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**Annual report**

**[name]**

**[ evaluation period]**

**About the annual report[[1]](#footnote-1)**

To ensure that the Performance and Development Interview runs smoothly, academic staff and administrative and support staff in scale 8 and above must submit an annual report one week prior to the meeting. The report details your professional results and development and comprises a quantitative and qualitative account of your performance and development during the evaluation period.

**Instructions**

Please be as specific as possible; quantify and elaborate on your results and feel free to add sections where you deem this necessary or appropriate. If you have teaching duties, the quality of your teaching will be one of the subjects of your Performance and Development Interview. You therefore need to include your teaching evaluations with your annual report.

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| --- |
| **1. Teaching** |

1. **Courses taught during the evaluation period:**

**number of classes, EC, level, semester and block, enrollment, student evaluation score**

* *[Title course]*
  + .. EC, ..-level, semester .., block .., enrollment: ..students, course evaluation score:
* *[Title course]*
  + .. EC, ..-level, semester .., block .., enrollment: ..students, course evaluation score:

1. **Tutoring:**

**number of students, contribution to recruitment activities (Introduction Week, Open Days, etc.), participation in innovation, development and improvement of education, University Teaching Qualification (BKO)**

* …
* …
* …

1. **Supervising PhD student(s)**
2. **Supervising:**

**Name of student and title of each thesis**

* Supervised:
  + …
  + *…*
* Second Reader for theses by:
  + …
  + …

1. **Ratio of teaching and research:**

…% teaching/ …% research

1. **Other:**

**…**

|  |
| --- |
| **2. Research** |

**a. Publications**

* Published:
  + …
  + …
  + …
* Submitted:
  + …
  + …
  + …
* In progress:
  + …
  + …
  + …

**b. Conferences/panels/ presentations/ travels**

* …
* …

**c. Funding applications**

* **…**
* **…**

**d. Valorisation/ Impact of research**

[Please specify your deliverables (results of knowledge, effects of knowledge, returns on knowledge) and specify the different interactions (scientific, professional, commercial or societal) based on the impact matrix][[2]](#footnote-2)

* …
* …
* …

**e. Reviews of manuscripts for journals or book manuscripts:**

* …
* …

**f. Other**

…

|  |
| --- |
| **3. Administration** |

**a. Participation in admissions procedures/ committees**

* …
* …
* …

b. **Management responsibilities**

* …
* …
* …

**c. Other**

|  |
| --- |
| **4. Personal development** |

1. **Yearly agreements**

* …
* …

1. **Professional development**

* …
* …

1. **Career orientation**

* …
* …

1. **Training courses**

* …

HRM/jul 2017/JM

1. For more information, see: <https://www.staff.universiteitleiden.nl/human-resources/pd-interviews/pd-interviews/performance-and-development-interviews/service-units/administration-and-central-services?cf=service-units&cd=administration-and-central-services> [↑](#footnote-ref-1)
2. For more information, see: <https://www.staff.universiteitleiden.nl/research/impact/roadmap-and-examples/roadmap/service-units/administration-and-central-services?cf=service-units&cd=administration-and-central-services> [↑](#footnote-ref-2)