**SELF-EVALUATION DOCUMENT (TEMPLATE)**

***To be completed by the Division***

1. **Executive Summary**
2. **Background Information**
* Organisational structure
* History of Division (including any significant changes of which the panel should be aware)
* Aims and Objectives of the Division
* What services are provided and their relative importance
* Strategic projects the service is impacted by/involved in
1. **Services provided and overview of business units** (including strengths, areas of challenge and ambitions for the future)
2. **Key stakeholders**
* Identification of key stakeholders
* Customer/user views
1. **Priorities and Challenges**
* What the Division sees as they key Priorities for the Division (particularly in supporting the relevant priorities of the University Strategy).
* What the Division sees as the key Challenges for the Division (particularly in supporting the relevant priorities of the University Strategy).
1. **How do you measure success?**
2. **Division’s own SWOT Analysis**
* Strengths
* Weaknesses
* Opportunities (Internal and External)
* Threats (Internal and External)
1. **Interfaces with other Divisions**
* Which interfaces exist?
* How effective are they?
* Are there any opportunities for synergies?
1. **Partnership Working[[1]](#footnote-1)**
* In what ways is the Division involved in partnership working?
* How the Division assess its own effectiveness in partnership working?
* Are there particular issues or challenges around partnership working?

 **Appendices to include:**

* Divisional strategy (if applicable), relevant annual reports/action plans etc
* Organisational chart
* HR and Finance information
* Data, e.g. performance indicators, benchmarking data, including brief comparison with peer institutions
* Samples of work.
* A compilation of actions arising from any previous Divisional Reviews/NSS action plans/Support Process Improvement Programmes of work, where these are available, and commentary on any progress against these actions.

***NB. The Business Intelligence team will provide a standard data pack to the Division for use as part of the SED and this will include:***

* ***Most recent staff snapshot***
* ***Latest professional Services Quality Survey results or results of the Cubane Service Effectiveness Survey***
* ***Latest staff survey results***
* ***Most recent management accounts, along with commentary from HR on the financial management within the Division.***

***Guidance Note:***

*The overarching purpose of the SED is to provide the Panel with a clear understanding of the School’s own view of its structure, strategy, aims and objectives, and its effectiveness at achieving its goals and supporting the University’s strategic aims. The SED itself should not exceed 12-15 pages, excluding appendices[[2]](#footnote-2). Appendices should contain data and other supporting information to the SED, and will for preference be no more than 30 pages long.*

*Divisions which produce larger SEDs may be asked to refine them before they can be sent to the Panel.*

*Examples of SEDs from previous Divisional Reviews are available online or by request to the Governance team (governance@bristol.ac.uk).*

1. n.b. This relates to internal partnership working: between the Division and Faculties and Schools; between the Division and other Divisions, and any other relevant internal partnerships. [↑](#footnote-ref-1)
2. By exception, the Panel Chair and Registrar/Deputy Registrar may request additional information be included in the SED or the appendices to the SED before it is shared with the Panel. Where doing so impacts on the page limit, this will be taken into account. [↑](#footnote-ref-2)