

Department of Applied Mathematics and Theoretical Physics (DAMTP)

Staff Review and Development Record Form (Research Staff)

Please read the document *Staff Review and Development Scheme – Details of the Scheme for Research Staff* before completing this Form. The Form with sections 1, 2 and 3 completed, together with an up-to-date CV and publications list, should be sent to the Reviewer in advance of the Review Meeting. After completion at the Review Meeting, this form is to be returned to the Head of Department.

1 Reviewee Details: Full name: _____ Title _____
Position held: _____

2 Record of work and achievements since last review (or since joining the Department, if this is the first review). Note that these should be key items, highlighting detailed information in the CV and publications list. ***(to be completed by Reviewee in advance of Review Meeting)***.

3 Comment on Record of work and achievements (above) ***(to be completed by Reviewee in advance of Review Meeting)***

4 Agreed statement of future action, including training needs (**to be completed during Review Meeting**)

5 Agreed issues (if any) to be raised by Reviewer with Supervisor (**to be completed during Review Meeting**)

Signed

..... Reviewee

..... Date

..... Reviewer

Comments of Referee in the event of disagreement

Signed

..... RefereeDate

Please return the completed form to the Head of Department.