**STRICTLY CONFIDENTIAL**

**MPLS Academic Appraisal form
(Year of compulsory discussion)**

Please read the notes and guidance before completing this form

Name

Appraiser…………………………………

Department

Post(s) held University

 College

Please set the date of the discussion with your appraiser now.

Please reflect on your work objectives and your successes and difficulties in meeting them over the past five years, your objectives for next five years, 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 during the previous five years.

 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/one week 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.