**CDSA: Performance and Growth Template 2020-2021**

This template is to help focus CDSA conversations and to provide a record of the key points discussed during the meeting.

It is a confidential record between the individual, manager and Head of Unit (or nominee).

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| **Details** | |
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| **Name:** Lucy Rai | **Staff Number (if known):** 01156086 |
|  | **Manager:** Claire Chatterton |
| **Date of current meeting:** 1st August 2022 | **Date of last meeting:** 19th July 2021 |

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| **PART 1: Looking back at the last year** |
| **•** What objectives have you achieved and how do you know that the outcome was successful?  **•** What challenges have you encountered?  **•** What strengths have you drawn on to achieve your objectives in the last year? |
| **Last year’s objectives and comments** |
| Summarise progress against your 3-5 overarching objectives.  Consider both ‘what’ have you achieved and ‘how’ did you achieve it? (max. 400 words) |
| **Objective:** Continue as presentation chair of K102 J and use the data on the first two presentations to ensure that we are addressing any concerns about retention, pass rates and progression.  **Progress**:. I continue to act as chair of the J presentation and it has been another busy and challenging year with the after effects of the pandemic and continuing large student numbers. The presentation has been much smother than the first with a significantly improved culture with the ALs on the team and the benefits of the first year maintenance making the content tighter. It has been a difficult year for staffing with the loss of one cluster manager and the deputy chair along with significant sickness in the team and the retirement of a very experienced CM. The module team had managed these challenges well and continues to be an effective and supportive team. K102 has also been a key module in the HWSC periodic Review; although there was close scrutiny and some concerns about student performance / submission rates these had already been carefully considered and action taken by the team. This includes a change to SCA module A from 23B, a change considered in depth with colleagues across the University and approved by the BoS. The team continues to work in Active Presentation, with annual ‘maintenance’ / updates and live teaching through Activity Forums, social media and a module blog. |
| **Objective:** Complete analysis and reporting on the Open Studio evaluation, follow up with at least one publication and lead dissemination and implementation of findings.  **Progress**: This project is now complete, the report has been submitted, it has been added to the Scholarship Exchange and a presentation given at the Festival of Scholarship. Due to my commitments to WiSP I am not able to publish but have offered support to the two colleagues who have committed to publish from the study, both of whom also have a writing mentor. |
| **Objective:** Complete analysis and reporting on the Confidence and Understanding evaluation, follow up with at least one publication and lead dissemination and implementation of findings.  **Progress**: This project is now complete, the report has been submitted, it has been added to the Scholarship Exchange and a presentation given at the Festival of Scholarship. Due to my commitments to WiSP I am not able to publish from this work and as it was a very small team (due to colleagues leaving the University) it may not be possible to publish. |
| **Objective:** Author and module team member on K123  **Progress**: I have completed the three Topics I was responsible for, two are in second editorial review and the other has just completed the first review and I am awaiting feedback. I am also a Block lead for one of the Blocks, so the remaining work on this module will be final editorial checks and work at a Block and module wide level. |
| **Other comments:**  In addition to these objectives the main area of work that I have been focused on is the Writing in Social Work Project (WiSP). Following faculty level discussions, it was agreed to move the impact phase of WiSP from LAL / Education to HWSC / Social Work and that this would be supported as a case study for the 2028 REF. As I will lead this work until I retire (2024) the school has allocated 0.5 days per week from my teaching time from 1st August, in addition to my research and study leave. I have been working on this since October 2021 and we have a team of 4 additional colleagues, 3 from social work and one from WELS research.This project will be my largest time commitment in 2022/3 and 2023/4. |
| **Managers comments**:  Lucy and I had a very positive CDSA meeting in which we reflected on her achievements during the last academic year, as well as its challenges. This CDSA reveals the scope of her work.  She made a significant contribution to the successful ongoing presentation of K102, which is much appreciated, and will continue to contribute to social work at the OU by her leadership pf the WISP project.  I look forward to continuing to work with Lucy and supporting her with her objectives for 2022-23. |

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| **PART 2: Looking forward – overarching objectives for the year ahead** |
| Please list the overarching objectives you will be taking forward over the next 12 months.  Typically, these will be your top 3-5 areas of focus. (max. 50 words per SMART objective) |
| **Objective:** Continue as presentation chair of K102 J, supporting the team in preparing for the SCA change in 23B and continuing to closely monitor retention, pass rates and progression.  How does the objective support your Unit Business Plan?: Addresses Unit 2 ( 3 & 4) |
| **Objective:** Complete module production commitments on K123  How does the objective support your Unit Business Plan?: Unit 1 (2 & 14) |
| **Objective:** Lead the WiSP Impact team in developing its strategic plan and undertaking the following phase 1 tasks:   1. Applying for Society Challenge / KE / Res Dev funding 2. Leading the re-development of the WiSP website and educational resources, including development of possible OL course (s) 3. Working strategically to embed the WiSP resources into the Social Work curriculum 4. Undertaking literature and citation mapping 5. Building stakeholder engagement (UK and internationally) with HEIs, SW agencies, professional bodies, service users and policy makers 6. Attending two conferences (CCCC Chicago, US and Practice Research in Social Work, Aalborg, Denmark) 7. Writing two papers for publication   How does the objective support your Unit Business Plan?: Unit 3 (2, 4, 5, 6, 7 & 8) |

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| **PART 3: Growth Priorities** |
| **•** What knowledge, skills and behaviours are key to your success in the next 12 months?  **•** What aspects of work are you most motivated by and what opportunities are there to grow these?  **•** What aspects of work are you most concerned by and/or avoid, and what can you do to ensure that these do not present a risk in achieving your objectives?  **•** What support will you draw on to achieve your objectives?  **•** Where do you see yourself and your career in 5 years’ time? What will you focus on over the next 12 months to help you achieve your aspiration? |
| **Growth Objectives**:   * To prioritise study and research leave to ensure that I am able to meet my commitments to WISP. I previous years I have not taken my planned research / study leave so with the additional half day a week for WiSP I need to be very disciplined to prioritise research impact alongside teaching commitments. * I intend to plan for retirement by November 2024. This will require some succession planning for K102 and WiSP Impact |

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| **Declaration** | |
| **Signature:** Text, letter  Description automatically generated | **Date:** 03.08.22 |
| **Manager signature:** | **Date:** 2.8.22 |
| **Agreed frequency of performance and growth meetings:** | *(recommended minimum twice a year)*  6 monthly – aim to review online In January/ February |

The completed form is to be retained by the manager.