talks or involving the public/patients in research.

Comments:

**Widening Participation and Inclusive Education**

Include details of your involvement in widening participation and inclusive education activities.

Comments:

**Contribution to Equality, Diversity and Inclusion at St George’s**

Please include examples of how you have contributed in the year to support equality, diversity and inclusion (EDI) work at an individual, local or institutional level. Examples include work on inclusive education, attending EDI training, events, seminars or network meetings, membership of an EDI related committee, participating as a Fair Recruitment Specialist, demonstrating inclusive behaviour, completing equality impact assessments, contributing to EDI consultations and/or action planning. Areas of focus are listed annually in our [PSED reports](https://www.sgul.ac.uk/about/equality-diversity-and-inclusion-edi/public-sector-equality-duty), this list is not exhaustive.

Also consider any additional support or improvements from an EDI perspective that could be made to your work environment or ways you could become more involved in EDI activities.

Comments:

**Training Completed**

Participant Events: *Auto populated*

Personal learning events: *Auto populated*

Mandatory Training Completed: *Yes/No* Mandatory training modules are available via [MyTraining](https://mytraining.sgul.ac.uk)

Comments:

**Approximate Number of Days Spend on Continuous Professional Development**

Please estimate how much time you have spent on personal/professional development over the review period. Personal/professional development activities include meetings outside usual work requirements, eg membership of committees, working groups or task and finish groups, meetings with mentor, mentoring, journal clubs, seminars, workshops and symposiums (internal and external), conferences, training courses (internal and external), public engagement activities, recruitment activities (eg staff and student interviews), team building events and peer support.

Number of days:

**Workload Distribution**

Please enter details about your workload distribution and working hours.

FTE: *Auto populated*

% FTE paid by Trust:

Total Hours for Teaching Activity from Diary:

Total Hours for Teaching Roles:

Hours Remitted for Institutional Roles:

Total Hours:

Significant Absence:

Consideration of Work-Life Balance/Flexible Working:

Do you Have Line Management Responsibility? *Yes/No*

If Yes, Please Comment on Leadership and Management Skills:

**Support and Development to Assist with the Achievement of Objectives**

Comment on support that would assist you to achieve your objectives, for example support from your manager, other teams, internal/external coaching/mentoring.

Training requirements:

Other resources:

Which Support and Professional Development has Enabled you to Develop your Skills, Knowledge and Expertise in your Role in the Last 12 Months?

**Career Development Aims for the Next 12 Months**

Comment on any career development aims you have for the next 12 months. You should consider promotion, application for joint membership of institutes, applying for specific fellowships etc.

Comments:

**Any Other Comments**

Add any additional comments that you have not been able to include elsewhere.

Any Other Comments: