Discussion Topics for Academic Staff

Please note: the discussion topics are to aid your preparation – you do not need to cover all areas within your PDR.

Under the Taking Stock section, please consider:

Learning and Teaching

Thinking about your own practice as a teaching professional

- What approaches did you use to encourage the students to engage with the programme?
- Which of these will you retain and build on and why
- What might you introduce next year and why
- Have you had some feedback from colleagues that has proved to be helpful?
- If so, what did you learn from this and how have you incorporated this into your learning practice?
- What feedback have you had from your students and how has this informed your decisions?

You may also want to consider evidence of:

- Growing national standing and recognition in a discipline or field of study
- Demonstrable record of maintaining good and inclusive practice in learning and teaching
- The regular incorporation of best, inclusive practice into teaching
- Engagement in and/or taking forward School initiatives to enhance student learning
- Contribution to the development of a significant component of a teaching programme or co-curricular activities
- High quality contribution to the student experience as recognised by, e.g. student evaluation, NSS, student outcomes (retention, performance), external examiner reports
- Contributing to the development of academic staff within or outside the School
- The ability to manage the interface between research and teaching
- Establishing internal and external contacts to facilitate the exchange of ideas on an ongoing basis
- Using technology to enhance teaching, learning or assessment

Research

- How have you performed against the research objectives you set in your last PDR?
- What research outputs have been published in the period since your last PDR?
- What evidence is there to demonstrate progress on research projects that have begun since your last PDR but have not yet been published?
- What evidence can you provide that demonstrates research engagement during the period since your last PDR?
- What evidence can you provide for engagement in research development activities since your last PDR? (including developing digital capabilities)

Under the Planning Ahead section, please consider:

Objectives for published outputs

- Manuscript submission/revision
- Creative work submission
Objectives for Research Engagement

- Project development and planning
- Collaborative project engagement
- Seeking research funding
- Dissemination of research
- Supervision of PGR students
- Progress toward a Doctorate
- Establishing external links with partners or end users

Objectives for Research Development

- Contributing to external visibility
- Contributing toward the research environment at YSJU
- Conference attendance and networking
- CPD workshop attendance
- Building research competencies
- Establishing esteem

Leadership and Externality

You may also want to consider evidence of:

- Demonstrable record of contributing to the collegiality of the School and/or University by assuming and effectively discharging leadership responsibilities, e.g. Contributing to course leadership, module organisation, supporting validation processes, supporting Subject Directors in teaching organisation
- Development of subject discipline in terms of scholarly activity, external commitments, leadership or positions of responsibility
- Engagement beyond the University including public/business engagement

Management Responsibilities

If you are a manager – things to consider:

- How have you developed in terms of your people management skills?
- How have you developed or coached your team?
- How have you supported new members of your team?
- What types of problems and issues have you had to deal with, and how did you deal with them?
- Have there been any major decisions you have had to make?
- How have you motivated others / built your team?
- Have you had a particular difficult situation to deal with this year, and how did you deal with it?
- How have you displayed strategic thinking?
- How have you become a more effective digital leader?

The Contribution Framework

Consider examples of how you have displayed some of the behaviours in The Contribution Framework Your line manager may have chosen which behaviours you or your team should concentrate on. If not, choose a minimum of three behaviours from:

- Leading myself and others
• Working together as a team
• Delivering great service
• Taking a professional approach
• Embracing change
• Focusing on our strategy

The statements listed next to ‘What’s expected of me?’ in The Contribution Framework document gives you pointers on how the behaviour can be displayed. Think about times when you have done some of these and use these as your examples.

Development

Under the Development section you may wish to consider development needed for your current role and for your career development.

Development planning is an important part of the PDR process. It gives you the opportunity to focus on your personal development in relation to your current job responsibilities as well as anticipated changes to your role and potential career aspirations you may have.

You may wish to consider the following when considering:

Career Development

• Do you have any short, medium or long term career aspirations?
  If you do it may be helpful to consider the:
  o Promotion from Lecturer to Senior Lecturer Policy
  o Promotion Procedure to Associate Professor or Professor
  o The Academic Leave Policy (where appropriate)
• What may your next likely steps be?
• What do you need to do to get there?
• What experience, opportunities do you need in order to develop further?

Current role Development

Consider what development you have undertaken in the past year. This may have been through engagement with research activities, mentoring or coaching opportunities, attending training courses, leading on new projects, or attending conferences.

• How useful were these?
• How was the learning applied in the workplace?

Consider what development you may need during the next review period

• What would help you to become more research engaged or research active?
• Would mentoring support you in your role?
• What support do you need from your line manager to enable you to engage in development activities including, where appropriate, completion of your PhD
• What digital capabilities development might you need?