

**Ollscoil Mhá Nuad
Maynooth University**

 **Maynooth University Developmental Review (DR) Cycle 2025 - 2027**

**Form 2 - Summary of Reviews Completed and Individual Development Requirements**

*The development requests are shared with the Head when there is a budgetary requirement or if the impact of the development requires discussion with the Head.*

**Name of Reviewer: ­­­­­\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name of Reviewee(s)** | **Email address of Reviewee(s)** | **Completed DR Yes/ No. *If No, please explain e.g. on statutory leave*** | **Development requirements agreed and estimated cost involved****(Please be specific e.g. level, learning objectives)** | **Approved/Not approved by Head**  |
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**Reviewer** - Please email this form to the Head of Department/budget holder by May 2025. If there are further development requirements after the mid-review or if new staff join during the cycle, please send an updated version.

**Reviewer and Head of Department** - Development requirements approved by the Head of Department / budget holder should be communicated to the Reviewer and from the Reviewer to the Reviewee, as soon as possible. Any job specific or department specific requirements should be organised within the department between the Reviewer and Reviewee.

Note: It is the responsibility of the Reviewee to book any development supports that have been approved for them to complete that are currently available in the University.

*The documentation created in relation to the Developmental Review framework shall be processed in accordance with data protection legislation and stored locally, on the University’s OneDrive, by the Head of Department and Reviewer until the start of the individuals next review, to facilitate the subsequent Review Meeting. After which it will be confidentially destroyed in accordance with the University's* [*Records Retention Schedules*](https://www.maynoothuniversity.ie/data-protection/personal-data-retention-schedules)*. The Head and Reviewer must ensure that no party can access this form when saved. Any hard copies of this form should be confidentially shredded as soon as the review has been recorded on the online version of the form and saved.*