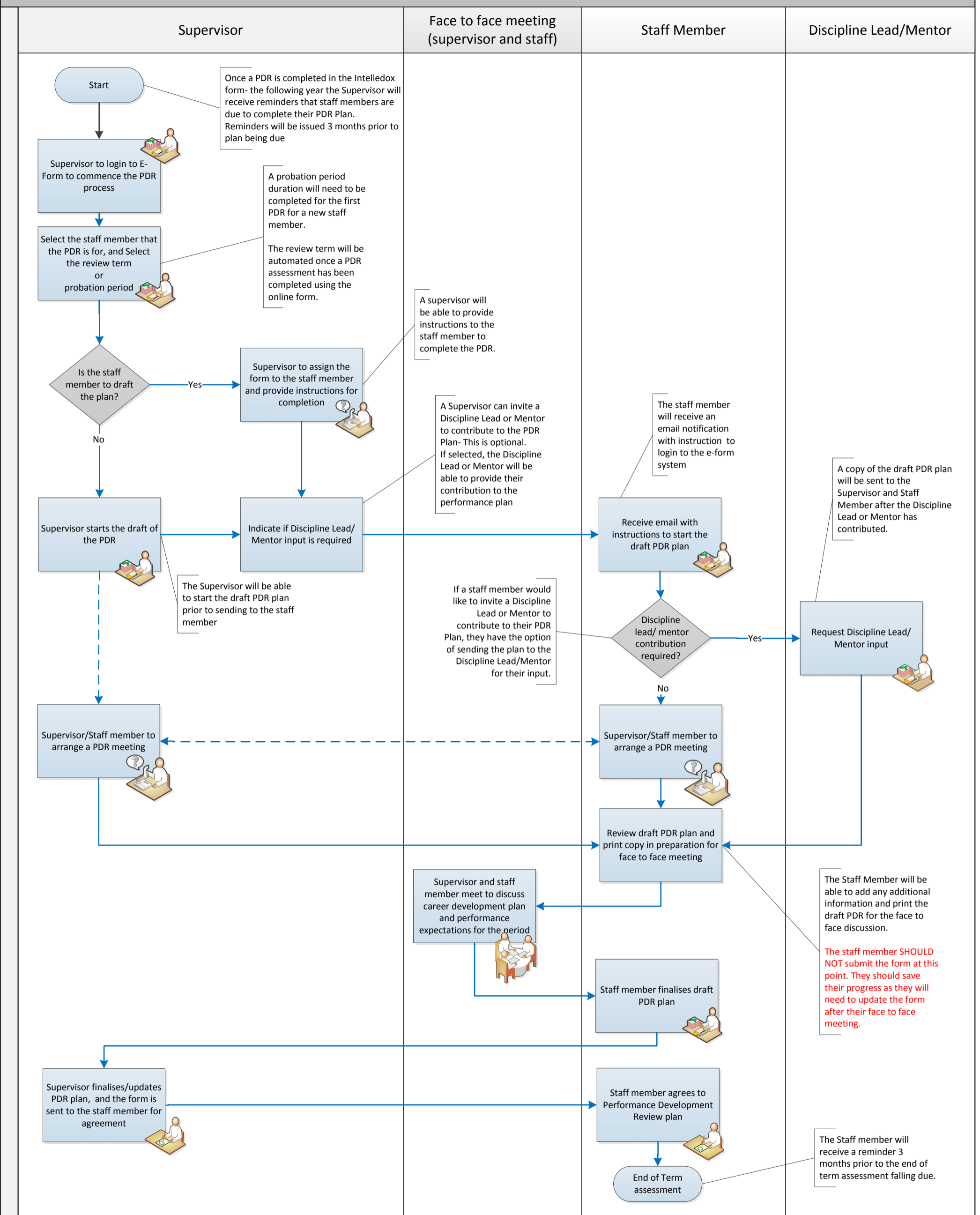
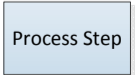


