



Dean of College Performance Management Meeting

The university wants to hear about your experiences in your role; this form provides a framework for a review of the past year. The information you provide will be used to set new targets for the next academic year.

The reviewee completes Parts A, B, D, E.

The reviewer completes Part C.

Important

Please complete Parts A and B of the form and return to the person carrying out your review before your scheduled face-to-face meeting.

Part A: Your Details

Name	<input type="text"/>	Staff No.	<input type="text"/>
Job Title	<input type="text"/>		
Unit	<input type="text"/>		

Date of review meeting	<input type="text"/>
Date for next review meeting	<input type="text"/>



Part B: Organisational Responsibilities

1. Academic Policy and Planning

Do you feel you have a clear understanding of the University's mission and strategy – and your role as Dean in implementing these?

Briefly outline the steps you have taken to develop and implement a College Plan. Explain the ways in which you monitor its achievements and the outline the progress you have made in implementation. Have you led inter-College developments through the AMT?



2. Academic Affairs

- a. Briefly explain how you have provided College-wide leadership in teaching, research and contribution. Provide concrete examples to illustrate each.
- b. Explain how you have improved the student experience. For example, have you introduced new programmes and strengthened existing ones? Have you implemented quality review recommendations? How have you improved the first-year experience? How have you supported administrative functions for exams and graduations?
- c. Briefly explain how you have reviewed and developed the College structures. Give some specific examples. For example, what inter-school initiatives have you initiated and implemented?



3. **Resource Management**

- a. **Staffing management:** Outline the College's staffing plan covering the following where appropriate, and provide examples: staff allocations, alignment of staffing allocation with University research priorities, selection board assessment, staff development, probation boards and mentoring.
- b. **Resource management:** Outline the determination and allocation for the College budget include details of recurrent and capital equipment and infrastructural requirements.



4. Overall leadership and management

Are you satisfied you have delivered on the overall leadership and management of the College? For example, what steps you have taken to develop and implement new projects? How have you established effective communications with colleagues to keep them fully informed of goals and objectives. What steps have you taken to develop the staff in your College, for example developing a talent pipeline?



5. Your Workload

Outline your scholarly activity over the period covering a) teaching, giving examples of programmes taught and the number of classes given and b) your level of research activity, including publications and the supervision of PhD students.



6. Achievements and/or Results

Based on targets/objectives agreed at last year's performance review meeting, please outline the progress you have made in each. Provide concrete examples to illustrate each point.



7. Training and Development Supports

Please identify any specific support or areas for development you would feel would assist you in achieving your objectives or pursuing your development goals in the year ahead.



At the end of the face-to-face meeting, the reviewer will complete Part C and hand it back to you to complete Parts D and E. You will then be asked for your final agreement and signature.

Part C: Overall Assessment

Name Staff No.
Job Title
College

Significantly misses expectations 1	Does not meet expectations 2	Meets expectations 3	Exceeds expectations 4	Significantly exceeds expectations 5
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Rating

Reason for rating (please give details)



Part D: Agreed targets/objectives for the next 12 months

Part E: Agreed development plan for the next 12 months



Signatures:

Reviewee (print name):

Reviewer (print name):

Reviewee signature:

Reviewer signature:

Performance Rating Definitions

- 1 Significantly misses expectations: Persistently not achieving satisfactory performance or where work quality and/or quantity is significantly below expectations.
- 2 Does not meet expectations: Does not meet agreed work objectives or standards. Support interventions needed to improve performance
- 3 Meets expectations: Meets agreed objectives and work standards in both quantity and quality.
- 4 Exceeds expectations: Exceeds expected level of contribution in quality and quantity / delivers high quality work.
- 5 Significantly exceeds expectations: Consistently delivers an exceptional standard of work / significantly contributes to the delivery of the operational plan / significantly exceeds objectives in quantity and quality.