

Ollscoil Mhá Nuad
Maynooth University



Maynooth University

Developmental Review Policy

Revision Record

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Relevant Information

- [Developmental Review Procedure](#)
- [Maynooth University Strategic Plan 2023 - 2028](#)
- Unit Goals
- [Maynooth University Equality & Diversity Policy](#)
- [Quality Improvement Plan](#)
- Role Profile
- [Human Resources Website](#)
- [Learning & Development for Staff](#)
- [Teaching & Learning](#)
- [Employee Courses and Development Supports Directory](#)
- [Education Support Policy and Form](#)
- [Study and Exam Leave Policy and Form](#)
- [Fee Remission Policy and Form](#)
- [Career Break Policy](#)
- [Records Retention Schedules.](#)

General queries on the policy can be made to dr@mu.ie

Definitions

Reviewee: shall be understood to mean everyone working within Maynooth University who is in scope of this policy.

Reviewer: shall be understood to mean an individual to whom the staff member is assigned to for the purposes of this policy. This is normally the immediate Manager (in some cases the Head of Unit) of the Reviewee.

Head of Unit means the Head of a Department, School, Research Institute or Sub-Unit where the staff member works.

Objectives: A description of the contributions agreed between the Reviewer and the Reviewee, aligned with the University's Strategy and the relevant Unit plans which the Reviewee intends to deliver during the coming year/years.

Conflict of Interest: A conflict of interest is a set of circumstances, relationships or events that could impact on the objectivity of the review.

Development: A process that results in growth, progress and positive change. Development should focus on the reviewee's career goals and the supports they require to meet the objectives agreed. Development can be achieved through experiential, social or formal learning.

1. Purpose

The Developmental Review is Maynooth University's '*Framework*' for facilitating individuals to better understand how they contribute to and support the delivery of the University's Vision, Purpose, Values and Strategy through their individual and unit responsibilities.

The purpose of the *Framework* is to provide an opportunity for staff to reflect on their current objectives, contribution and any challenges they experience during a specific timeline. The framework provides the opportunity to agree future individual objectives in line with university strategy and inform career planning and development requirements. The process will help to align the objectives of the Reviewee with the goals of the Unit and with those of the University, providing for a more formal channel of communication and feedback between Reviewers and Reviewees.

There is no link between the Developmental Review framework and pay, promotion or discipline. The *Framework* is not designed to specifically identify an individual's suitability for promotion, either through personal promotion schemes or by appointment to a higher grade but aims to facilitate and increase the effectiveness of individual participation in these processes.

2. Policy Scope

This policy will apply to all staff of the University who have at least one year remaining on their contract of employment, from when their review is due to commence.

All staff must have successfully completed their probation *before* being part of the Developmental Review.

Staff on long term absences, sabbatical, career break, statutory leave or long-term sick leave, are not expected to complete a review for the duration of the leave, unless they request a review through their Head of Unit.

It is expected that all eligible staff co-operate fully in this process.

Participation in the Developmental Review Process may be paused and/or deferred if the participant is engaged in a simultaneous informal or formal process under the provisions of one of the University's HR policies, such as the Grievance Procedure or the Disciplinary Statute. In such circumstances, pausing and/or deferral will be permitted on the basis that participation will resume once the simultaneous/parallel engagement has been completed. All such cases will be treated on a case-by-case basis, and in each case the decision to pause and/or defer participation will be recorded.

3. Policy Principles

The following principles underpin the University's Developmental Review.

It will:

- value individual contributions by providing feedback in a supportive and constructive manner, and recognise different people work in different ways.
- develop the capability of all staff, by focussing on the staff member's current role and their future career plans.
- be carried out in line with the principles of the University's Equality, Diversity and Inclusion Policy and the values of the University.

The framework is not intended to interfere with or compromise the principles of academic freedom which are enshrined in the Universities Act, 1997 and to which the university is committed.

4. Data Retention

The documentation associated with the Developmental Review shall be stored in accordance with the University's Records Retention Schedules.

5. Monitoring and Review

The Director of Human Resources or their nominee will monitor the application of the policy. This policy shall be reviewed after a period of 3 years.

Effective date: 29th May 2024

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