**STRICTLY CONFIDENTIAL**

**MPLS Academic Appraisal form**

(for voluntary discussion as requested)

Please read the notes and guidance before completing this form

Name

Appraiser …………………………………

Department

Post(s) held University

 College

Do you wish to have a discussion with your appraiser? YES/NO
If yes, please set the date with your appraiser now.

Please reflect on your work objectives and your successes and difficulties in meeting them over the past academic year, your objectives for the coming year, and any support, career development or training needs you may have. It may be helpful to your appraiser if you enclose with this form a brief summary of your main areas of academic activity since your last appraisal.

 Please comment below (continue on a separate sheet if necessary) on what your department, division, or the University as a whole could realistically do to improve your working life.

Please send the completed form to reach your appraiser in good time before your meeting, retaining a copy for your records.

Appraiser's comments

Issues to be drawn to the attention of the department or division (continue on a separate sheet if necessary)

Name (appraisee)

Name (appraiser)

Date

The completed form should be sent by the appraiser to the departmental HR and the appraisee. The appraisee should retain a copy of the completed form.