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.

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

**Section A: Review of Past Year**

|  |  |
| --- | --- |
| 1 | **STUDENT EXPERIENCE:** Consider your progress in this area reflecting upon attendance, retention, attainment, and satisfaction. You should ensure that you make reference to relevant evidence / data. Also, consider the contribution you have made in terms of supervisions, personal tutoring and other relevant successes. |
| 2 | **TEACHING AND LEARNING:** Consider your progress in this area reflecting upon student feedback (MEQ’s and NSS), sharing and demonstrating best practice, adoption of changing practice (including in line with Campus Plus), creation of new content, teaching observations, and peer review. |
| 3 | **RESEARCH AND SCHOLARLY ACTIVITY (RELEVANCE 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. |
| 4 | **EMPLOYABILITY AND ENTERPRISE:** Consider your progress in relation to employability of students specifically the Graduate Outcome Survey results. Also, reflect upon your contribution in terms of industry engagement such as Industry Advisory Boards, organising guest lectures, collaborative curriculum development, live project briefs and knowledge transfer. |
| 5 | **SCHOOL VISION AND UNIVERSITY CONTRIBUTION:** Consider the contribution you have made particularly in the area of student recruitment within the School. You may also wish to reflect upon your wider contribution which may include team working, mentoring and training, and key collaborative achievements. |
| 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? |
| 7 | **SELF- ASSESSMENT:** How would you rate your own performance in the five key areas? (Excellent, Good, Satisfactory or Unsatisfactory).     |  |  |  | | --- | --- | --- | | 1. | Student Experience | Choose an item. | | 2. | Teaching and Learning | Choose an item. | | 3. | Research and Scholarly Activity | Choose an item. | | 4. | Employability and Enterprise | Choose an item. | | 5. | School Vision and University Contribution (inc. Student Recruitment) | Choose an item. | |

**Reviewer’s Comments**

|  |
| --- |
|  |

**Section B: New Objectives**

|  |
| --- |
| 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 Experience (including retention and satisfaction) * Teaching and Learning (including Campus Plus) * Research and Scholarly Activity * Employability and Enterprise * School Vision and University Contribution (including student recruitment) |

**Reviewer’s Comments**

|  |
| --- |
|  |

**Section C: Career Planning**

|  |
| --- |
| 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 agenda and Campus Plus philosophy). |

**Reviewer’s Comments**

|  |
| --- |
|  |

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.