**UNIVERSITY OF DUNDEE**

**OBJECTIVE-SETTING AND REVIEW (OSaR)**

**Reviewee’s Name: Job Title:**

**School/Directorate: Date of Review:**

**Reviewer: Review covering Academic Year:**

**Dean’s or Director’s summary of School’s or Directorate’s priorities for the coming year:**

**Your own School’s or Directorate’s Strategy and Operating Plan can be found at:**

**PART 1 Self-review**

* **To be completed by the Reviewee at the end of the review period and provided to the Reviewer one week in advance of the next OSaR meeting together with an up-to-date CV (for Grades 7 and above).**
1. Comment on your progress against each of your objectives.
2. Give details of any other major achievements in the review period.

**PART 2 Objective-setting**

* **Objectives to be agreed at OSaR meeting and completed by Reviewer.**
* **At each OSaR meeting the Reviewer and Reviewee should consider whether the Reviewee has undertaken the University’s Equality and Diversity on-line modules and is fully conversant with their Health and Safety responsibilities which will vary according to their role, see the** [**policy**](https://www.dundee.ac.uk/corporate-information/university-dundee-health-and-safety-policy)**. If appropriate, these items should comprise part of the Reviewee’s objectives.**
* **Headings shown may be used for academic and/or research staff, dependent on their role, or deleted for essential training, where not relevant.**
* **To be signed by Reviewer and Reviewee; copy to Reviewee.**

Objective Strategy/Operating Measure/Deliverable By

 Plan Item

* Teaching
* Scholarship
* Research
* Contribution to

School and University

* Equality and Diversity

On-line Modules

* Health & Safety

Familiarisation

Training

Reviewer’s Signature Date

Reviewee’s Signature Date

**PART 3 Career Development**

* **To be completed by Reviewee.**
* **For discussion at OSaR meeting.**
1. What are your current career objectives?
2. What support and development would be helpful to assist your career development?

**PART 4 Training and Development**

* **Section a. to be completed by Reviewee.**
* **Section b. to be completed by Reviewer.**
* **Training and development to be discussed at the OSaR meeting.**
* **Equality & Diversity and Health & Safety training should be checked to ensure both are fully up to date or training is required.**
* **The training and development, discussed at the OSaR meeting, requires to be approved by the Dean/Director or budget-holder, fed back to the Reviewee by the Reviewer; arrangements made and Part 4 b. of this form updated by the Reviewer.**
1. What are the training and development activities that would support:
* your work objectives?
* your career objectives?
1. List the training and development activities for the forthcoming year approved by the Dean/Director or budget-holder.

**\*The Reviewer should cut and paste the Part 4 b. of this form and email it together with the Reviewee’s name, job title and location to** **OPD-Administrator@dundee.ac.uk** **for training needs analysis purposes so that OPD can plan future programmes based on the needs that have been highlighted.**

**NB Please note that in doing so you are not actually booking the specified training listed in this form. OPD courses need to be booked through the OPD website** [**http://www.dundee.ac.uk/opd/**](http://www.dundee.ac.uk/opd/) **or external courses should be booked as appropriate.**

**PART 5 SUMMARY AND COMMENTS**

1. Reviewer’s overall summary and comments.

Reviewer’s Signature Date

1. Reviewee’s Comments

Reviewee’s Signature Date