**UCL FACULTY OF LIFE SCIENCES: APPRAISAL, REVIEW AND DEVELOPMENT CHECKLIST**

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| Name &  signature of reviewee: |  | Name &  signature of reviewer: |  |
| Appraisal Date: |  | Date signed-off: |  |

**\*** Parts A, B, & C refer to the full version of the UCL appraisal form, equivalent sections are included on the abridged (short) form <https://www.ucl.ac.uk/human-resources/policies/2021/feb/appraisal-review-and-development-scheme>

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| --- | --- | --- | --- |
| **Please refer to the separate FLS appraisal guidance document which also includes reference to promotion criteria** | **Yes** | **No** | **N/A** |
| ***\* Part A:*** Include current job description or list of responsibilities and, **if appropriate**, a summary of any significant changes to the CV that have occurred since the last review under the headings: Research, Education, Innovation, Enterprise and External Engagement, Institutional Citizenship. |  |  |  |
| ***\* Part B: Include UCL Ways of Working/Core Behaviours during discussion*** <https://www.ucl.ac.uk/human-resources/policies-advice/ways-working> & <https://www.ucl.ac.uk/human-resources/policies-advice/core-behaviours-framework> Summary of review discussion, within 10 working days, to include achievements, aims & objectives not achieved, any factors affecting this & actions to reduce the impact in future, objectives for the future. Both appraiser and appraisee should retain a signed copy. |  |  |  |
| ***\* Part C:*** Learning, training and development is expected each year. Check past needs have been met and identify and list relevant needs/opportunities for the coming year. Ensure training is up to date on EDI. Details about UCLs mandatory training for staff are on the UCL website. <https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning> |  |  |  |
| **Discussion** about appraisee’s ***Career aspirations*** and future plans, including different and best ways to achieve this and timescale. |  |  |  |
| **Discussion** about relevant ***Career development*** opportunities, such as leadership schemes, coaching and mentoring (local mentoring scheme or uMentor), Personal Development Programmes, Aurora, Women in Leadership. |  |  |  |
| If relevant has a mentor been appointed? If yes, please note when. |  |  | n/a |
| **Discussion** about **Teaching** (if applicable); including load, peer review and student evaluation & feedback. |  |  | n/a |
| **Discussion** about ***Promotion*** if applicable; including timing and review of promotion CV. |  |  | n/a |
| **Discussion** about possible application for reward (additional increments, contribution points or one-off payments) *see FLS guidance November 2021*. |  |  |  |
| **Discussion** about need and opportunities under UCL [Work Life Balance Policy](http://www.ucl.ac.uk/hr/docs/work-life-balance-policy.pdf). |  |  |  |
| **Discussion** about the[UCL open access policy](http://www.ucl.ac.uk/library/open-access/ref) including REF requirements |  |  |  |
| **Requirement** for[annual disclosure of Conflict & Declaration of Interest](https://www.ucl.ac.uk/enterprise/about/governance-and-policies/ucl-disclosure-conflict-and-declaration-interest-policy)to be completed each financial year 1st August to 31 July***.*** Please see website for who is required to complete this, MyHR is used for disclosure/no conflicts submission. |  |  |  |
| Appraisal recorded on MyHR |  |  |  |
| **If no discussion about career aspirations, development, promotion explain why here.** | | | |

**This checklist is intended to be used for all staff appraisals as a guide to ensure that everything is covered. However, some questions may not apply depending on the individual being appraised.**