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| HR212 | **Faculty / department DEVELOPMENT Dialogue FORUM report** |  |

NOTES

* Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
* [Section 1](#section1) (1.A to 1.F) is completed after Faculty/Department Development Dialogue Forum review, summarising any discussions and decisions made, for reporting to the Portfolio Head as part of the Development Dialogue process.
* [Section 2](#section2) (2.A to 2.D) is completed after the Portfolio Head review, recording decisions made when signing off Faculty / Department Development Dialogue Forum recommendations for ratings for submission to the VC.

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| **SECTION 1: Summary of discussions and decisions made by a Faculty / Department Development Dialogue Forum, for reporting to the Portfolio Head as part of the Development Dialogue process.** |

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| **1.A. DETAILS OF FACULTY/DEPARTMENT DEVELOPMENT DIALOGUE FORUM** | | |
| Faculty / Department |  |
| Chair of Forum |  |
| HR Business Partner (HRBP) |  |
| Other members |  |
| Number of PASS PC1 – 12 staff in faculty / department (per DD Spreadsheet) |  |

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| **1.B. PERFORMANCE RATING SUMMARY** | | | | |
|  | **Exceeding** | **Meeting** | **Not Meeting** | **Unrated** |
| Number of self-ratings (staff member) per rating |  |  |  |  |
| Number of line manager ratings per rating |  |  |  |  |
| Number of ratings recommended by DD Forum per rating |  |  |  |  |

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| **1.C. ANALYSIS** | |
| Summary of principles applied |  |
| Summary of issues or concerns considered, and the outcomes thereof |  |
| Visual representation of distribution of **performance** **ratings** across faculty / department:   * Per **staff member** self rating * Per **line manager** rating * **Before** faculty / department consistency check * **After** faculty / department consistency check |  |
| Visual representation of distribution of **performance** **ratings** across faculty / department, **after** faculty/department consistency check, per payclass. |  |
| Comments on the distribution of **performance** **ratings** across faculty / department **before** and **after** faculty / department consistency check |  |
| Summary of reasons for changes made to **performance** **ratings**, per change. |  |
| Summary of issues, concerns or principles that need consideration going forward |  |

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| **1.F. SIGNATURES** | | | | | |
| **Dean or Executive Director on behalf of the Faculty / Department Development Forum** | | | | | |
| Comments |  | | | | |
| Name |  | Signature |  | Date |  |
| **HRBP** | | | | | |
| Comments |  | | | | |
| Name |  | Signature |  | Date |  |

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| **SECTION 2: Record of decisions made by the Portfolio Head  when signing off Faculty / Department Development Dialogue Forum recommendations for ratings awards for submission to the VC.** |

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| **2.A. PERFORMANCE RATINGS** | | | | |
|  | **Exceeding** | **Meeting** | **Not Meeting** | **Unrated** |
| Number of ratings recommended by PH per rating |  |  |  |  |
| Summary of reasons for changes made to performance ratings recommended by Faculty / Department Development Dialogue Forum, per change.  *(To be fed back to the DD Forum chair, for communication to the line and staff member(s) concerned, after, and if approved by, final approval by VC)* |  | | | |

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| **2.B. SIGNATURES** | | | | | |
| **Dean or Executive Director on behalf of the Faculty / Department Development Forum** | | | | | |
| Comments |  | | | | |
| Name |  | Signature |  | Date |  |
| **HRBP** | | | | | |
| Comments |  | | | | |
| Name |  | Signature |  | Date |  |
| **PORTFOLIO HEAD** | | | | | |
| Comments |  | | | | |
| Name |  | Signature |  | Date |  |

# COMPLETING A FACULTY / DEPARTMENT DEVELOPMENT DIALOGUE FORUM REPORT HR212

**When do I complete this form?**

This form is completed by an HR Business Partner to summarise the discussions and decisions made by a Faculty / Department Development Dialogue Forum, for reporting to the Portfolio Head as part of the [Development Dialogue](https://hr.uct.ac.za/performance-promotion-performance-management-pass-staff-performance/development-dialogue) process. It is also used to record the decisions made by that Portfolio Head when signing off recommendations for ratings for submission to the VC.

**Where do I send this form?**

To the Organisational Development section.

**What other forms do I need to complete?**

None

**What other documentation must be attached?**

The Development Dialogue Spreadsheet.