**Academic Staff PDR- Start of Term- PDR Plan development**



**Legend**



Task



Face to Face Meeting

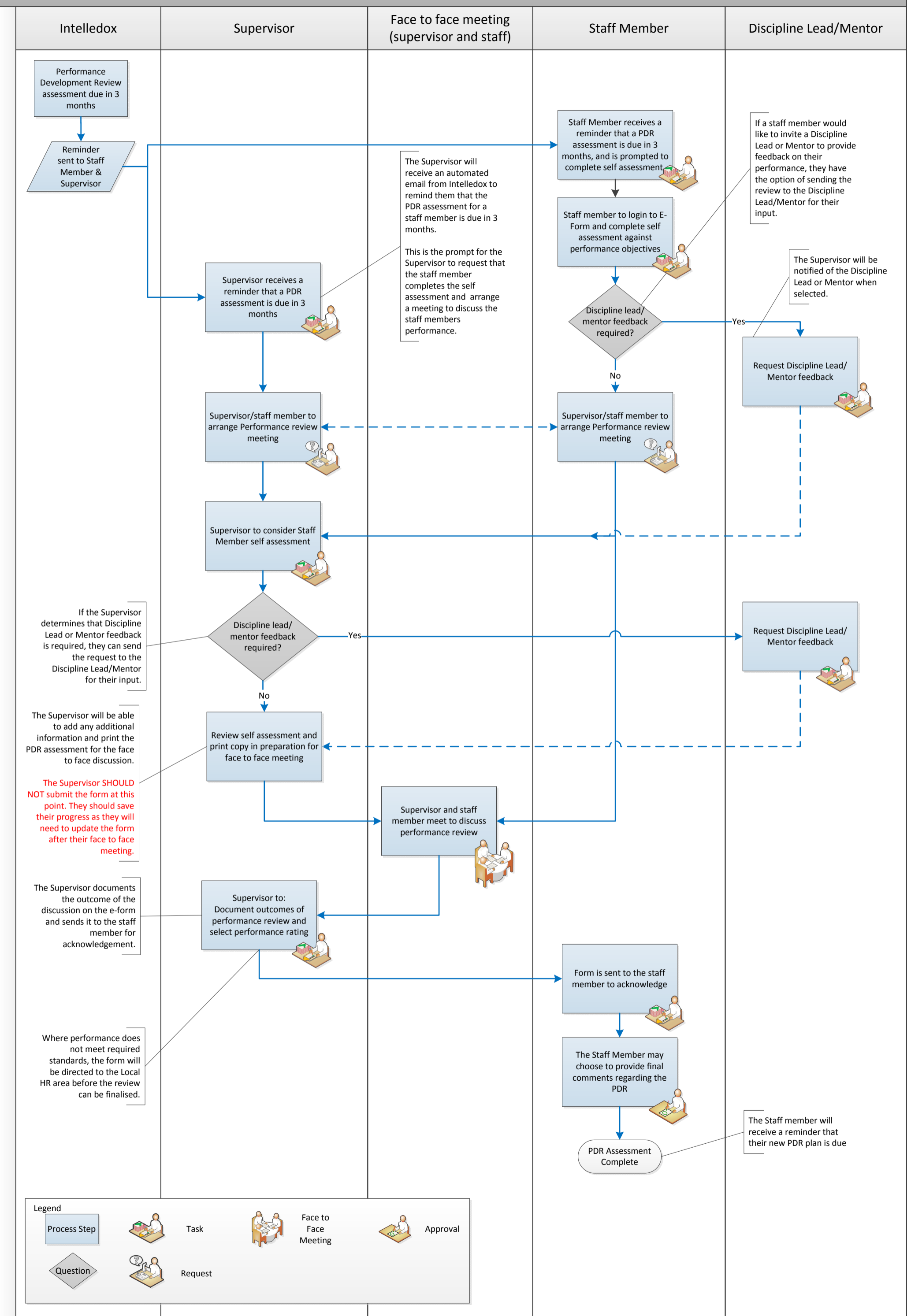


Approval

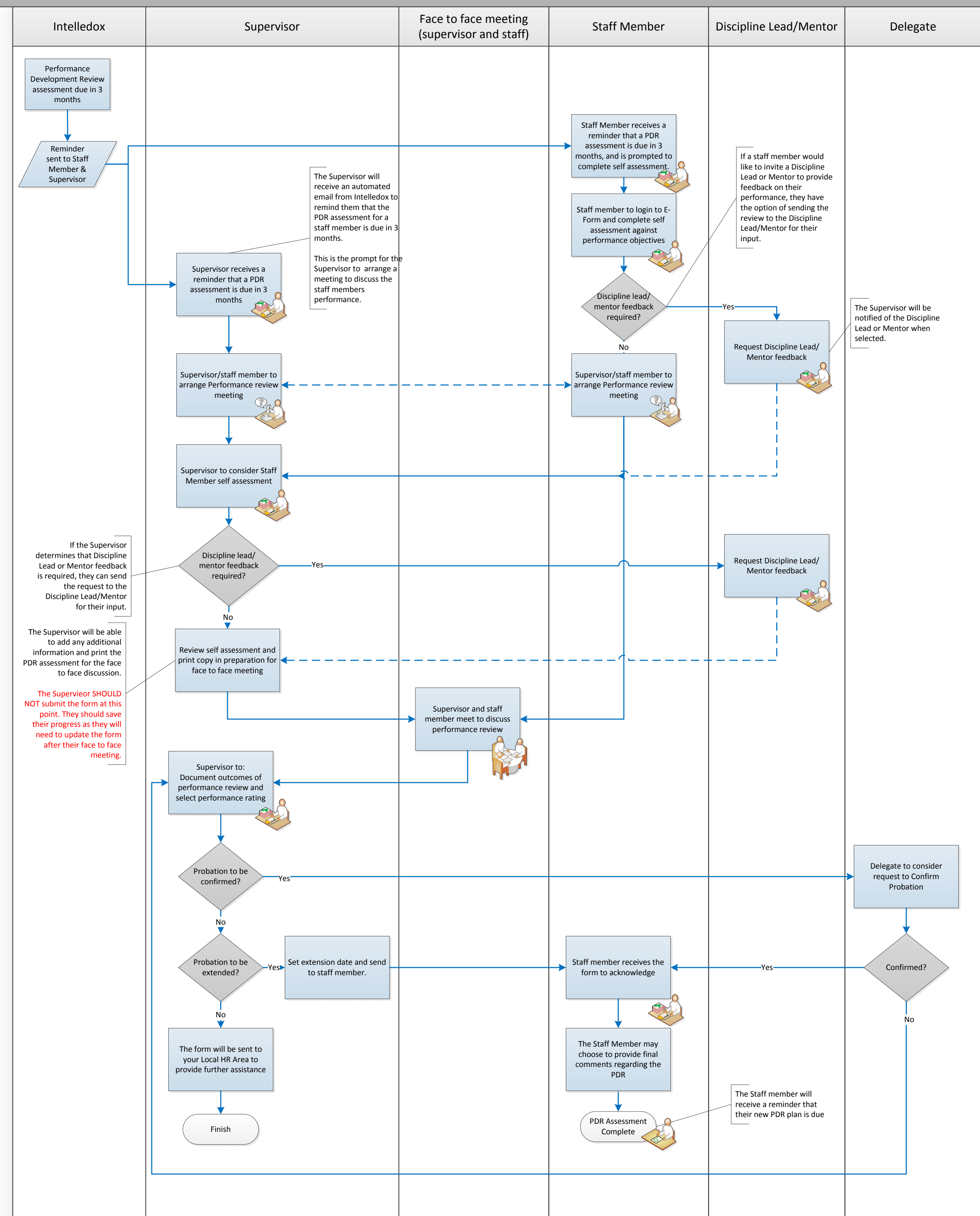


Request

**Academic PDR- End of Term Assessment- Confirmed Staff (not on Probation)**



**Academic PDR- End of Term Assessment- Staff on Probation**



The Supervisor will receive an automated email from Intelledox to remind them that the PDR assessment for a staff member is due in 3 months.

This is the prompt for the Supervisor to arrange a meeting to discuss the staff members performance.

If a staff member would like to invite a Discipline Lead or Mentor to provide feedback on their performance, they have the option of sending the review to the Discipline Lead/Mentor for their input.

The Supervisor will be notified of the Discipline Lead or Mentor when selected.

If the Supervisor determines that Discipline Lead or Mentor feedback is required, they can send the request to the Discipline Lead/Mentor for their input.

The Supervisor will be able to add any additional information and print the PDR assessment for the face to face discussion.

The Supervisor SHOULD NOT submit the form at this point. They should save their progress as they will need to update the form after their face to face meeting.

The Staff member will receive a reminder that their new PDR plan is due

**Legend**

- Process Step (Blue box)
- Task (Person at desk icon)
- Face to Face Meeting (Two people at table icon)
- Approval (Person at desk icon)
- Question (Diamond shape)
- Request (Person at desk with speech bubble icon)
- Amendments required (Person at desk with document icon)