During the PRD meeting, Academic staff and the Head of School/PRD Mentor will discuss and agree upon individual performance goals aligned with the Performance Expectations Framework. The PRD Handbook contains a practical guide to assist with writing quality performance goals (pages 30-33), and some examples are provided below.

To inform these individual performance goals, Academic staff will be provided with a report on their individual research performance data for the previous three year period and asked to provide a summary report reflecting on the current year and to plan for the coming year (the University is unable to provide complete information for the current year).

The below template may be used when preparing this summary report and drafting performance goals for the coming year. A copy of this information should be uploaded to the Performance Plan in PRDonline in preparation for the PRD meeting.

Additional resources including an Elearning module on how to write quality goals, and a PRD Conversation Guide are also available on the PRD website.

# CURRENT YEAR REFLECTION

## 1a. List your Research and Innovation achievements in the following:

1. Traditional and non-traditional outputs submitted and accepted in the current year
2. Grants submitted and awarded in the current year
3. RHD students completed in the current year and currently enrolled

## 1b. Briefly comment on these achievements contributing to UON’s research KPIs and how these map to the Performance Expectations for your level/goals agreed during your previous PRD meeting

**2a. List your Teaching and Learning outcomes from:**

1. Teaching evaluations (scores and qualitative comments)
2. Feedback for any peer observations, focus group, mid-semester evaluation, casual student comments

## 2b. Briefly comment on your achievements and challenges arising from courses you have contributed to

**3. List any Professional Development activities completed**

**4a. List the Service and Engagement activities you have undertaken**

**4b. Briefly comment on your achievements/challenges**

COMING YEAR PLANS

**5. Briefly provide a summary of your plans and work allocation for the coming year using the categories above**

***A copy of this information should be uploaded to the Performance Plan in PRDonline in preparation for your PRD meeting.***

|  |  |
| --- | --- |
| **Example performance goal in PRD online** | |
| **Key Result Area:** | Research and Innovation |
| **Goal:** | Using the data collected in 2013 submit 1 or 2 high quality journal publications in 2014 |
| **Measure:** | Submitted 2 articles to journal of A\* quality |
| **Target date:** | 31/12/2014 |