

**Faculty of Humanities**  
**Director of Faculty Operations PSS CoreMunicate – April 2016**

**Points for action:**

- **Roll-out of new P&DR (Performance & Development Review)**

A new P&DR process for PSS staff across the Faculty and University will be rolled out during May to July 2016. The School of Law will pilot the new scheme for academic staff during the same timeframe, with a similar process set to be rolled out for academic staff elsewhere towards the end of the calendar year.

The process has been overhauled based on feedback in recent staff surveys highlighting concerns about the quality and consistency of the use of P&DRs across the University. Following this, a working group led by Professor Martin Humphries (Dean of the Faculty of Life Sciences) and Karen Heaton (Director of HR) was established to look into improving the process, with the Faculty of Humanities represented by Professor Tim Allott, Head of the School of Environment, Education and Development.

Further information will be sent to all PSS staff and academic colleagues within the School of Law in the next few weeks, indicating what you should do next.

All reviewers (those who conduct P&DRs) should have received an email from the Staff Learning and Development Unit, inviting them to attend training. If you have not already booked a place on one of the training sessions, you should do so at the earliest opportunity by following the instructions sent by LDU.

Any PSS reviewer who has not received an email inviting them to book on to training should do so directly at <http://man.ac.uk/t2UYcC>

**Progress:**

- **Budget meetings**

The annual series of budget meetings between Faculty and Schools and between Faculty and the University has recently come to an end. This is the annual process through which Schools and the Faculty Office are challenged to explain their proposed activity, priorities and budget for the coming financial year. It is hoped that a final budget will be confirmed by the end of May. As similar process is undertaken at University level for the PSS as a whole.

As a result of these discussions, the key Operational Priorities for Schools, Faculty, and the PSS collectively are set and I will return to these in a future CoreMunicate briefing once they have been confirmed.

This is an important and time-consuming process and I would like to take this opportunity to thank all those involved in putting together the submissions.

## People:

### ***Teaching and Learning Support Services***

Andrew Wilson has been appointed as a Learning Technologist (Distance Learning) in the eLearning Team to support the increasing number of DL programmes being developed in Humanities. Andrew already works within the team and we have extended Charlotte Warden's contract to cover Andrew's substantive post supporting the School of Law during this secondment.

### ***School of Environment, Education and Development – Global Development Institute***

- **Minna Lehtinen** will start with on 9 May as **Academic Impact Communications Officer**. Minna is Finnish and has been working for a communications agency in Washington DC for a number of years. Her role will be to provide copy editing and editorial support, help boost citation rates and promote academic events.
- **Caroline Boyd** has accepted the **Global Inequalities Campaign Manager** role and will start on 8 June. Caroline is currently working as communications manager at the Together Trust and has also worked at the University of Salford. Caroline will focus on planning and delivering the bigger scale campaigns, linked to the university research beacon.

### ***Communications and Marketing Team***

Karen O'Rourke will be taking up the role of Communications and Engagement Officer from 9<sup>th</sup> May, covering Emma Kelly's secondment to the GDI. Karen joins us from the Higher Education Academy (HEA) in York, and will bring a wealth of internal communications experience to the role.

### **Russell Ashworth**

Director of Faculty Operations