Academic Performance Review Form

Off Campus Division

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** |  | **Division** |  |
| **Name of Reviewer** |  | **Year reviewed** |  |
| **Review date** |  | **Year planned** |  |

Please reflect on sections relevant to your role and level, indicating examples of good practice or areas requiring improvement

**Section A: Review of Past Year**

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| 1 | **PARTNERSHIP MANAGEMENT:** Consider your progress in this area reflecting upon partnership engagement and facilitating ongoing development; the engagement with new link tutors and other stakeholders both internal and external; quality monitoring and engagement with Divisional Academic and Management processes. |
| 2 | **TEACHING, LEARNING AND STUDENT EXPERIENCE:** Consider your progress in this area reflecting upon module feedback; module and programme leadership; project and dissertation success; module mentoring; and PhD supervisions (progress and completions). |
| 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 | **LINK TUTORING:** Consider your progress in this area reflecting upon your engagement with Divisional Academic and Management processes. |
| 5 | **APPROVALS:** Consider your contribution to or management of successful approvals (from initial enquiry to programme launch) reflecting on your engagement with process and timelines and project management. |
| 6 | **LEADERSHIP, COMMUNICATION AND TEAMWORK:** Consider the contribution you have made to the wider team and reflect on areas such as leadership; communication; providing and welcoming constructive feedback; taking an open-minded approach; resolving conflict; treating partners as equals; and celebrating cultural and organisational diversity. |
| 7 | **SELF-REFLECTION:** Reflect upon your own overall performance. What do you think went particularly well and what could have gone better? |
| 10 | **SELF- ASSESSMENT:** How would you rate your own performance in the above key areas? Please select aspects relevant to your role and leave blank any that do not apply  (Excellent, Good, Satisfactory or Unsatisfactory).     |  |  |  | | --- | --- | --- | | 1. | Partnership Management | Choose an item. | | 2. | Teaching, Learning and Student Experience | Choose an item. | | 3. | Research and Scholarly Activity | Choose an item. | | 4. | Link Tutoring | Choose an item. | | 5. | Approvals | Choose an item. | | 6. | Leadership, Communication and Teamwork | Choose an item. | |

**Reviewer’s Comments**

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**Section B: New Objectives and Development Needs**

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| Having reflected on the previous year, plan out your new objectives which should support Divisional and University Strategy. You should ensure that you consider the key areas above. |

**Reviewer’s Comments**

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**Section C: Career Planning**

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| Outline your career aspirations and identify personal professional objectives and / or development goals for discussion (which should be in line with the Divisional and University Strategy). |

**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.