FORMAT FOR PERSONAL FELLOWSHIP REVIEW

Objective:
The recipients of career development awards (Fellows, for the purpose of this document) will be reviewed within the penultimate year of their Fellowship to establish whether the Division will support them for further Fellowship applications and/or a committed post. Fellows to be reviewed include recipients of awards from the Wellcome Trust (CDA or Henry Dale), RCUK (e.g. MRC CDA or Early Investigator or BBSRC David Phillips or Early Investigator), Royal Society URF, CRUK, or ERC (starting grants covering full salary) and ad hoc equivalent fellowships.

Review criteria:
The Fellow will be assessed on research excellence, contributions to teaching and contributions to Division activities commensurate with an academic appointment (Lecturer) for the same number of years as the fellowship award has been active. It will be recognized that the balance of effort has been on research relative to teaching. As specified below, the review will be judged on departmental response to a research talk, letters of support and presentation by the Fellow to a review panel.

Potential outcomes:
If Fellowship renewal is possible (e.g. Royal Society URF)
1) Support for renewal. If renewal application is successful then the Fellow can expect a committed post from the Division.
2) Support for renewal. There is no expectation of a committed post at the moment. A further assessment could be made at a future date dependent on performance.
3) The Division does not support renewal at UCL.

If Fellowship renewal is not possible (e.g. BBSRC, NERC, MRC CDA, ERC early stage, Wellcome Henry Dale)
1) Support for another Fellowship or grant application requesting full salary. If the application is successful then the Fellow can expect a committed post from the Division with the expectation that the Fellow will continue to apply for salary support under appropriate schemes.
2) Support for another Fellowship. There is no expectation of a committed post at the moment. A further assessment could be made at a future date dependent on performance.
3) The Division does not support application for another Fellowship at UCL.

It is also possible in exceptional circumstances, that the Division can offer a committed post, whether or not applications for other awards are successful. In this case, it would be understood that this offer is valid only if further applications are made. It would also be expected that, if unsuccessful in obtaining a fellowship for salary support, the postholder would be expected to obtain outside funding to support research efforts within two years of the proleptic appointment.

In all cases, the Division will mentor and support Fellowship holders in the preparation of further applications, or in finding another position at a different institution and in considering contingency plans for unsuccessful applications.

It is noted that any proleptic appointment is subject to continued appraisal and review according to the expectations for that academic post.
**Review procedure:**
1) It is expected that the fellow will have given a talk to the home Research Department and the HoRD will solicit evaluations from Departmental academic staff as to the suitability of the Fellowship holder progressing to a committed post. If no recent seminar has taken place, then it is expected that the HoRD should arrange one.

2) The Fellowship holder will be expected to provide the names of three referees consistent with an application for a Lectureship. The HoRD can ask for further references if they deem that this is suitable.

3) The candidate will be reviewed by a panel appointed by the Divisional Director in consultation with the Fellow’s Head of Research Department. The panel will normally include the Director of the Division, the Head of Research Department, the FLS Vice Dean for Research and up to two other senior members of the Division (or three if HoRD or Vice-Dean not attending due to conflict of interest). Members from outside the Division will be appointed if expert judgment not available in the Division.

**Review panel format:**
1) The Fellow will be asked to make a short presentation (about 20-25 minutes) about their major research achievements, plans for future research including funding, contribution to departmental teaching and training, and vision for long term scientific goals.*

2) The panel will then interview the Fellow.

3) The Fellow will withdraw and the panel will recommend a decision to the Director based on the interview, letters and the feedback from the Research Department seminar.

4) The Director will inform the Dean and Faculty Manager of the Divisional decision and request Faculty approval.

5) The Director will then communicate the decision to the Fellow and the formal decision letter will be issued by the Dean’s office.

*Suggested presentation guideline:
Seven slides in modified fellowship interview format (no animation but movies allowed if critical for making a point).
Slide 1: CV and professional history
Slide 2: Background to research area
Slides 3 and 4: Major research accomplishments during fellowship
Slide 5: Plans for future fellowship application
Slide 6: Vision for long term scientific goals
Slide 7: Contributions to the Division during fellowship