

**ACADEMIC CAREER DEVELOPMENT REVIEW 2016-2017**

Name of Staff Member being reviewed:

Department:

Job Title (e.g. Asst. Professor):

Name of Staff Member Conducting the Review:

Date:

**Section A: Career Development Statement (To be completed by staff member being reviewed)**

Academic staff are expected to be pro-active in managing their own careers. However, the School and Heads of Unit also have a responsibility to ensure that the appropriate support is in place.

The Academic Career Development Review Meeting is intended to allow for an open and constructive exchange of views of the performance, achievements and contributions of the staff member, which as well as taking into account future plans enables a review of progress toward Interim Review and/or Major Review for pre-Major Review staff and progress toward promotion for post-Major Review staff. Further guidance on the Academic Career Development Review Scheme can be found on the LSE Human Resources website [here](http://www.lse.ac.uk/intranet/staff/humanResources/changingCircumstancesMovingOn/careerDevelopment/home.aspx). Guidance on Interim Review, Major Review and Promotion can be found [here](http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/promotionAndReview/PromRev_Home.aspx).

Please attach a current up-to-date CV. This can be in any format though staff might find it useful to use the School standard [CV template](http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/promotionAndReview/Word/2014-2015/CV-Template-G2.docx), along with guidance for completion, available [here](http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/promotionAndReview/Word/2014-2015/G3-CV-Instructions.docx). Staff soon undergoing Interim or Major Review or those wishing to be considered for Departmentally-sponsored promotion this academic year are encouraged to use the School’s standard CV template. Departments may require their staff to use the School’s standard CV template.

1. Previous Review: please summarise progress in relation to the outcomes and actions agreed in the previous Career Development Review meeting.

2. Teaching Profile: please provide a self-evaluative statement focussing on your progress toward meeting the teaching-related criteria for Interim and/or Major Review (pre-Major Review staff) or for promotion (post-Major Review staff).

3. Research Profile: please provide a self-evaluative statement focussing on your progress toward meeting the research-related criteria for Interim and/or Major Review (pre-Major Review staff) or for promotion (post-Major Review staff).

4. Contributions to departmental and School citizenship and administrative functions: please provide a self-evaluative statement focussing on your progress toward meeting the service-related criteria for Interim and/or Major Review (pre-Major Review staff) or for promotion (post-Major Review staff).

5. Other activities (e.g. external and professional activities): please provide a self-evaluative statement of any other relevant activities in which you have been involved and your plans for their development.

6. Departmental support: please summarise any departmental and School support that has been of particular value since your previous Career Development Review, and suggest how the Department and School could assist you in reaching your career development goals.

**Section B: Statement of HoD / Member of Staff Conducting the Review evaluating the progress of the staff member with respect to meeting the criteria for Interim and/or Major Review (pre-Major Review staff) or for promotion (post-Major Review staff).**

**Section C: Summary of the Agreed Action Points Arising from the Review.**

Note: Departments should contact the Teaching and Learning Centre (TLC) to arrange for any agreed upon development support.

**Record of Discussion:**

This form and attachments are a summary of the Academic Career Development Review Meeting, including the agreed outcomes and actions.

**Date:**

**Signature of Staff Member being Reviewed:**

**Name of Staff Member Conducting the Review:**

**Signature of Staff Member Conducting the Review:**

**Signature of Head of Department (if not the same as Reviewer):**

**Agreed Career and Professional Development Activities (Academic Staff)**

Once completed by the member of Academic Staff, a copy of this page should be emailed to [HR.CDR@lse.ac.uk](mailto:HR.CDR@lse.ac.uk). A member of the TLC team will then be in touch to discuss further support.

Further details regarding Career and Professional Development support sessions offered by the School are available here: [Academic Development Programme](http://www.lse.ac.uk/intranet/LSEServices/TLC/academicStaff/AcademicDevelopmentProgramme.aspx)

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| **Name:** |  |
| **Department:** |  |
| **Name of Member of Staff conducting the Career Development Review Meeting:** |  |
| **Date of recent Career Development Review Meeting:** |  |
| **Summary of agreed Career and Professional Development Activities to be undertaken, arising from the Career Development Review Meeting:** | |