



Head of School 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"/> | | |
| School | <input type="text"/> | | |

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



Part B: Organisational Responsibilities

1. School planning

Briefly explain what you as Head of School have done to develop the school operational plan. Give some examples of progress and challenges in implementing it. How has this plan fitted into the overall College strategy



2. 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.



3. Overall school management

Outline the steps you have taken to deliver and improve the overall management of the school.

Include details of the following areas, where appropriate.

- a. What preparations have you taken to introduce development plans for members of the school, in areas of teaching, research and contribution?
- b. Give examples of any specific administrative or other structures created to improve management.
- c. How have you managed the financial resources and balanced your budget?
- d. What steps have been taken to attract more international students into the school?
- e. Give examples where the school has become involved in any regional initiatives to enhance its profile and reputation.



4. School research

Outline progress you have made in developing and implementing your school's research strategy.

Give brief examples of how this research is aligned with the University's strategy. Give specific details of the development of your school's PhD programme, staff involvement with PhD students and all research programmes, and what progress you have made in securing funding for research.



5. School teaching and learning

Outline the progress you have made in implementing your school's teaching and learning strategy.

Include details of the following areas, where appropriate.

- a. Give specific examples of the management structures in place for academic programmes.
- b. What actions have you taken to ensure you have the highest standard of teaching and learning in all disciplines?
- c. What mechanisms are in place to obtain student feedback and to act on this feedback?
- d. What have you done to support and improve the experience of first-year students?
- e. What formal evaluation methods are used by teaching staff?



6. 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.



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
School

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

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.