Academic Performance Review Form

In preparation for the review meeting, reviewees should consider all sections of the form, make notes in the shaded areas and send this to the reviewer before the scheduled PR meeting.

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| **Name of Reviewee** |  | **School/Centre** |  |
| **Name of Reviewer** |  | **Year reviewed** |  |
| **Review date** |  | **Year planned**  |  |

**Section A: Review of Past Year**

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| 1 | **STUDENT SUCCESS AND THE STUDENT EXPERIENCE:** Consider your progress in this area reflecting upon your students’:* attendance
* continuation
* completion of programme
* attainment
* satisfaction
* progression (into highly skilled employment or further study).

You should ensure that you refer to relevant evidence/data from your agreed programme/course KPIs. Also, consider the contribution you have made in terms of supervisions, personal tutoring and other relevant successes. Reviewee Notes: |
| 2 | **TEACHING AND LEARNING:** Consider your progress in this area reflecting upon student feedback (MEQ’s and NSS), sharing and demonstrating best practice/innovation, adoption of changing practice (including in line with Campus Plus and ‘the Six C’s’), creation of new content, teaching observations, and peer review. Reviewee Notes: |
| 3 | **RESEARCH AND SCHOLARLY ACTIVITY (ALIGNED TO TIRI):** Consider your progress in this area reflecting upon qualifications, professional accreditation, scholarly activity, research and how this has informed your teaching, research income and your contribution to REF.Reviewee Notes: |
| 4 | **KNOWLEDGE EXCHANGE AND ENTERPRISE:** Consider your contribution in terms of the knowledge exchange agenda. Also consider employer and industrial engagement such as Industry Advisory Boards, organising guest lectures, collaborative curriculum development and live project briefs. Reviewee Notes: |
| 5 | **SCHOOL VISION AND UNIVERSITY CONTRIBUTION (inc. student recruitment):** Consider the contribution you have made particularly in the area of student recruitment within the School. You should also consider any wider University contribution which may include team working, university committees and initiatives mentoring and training, and key collaborative achievements. Reviewee Notes: |
| 6 | **SELF-REFLECTION:** Reflect upon your own performance in the five key areas. What do you think went particularly well and what could have gone better?Reviewee Notes: |
| 7 | **SELF-ASSESSMENT:** How would you rate your own performance in the five key areas? As a starting point for a discussion with your line manager, please rate your own performance below. (Excellent, Good, Satisfactory or Unsatisfactory).

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| 1. | Student Success & the Student Experience | Choose an item. |
| 2. | Teaching & Learning | Choose an item. |
| 3. | Research & Scholarly Activity (Aligned to TIRI) | Choose an item. |
| 4. | Knowledge Exchange & Enterprise | Choose an item. |
| 5. | School Vision & University Contribution (inc. Student Recruitment) | Choose an item. |

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**Reviewer’s Comments**

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**Section B: New Objectives**

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| Having reflected on the previous year, plan out your new objectives which should support the University’s Teaching Intensive Research Informed agenda and local plans. You should ensure that you consider the five key areas:* Student Success & the Student Experience
* Teaching & Learning (including Campus Plus)
* Research & Scholarly Activity (aligned to TIRI)
* Knowledge Exchange & Enterprise
* School Vision & University Contribution (including student recruitment)

Reviewee Notes: |

**Reviewer’s Comments**

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**Section C: Career Planning**

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| Outline your career aspirations over the next 1-3 years and identify personal professional objectives and / or development goals for discussion (which should be in line with the University’s TIRI /, knowledge exchange agenda and the Campus Plus philosophy). Reviewee Notes: |

**Reviewer’s Comments**

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Following the meeting, the reviewee should update the form to reflect the discussions and send this to the reviewer. Once the form has been agreed, a copy will be saved as a record of the meeting.