# Academic Development Reflection Tool

## Individual Academic Professional Development Plan: Step 1 - Individual Reflection for Staff

**Guidance for staff**: Your line manager does not need to see a copy of your personal reflections, and you can be as honest as possible while completing this document. This will help you to identify the areas that ***you*** would like to invest ***your dedicated time*** on for your professional development.

You can use the template provided below or create your own.

Learning is an ongoing process and there will always be opportunities to learn and develop new skills, even if you have been doing certain tasks or engaging with certain academic practice themes for a substantial amount of time. There may be areas that you may need to enhance further based on the current needs of your role, your career aspirations, changes in the organisation, or progress in the field of academic practice. To that end, be open and honest with completing this step. This will help you to reflect on your current practice, evaluate the impact of your previous professional development activities and identify the areas that you think you would like to prioritise to allow you to perform to the best of your abilities and offer the best experience to your students while supporting and leading (if relevant) your colleagues. Completing this document will help inform your discussions with your line manager in the second step of the process.

While completing this document you can think of the following questions:

* How confident do I feel in relation to the different academic development themes?
* What changes would I like to make in my practice?
* What does the evidence (e.g. student feedback, MEQs, NSS results, students’ results) show in regards to my practice, and is there any space for further improvement?
* What are the goals of the courses that I am teaching on, e.g. reduce the attainment gap, increase first class degrees, reduce fail rate etc., and what can I do about it?
* What would I like to achieve in my career, and what do I need to get there?
* How has my engagement with APD (Academic Professional Development) activities changed my practice so far?
* How have any changes made as a result of APD to my own practice been perceived by my students and/or my peers?
* How has my students’ performance been impacted by those changes?

Please note that you do not have to address all the 6 themes, if you don’t think they are relevant to you and your current practice.

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| **Step 1: Personal Reflection and Evaluation of Practice**Evaluate your skills and experience in each thematic area from novice to expert and reflect on your current practice and your ongoing needs based on your career aspirations, and your role’s responsibilities |
| **Theme 1** | **Inclusive practice and self’s and others’ wellbeing** |
| Evaluation | developing | practicing | leading |
| Reflection on my practice and my current needs |  |
| **Theme 2** | **Learning Design** |
| Evaluation | developing | practicing | leading |
| Reflection on my practice and my current needs |  |
| **Theme 3** | **Teaching Practice** |
| Evaluation | developing | practicing | leading |
| Reflection on my practice and my current needs |  |
| **Theme 4** | **Assessment and Feedback Practices** |
| Evaluation | developing | practicing | leading |
| Reflection on my practice and my current needs |  |
| **Theme 5** | **Sharing Practice and Scholarship of Teaching and Learning** |
| Evaluation | developing | practicing | leading |
| Reflection on my practice and my current needs |  |
| **Theme 6** | **Leadership and Management in HE** |
| Evaluation | developing | practicing | leading |
| Reflection on my practice and my current needs |  |