# Academic Development Reflection Tool

## Individual Academic Professional Development Plan: Step 2 - Discussion and setting goals

**Guidance for staff**: In collaboration with your line manager, complete an individual Professional Development Plan, that sets clear goals for the next 6-9 months. If this is not the first time that the IAPDP is being completed, review the impact of your prior engagement with Academic Professional Development activities.

This is your opportunity to share the outcome of your reflections (Step 1) with your line manager, although you do not need to share the document. However, you could provide the reasons for any Academic Development activities that you would like to undertake that will allow you to perform to the best of your ability and develop your skills and knowledge in relation to any of the 6 thematic areas. You do not need to be considering all the 6 thematic areas at all reviews with your line manager, as some may not be relevant to your role or your needs at certain points of your employment.

**Guidance for managers**: In collaboration with the individual member of staff discuss the current needs of the department and the team in order to meet key strategic priorities and team objectives. Share your reflections from Step 1 with the member of staff and your thoughts of how they can contribute to those. Consider academic development training opportunities available through the academic development programme that may be beneficial for the individual.

Once goals are agreed, discuss clear timelines for achieving them.

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| **Step 2: Individual Academic Professional Development Plan** | | | |
|  | Notes on discussions | Agreed Goals | Target Date |
| **Theme 1: Inclusive Practice and Self- and others’ well-being** | | | |
| Review of prior APD engagement |  |  |  |
| Ongoing needs |  |  |  |
| Future aspirations |  |  |  |
| **Theme 2: Learning Design** | | | |
| Review of prior APD engagement |  |  |  |
| Ongoing needs |  |  |  |
| Future aspirations |  |  |  |
| **Theme 3: Teaching Practice** | | | |
| Review of prior APD engagement |  |  |  |
| Ongoing needs |  |  |  |
| Future aspirations |  |  |  |
| **Theme 4: Assessment and Feedback Practices** | | | |
| Review of prior APD engagement |  |  |  |
| Ongoing needs |  |  |  |
| Future aspirations |  |  |  |
| **Theme 5: Sharing Practice and Scholarship of Teaching and Learning** | | | |
| Review of prior APD engagement |  |  |  |
| Ongoing needs |  |  |  |
| Future aspirations |  |  |  |
| **Theme 6: Leadership and Management in HE** | | | |
| Review of prior APD engagement |  |  |  |
| Ongoing needs |  |  |  |
| Future aspirations |  |  |  |