

# PDR CHECKLIST: Academic

<b>1.</b>	<b>Workload</b>	
	Have you discussed your workload, including any significant changes due to COVID and how to mitigate any problems that have arisen/may arise	Yes / No
<b>2.</b>	<b>Completion of mandatory training</b>	
	Please indicate the date on which you completed each course <i>You can check dates of completion by clicking on the Learning and Development tab</i>	
	E&D essentials (date should be in past 5 years)	Yes / No
	Understanding unconscious bias (date should be in past 5 years)	Yes / No
	Introduction to GDPR	Yes / No
	Information security awareness	Yes / No
	<b>Staff with line management responsibilities ONLY</b>	
	Implementing reasonable adjustments	Yes / No
	<b>Staff who line manage R&amp;T staff ONLY</b>	
	Academic appointment and promotion (date should be in the past 2 years)	Yes / No
	<b>Web profile</b>	
	Is your staff web profile up to date?	Yes / No
	<b>Athena SWAN</b>	
	Are you a member of an Athena SWAN group?	Yes / No
	If "yes", which group(s)?	
	Are you a chair of an Athena SWAN group?	Yes / No
	If "yes", which group?	
	How many Athena SWAN meetings have you attended in this PDR period?	
<b>3.</b>	<b>Development/future plans</b>	
	Have you discussed training/support needs in relation to objectives and career development? <i>For research-active staff (especially ECRs), please refer to recent information about UofG's implementation of the <a href="#">Concordat for the Career Development of Researchers</a></i>	Yes / No
	Has at least one personal development action been agreed? e.g. taking on an Athena SWAN workgroup role or research theme role	Yes / No
	Do you have a funding end date?	Yes / No
	If "Yes", what is the end date?	
	If "Yes" have subsequent career plans been discussed?	Yes / No
<b>4.</b>	<b>Mentoring</b>	
	Do you have a mentor	Yes / No
	If "No", would you like a mentor?	Yes / No
	Are you a mentor?	Yes / No
	If "No", would you like to become a mentor?	Yes / No
	If "Yes", how many mentees do you have?	Number
	If "Yes", do you have capacity to take on more mentees and, if so, how many?	Yes / No
	If "Yes" how many?	

<b>5.</b>	<b>Research themes</b>	
	Which research themes do you belong to?	
	Are you a member of a research theme management/executive group?	Yes / No
	If "Yes", which one	
	Are you a member of a research theme working group?	Yes / No
	If "Yes", which one	

<b>6.</b>	<b>Objectives</b>	
	Have you discussed objectives for next year?	Yes / No
	If "No" why not?	
	Have you included a SMART objective on knowledge exchange? (e.g. to include people working in at least one non-academic organisation as collaborators in a grant application)	
	Have you included a SMART objective on public engagement? (e.g. to work with the Communications Office to develop a strategy for communicating the results of a forthcoming paper)	
	Have you included a SMART objective on impact (e.g., to attend the UofG course on preparing an impact strategy for a new grant application)	

<b>7.</b>	<b>Career progression</b>	
	Have you discussed career progression/promotion/rezoning?	Yes / No
	Do you plan to apply for promotion/rezoning in the current round?	Yes / No
	If "No", what year do you have in mind to apply for promotion/rezoning?	
	If you have no current or future plans to apply for promotion/rezoning, please give the reason.	

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