|  |  |
| --- | --- |
| Z:\HEReview\Logos\new logo Hope_Crest_CMYK_081116 (2).jpg | INDIVIDUAL DISCUSSION FORMProfessional Tutor/Senior Professional Tutor Performance Review |

|  |  |
| --- | --- |
| **Name:**  |  |
| **School:** |  |
| **Department:** |  |
| **Position:** |  |

**Section A** is to be completed by the member of staff. **Section B**, which will form the basis of the performance review meeting itself, is to be completed by the reviewer and reviewed by the Dean. Please, therefore, complete section A and forward to your reviewer at least one week before the review meeting. In addition to this form, please also forward:

* Copies of publications or evidence of other professional development. (You can use the CPD record if you wish)
* Your performance targets from the previous annual review

Each employee should read the Performance Review Policy and associated guidelines. Any underperformance should be addressed immediately via the Capability Policy.

You may, if you wish, also provide additional documentation or further evidence that is directly relevant to the areas listed for review in section B. *Some of this evidence may be specifically requested by your reviewer either prior to or as a result of the review meeting*. (Similarly the PVC (Academic) may ask for such documentation at a later stage).

**SECTION A**

|  |  |
| --- | --- |
| Date of Review: | Reviewer: |
| ISSUES THAT THE EMPLOYEE WOULD LIKE TO DISCUSS |  |
|  |
|  |

**SECTION B**

|  |  |  |
| --- | --- | --- |
| **AREA** | **DOCUMENTATION TYPE** | **PROVIDED** |
|  QUALITY of TEACHING | PEER REVIEW | YES/NO |
| COURSE EVALUATIONS | YES/NO |
| EXTERNAL EXAMINER COMMENTS | YES/NO |
| FHEA STATUS OR EQUIVALENT[[1]](#footnote-1) | YES/NO |
| ANY OTHER RELEVANT DOCUMENTATION | YES/NO |
| PROFESSIONAL DEVELOPMENT | PUBLICATIONS | YES/NO |
| CONFERENCE PRESENTATIONS | YES/NO |
| CONFERENCE ATTENDANCE | YES/NO |
| DISSEMINATION OF EXPERTISE AT HOPE | YES/NO |
| OTHER EVIDENCE OF CPD | YES/NO |
| FUNDING BIDS | BIDS AND GRANTS (EXTERNAL) | YES/NO |
| WIDER CONTRIBUTION | EVIDENCE OF A WIDER CONTRIBUTION TO SUBJECT TEAM AND/OR SCHOOL/DEPARTMENT AND/OR UNIVERSITY | YES/NO |
| DISSEMINATION OF EXPERTISE IN RELEVANT PROFESSIONAL CONTEXT | EVIDENCE OF DISSEMINATION | YES/NO |

|  |  |  |
| --- | --- | --- |
| ROLE PROFILE MET | Employee YES / NO | Reviewer YES / NO[[2]](#footnote-2) |
| ASSESSMENT OF PERFORMANCE: |
| PROFESSIONAL DEVELOPMENT AREAS TO DISCUSS/WOMEN IN LEADERSHIP OPPORTUNITIESThis includes an opportunity to female academics to discuss the availability of, and criteria for, leadership roles in your School/Department as part of the university’s Women In Leadership initiative to encourage female academic leaders.  |
| **CAREER DEVELOPMENT/PERSONAL DEVELOPMENT TARGETS** |
| Short Term (1-2 years) | Long Term (2 years plus) |
| **TARGETS TOWARDS UNIVERSITY, SCHOOL and DEPARTMENT/AREA GOALS[[3]](#footnote-3)** |
| * Achievement of FHEA (or SFHEA/PFHEA) status[[4]](#footnote-4) [**Delete if already achieved**]
 |
| **TRAINING REQUIREMENTS IDENTIFIED AND AGREED (Please indicate any mandatory training)** |
|  |

EMPLOYEE SIGNATURE: DATE:

REVIEWER SIGNATURE: DATE:

DEAN (or DEAN’S NOMINEE) SIGNATURE: DATE:

1. Please note that the gaining of FHEA (or SFHEA/PFHEA) status, has been identified as an area of strategic priority by the University. For staff at grade 7 and 8 who do not have such status the setting of a target to gain it during the next academic year is the norm (see default target below). [↑](#footnote-ref-1)
2. Where the reviewer concludes that the role profile is not being met, it is essential that a rationale for this judgement is provided. Normally such a situation would have been addressed outside of Performance Review by the Dean. [↑](#footnote-ref-2)
3. See notes 1 and 2 above [↑](#footnote-ref-3)
4. Please note that colleagues who already have a PGCE still need to gain FHEA (SFHEA/PFHEA) status. [↑](#footnote-ref-4)