### Performance and Development Review 2022/2023*Checklist for research and teaching staff (R, R&T, LTS, RS)*

### SECTION 1 Please complete prior to your PDR

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| **Name** | Click or tap here to enter text |
| **Career track** | Choose an item |
| **Unit** | Choose an item |

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| **Completion of mandatory training (all staff)**Please indicate the date on which you completed each course*You can check dates of completion from the learning and development tab within the HR Self Service Portal If you are repeating a course, this may NOT automatically update in HR Core. Please keep a note of the date of completion.* |
| [Diversity in the workplace](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#equalityanddiversityessentials(mandatoryforallstaff)) (date in last 5 years) *previously “E&D essentials”* | Select or enter date |
| [Understanding unconscious bias](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#understandingunconsciousbias) (date in last 5 years) | Select or enter date |
| [The effective bystander](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/staff/training/e-learning/#theeffectivebystander) | Select or enter date |
| [Introduction to GDPR](http://moodle2.gla.ac.uk/course/view.php?id=13069) | Select or enter date |
| [Information security awareness](https://www.gla.ac.uk/myglasgow/it/informationsecurity/awarenessmodule/)  | Select or enter date |
| [Let's talk about race in the workplace](https://moodle.gla.ac.uk/course/view.php?id=25609" \l "section-1)  | Select or enter date |
| [Staff research integrity](https://moodle.gla.ac.uk/course/view.php?id=21595) | Select or enter date |

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| **Completion of mandatory training (staff with line management responsibilities)***Please also complete these courses if you are shortly to become a line manager* |
| **Current line management responsibilities**  | [ ]  None | [ ]  Manage R&T  | [ ]  Manage PS  |
| [Implementing reasonable adjustments](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#implementingreasonableadjustments(mandatoryforallline-managersandsupervisors)) | Select or enter date |
| ***For completion ONLY by staff who line manage R&T staff*** [Academic appointment and promotion](https://moodle.gla.ac.uk/course/view.php?id=12639) (date in last 5 years) | Select or enter date |
| ***For completion ONLY by staff who line manage PS staff*** [Career development for professional services staff](https://moodle.gla.ac.uk/course/view.php?id=13402) (date in last 5 years) | Select or enter date |

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| **Athena Swan (AS)** |
| **Are you a member of an AS group?** (workload allocation=10 hours) | Choose an item |
| If “Yes”, which group(s)?  | Click or tap here to enter text |
| **Are you a chair or co-chair of an AS group?** (workload allocation=50 hours) | Choose an item |
| If “Yes”, which group? | Click or tap here to enter text |
| **Other SHW Athena Swan roles** | Choose an item |
| **How many Athena Swan meetings have you attended in this PDR period?** |       |

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| **Web profile** |
| When did you last update your staff web profile? | Select or enter date |

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| **Mentoring** |
| **Do you have a mentor?** | Choose an item |
| If “No”, would you like a mentor?  | Choose an item |
| **Are you a mentor?**  | Choose an item |
| If “No”, would you like to become a mentor?  | Choose an item |
| If “Yes”, how many mentees do you have? |       |
| If “Yes” do you have capacity to take on more mentees? | Choose an item |

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| **Research themes** |
| **Which SHW research themes do you belong to?** (please list in order of priority) |
| (1) Choose an item | (2) Choose an item | (3) Choose an item |
| **Are you a member of a research theme management/executive group?** | Choose an item |
| If “Yes”, which one? | Choose an item |
| **Are you a member of a research theme working group?** | Choose an item |
| If “Yes”, which one  | Choose an item |
| If “Yes” how many meetings have you attended in this PDR period |       |

**SECTION 2 Please complete jointly with your reviewer at the end of your PDR**

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| **Objectives** |  |
| **Have you discussed objectives for next year?** | Choose an item |
| If “No” please say why not | Click or tap here to enter text |
| **Have you included at least one SMART objective on knowledge exchange/public engagement/impact?** (Examples might be: to include people working in at least one non-academic organisation as collaborators in a grant application; OR to work with the Communications Office to develop a strategy for communicating the results of a forthcoming paper; OR to attend the UofG course on preparing an impact strategy for a new grant application.) | Choose an item |

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| **Teaching-related activity** |
| **Are you involved in teaching/assessment at UG or PG Level?** | Choose an item |
| **Do you want to be involved in teaching/assessment at UG or PG level?** | Choose an item. |
| **Have you had an opportunity to set teaching-related objectives during your PDR (including supervision of taught students’ projects)?** | Choose an item |
| **If not, please say why** | Click or tap here to enter text |
| **How many student projects (PGT or UG) have you supervised in the past year (on-campus or online distance learning)?** |       |

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| **Workload**  |
| **Have you discussed your workload levels over the last 12 months, with your line manager?** | Choose an item |

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| **Hybrid working may be an option for some roles** |  |
| **Would you like to do hybrid working?** *(info in* [*UofG hybrid working hub*](https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/hybridworking/)) | Choose an item |
| **If “Yes” has it been discussed/agreed?** | Choose an item |

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| **Career progression** |  |
| **Have you discussed career progression/promotion/rezoning?** | Choose an item |
| **If you are considering applying for promotion/rezoning, in** [**which round**](https://www.gla.ac.uk/myglasgow/humanresources/all/pay/promotion/acpromotion/) **are you aiming to apply?** | Click or tap here to enter text |
| *NB If you are planning to apply for promotion this year or in the near future, please contact* *shwadmin@glasgow.ac.uk* *if you are interested in attending the next SHW staff promotion workshop.* |

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| **Support for disabled and neurodivergent colleagues**  |
| *UofG is committed to supporting disabled and neurodivergent colleagues. All staff should make themselves aware of the* [*guidance*](https://www.gla.ac.uk/myglasgow/humanresources/all/health/disabilitysupport/) *and the* [*reasonable adjustments passport scheme*](https://www.gla.ac.uk/media/Media_852587_smxx.docx)*.*  |
| **I am aware of the UofG reasonable adjustments passport scheme** | Choose an item |
| *If you have a* [*disability*](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/app-d/) *and have not yet talked about reasonable adjustments with your line manager, you may want to raise this as part of the PDR discussion.* |

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| **Development/future plans** |
| **Have you discussed training/support needs in relation to objectives and career development?***We encourage research-active staff to use the Moodle resource* [*Planning your professional development as a researcher at UofG*](https://moodle.gla.ac.uk/course/view.php?id=23766) *(self-enrol)*  | Choose an item |
| **Has at least one personal development action been agreed?** *See* [*SHW guidance on entitlement to personal/professional development time*](https://www.gla.ac.uk/researchinstitutes/healthwellbeing/guidelines/developmenttime/) | Choose an item |
| **Do you have a funding end date?** | Choose an item |
| If “Yes”, what is the end date?  | Select or enter date |
| If “Yes” have subsequent career plans been discussed? | Choose an item |

**CHECKLIST SIGN OFF**

**For completion by reviewer** *Please complete checkbox and add date*

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| **Reviewer name** | Click or tap here to enter text |
| **Reviewer sign off** | I confirm that all the above information is correct |[ ]  Select or enter date |

**For completion by reviewee** *Please complete checkbox and add date*

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| **Reviewee sign off** | I confirm that all the above information is correct |[ ]  Select or enter date |

*Please return completed form to SHW Admin* *shwadmin@glasgow.ac.uk* *by* ***30 Sept 2023*** *at the latest*