

## Frequently Asked Questions

### **Whose responsibility is it to follow up on the action points identified in the review?**

It is the responsibility of the reviewer in terms of providing support and development opportunities to ensure that the action points are achieved, and it is the responsibility of the reviewee to ensure that his / her objectives are met.

### **Where can I find the relevant documentation?**

Go to <http://www.bangor.ac.uk/hr/staffdevelopment/PerfRev.php> or contact extension 8414.

### **How long should the review take?**

The review should take approximately an hour, sometimes more. This is only a general outline and will be dependent the content of the discussion at the review.

### **Who will see my review forms?**

All forms should be retained by the Academic Head (forms relating to Academic Heads and members of the Executive will be retained in the Vice-Chancellor's Office). Reviewees should also keep a copy of their own form. The documentation should be kept in accordance with the Data Protection Act and will held confidentially between the reviewer, reviewee and Academic Head. Only the Training and Development Form should be submitted to HR.

### **Do all staff have to be reviewed?**

All staff who make a direct contribution to the provision of University in terms of teaching and research must be reviewed.

Academic Heads will also undergo performance review undertaken by the Executive (Vice-Chancellor or a nominated deputy). Members of the University Executive will be reviewed by the Vice-Chancellor, the Vice-Chancellor in turn, will be reviewed by the Chair of the University Council.

### **Do I have to be reviewed by the person that has been nominated to hold my review?**

In exceptional circumstances, a member of staff may request an alternative reviewer or it may be obvious because of the nature of the individual's duties, that a different reviewer might be more appropriate. In such circumstances, an application should be made to the individual charged with overseeing the scheme's implementation in the School, setting out the exceptional case.

### **If I'm not happy with the outcome of the review what should I do?**

The purpose of the Review is to ensure positive outcomes, therefore in exceptional cases, where agreement can not be achieved, or disputes arise, the individual will have an opportunity to appeal to his / her manager's line manager, whose judgement on any dispute shall be final.