

Academic Performance Review Teaching and Research Staff

Making a Difference - The 2025 Agenda

VISION: To be internationally recognised as a world leader in research, an innovator in contemporary education, and the source of Australia's most enterprising graduates.

MISSION: Changing lives and changing the world.

The Academic Staff Performance Review Scheme is designed to regularly review the performance and the professional development of staff. The objectives of the Scheme are to:

- assist staff to develop academically and professionally and to provide them with reliable information on the University's expectation of performance;
- assist the University and staff jointly to plan the work of staff to achieve desired goals; and assist supervisors in monitoring and assessing a staff member's performance.

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct, the [Enterprise Agreement](#), and the University's [Values and Ethos](#).

This form will be accompanied by a Supplementary data document containing relevant data from University systems. There will be opportunities for you and your supervisor to:

- review past goals and reflect and respond on achievement of or otherwise
- agree on goals and strategies for coming year and professional development opportunities

The following documents which will be available, either electronically or in hardcopy are as follows:

Provided by	Item	Attached
College	Research Performance Guidelines (URL to be supplied if RPG website is developed)	
	Academic Profiles	
	Staff Member's current position description	
	Staff Member's SET results for all teaching showing a three-year trend including benchmarking information on teacher ranking scores	
	Latest peer review of Staff Member	
	All Outside Professional Activities Forms Lodged covering activities performed in past 12 months or future activities	
	Current flexible working arrangement (inc. WFH agreement) in place	
Staff member	Up-to-date current Curriculum Vitae	
	Full SET extracts for topics coordinated and taught into	

A. PERSONAL DETAILS

1. Staff member’s full name:	
2. Reviewing Supervisor:	
3. Are you on probation?	
4. Orientation and training completed in last 12 months:	
Mandatory Induction Programs:	Enter date completed or planned date
Flinders Foundation of University Teaching (FFOUT) Program: Postgraduate	
Postgraduate Research Supervision Program:	
Managing Work-Integrated Learning Workshop:	
Other: Supervising staff training: (date completed)	
Any other professional development or training requirement specified in staff member’s employment contract e.g., Work Health and Safety training for Supervisors, any other training/refresher course due in current year.	

B. TEACHING AND RELATED DUTIES

Supplementary data document provides Teaching Activities for current year, full SET reports and benchmarking information

5. Provide comments on evaluation of teaching including SETs or other evaluation, or regarding current teaching allocations, and other evidence of teaching excellence.
eg additional teaching achievements/teaching evaluation indicators not captured in data.

6. Provide details of the agreed goals and strategies for teaching from your last review.
(Leave blank if no previous review)

- 7. Provide comments on meeting goals and effectiveness of strategies for teaching from previous year.**
You may also describe circumstances, if any, that were a barrier to achieving your goals.

- 8. Agreed goals and strategies for teaching for future period.**
eg may include: topic delivery, innovative approaches and teaching quality opportunities (to be initially populated by staff member and then reviewed and confirmed by supervisor)

C. RESEARCH OUTPUTS AND ACHIEVEMENTS

Supplementary data document provides full list of ERA recognised research outputs, research income, and HDR completion data and relevant benchmarking information

9. Provide a summary of the agreed goals and strategies for research from your last review.
(Leave blank if no previous review)

10. Reflecting on your research outputs as summarised in the supplementary data document, provide comments on meeting goals and effectiveness of strategies for research from previous year.

11. After completing your detailed research plan (Attachment A), summarise your agreed goals and strategies for research for future period.

D. SERVICE AND LEADERSHIP

12. Provide information on any formal service and leadership roles and activities recognised in academic Workload Allocation that you hold.

eg course coordinator, teaching program director, higher degree research and honours coordinator, research section head, performance reviewer, etc.

ROLE	PERIOD HELD

13. Provide details of agreed Service and leadership goals and strategies from previous year

(from Q 41 previous year) (Leave blank if no previous review)

14. Comments on service and leadership goals and effectiveness of strategies from previous year

15. Agreed goals and strategies for service and leadership for future period

(to be initially populated by staff member during or following meeting and then reviewed and confirmed by supervisor)

16. Describe your contribution to advancing the University’s Reconciliation Action Plan (RAP), the Athena SWAN Action Plan and any other University strategic initiatives

E. PROFESSIONAL DEVELOPMENT

17. Complete the table at Attachment B: Professional Development Plan

F. ADDITIONAL COMMENTS

18. Any additional comments from staff member

19. Any additional comments from supervisor

G. DECLARATION AND SIGNATURES

20. I have disclosed all actual, potential or perceived conflicts of interest in accordance with University policy and recorded them on the university's Conflict of Interest register. (<https://staff.flinders.edu.au/workplace-support/topic/conflict-of-interest>)

STAFF MEMBER ELECTRONIC SIGNATURE AND DATE

In signing this performance review I confirm that:

- I have read and understand the University's values and code of conduct and agree to abide by them.
- I have taken the opportunity of this Performance Review to raise any questions where I have needed clarification on any aspects regarding the University values and code of conduct.
- I have read and understand the contents of this completed performance review and that:
 - it accurately reflects my current details;
 - I have answered all questions truthfully and have not withheld any relevant information; and
 - I agree with the future goals and strategies and planned professional development activities set out and will undertake my best endeavours to achieve them.

Staff Member signature

Date

SUPERVISOR ELECTRONIC SIGNATURE AND DATE

In signing this performance review I confirm that:

- I have read and understand the contents of this completed performance review and that:
 - it accurately reflects the current details of the Staff Member;
 - I agree with the future goals and strategies set out for the Staff Member and will undertake my best endeavours to facilitate their achievement by the Staff Member.

Supervisor signature

Date

Attachment A: RESEARCH PLAN

Supervisor and staff member to complete Column A. Supervisor to complete Column B.

Research Performance	A. Agreed research goals/ outputs next 12 months	B. Comments (opportunity to meet RPE/ agreed variations)
Research funding/ income: Cat. 1 to 4 income		
Publications <ul style="list-style-type: none"> • refereed journal articles • non-traditional or creative outputs; • books, book chapters or edited books; • peer reviewed conference papers 		
Non-traditional creative outputs		
HDR Completions		
Research Leadership and Excellence (optional)		

Agreed strategy to achieve Research Plan goals/outputs.

Research Performance	Strategies
Research funding/ income: Cat. 1 to 4 income	
Publications <ul style="list-style-type: none"> • refereed journal articles • non-traditional or creative outputs; • books, book chapters or edited books; • peer reviewed conference papers 	
Non-traditional creative outputs	
HDR Completions	
Research Leadership and Excellence (optional)	

Attachment B: PROFESSIONAL DEVELOPMENT PLAN

Complete Professional Development Plan

Long-term career goal	Capabilities to work on	Actions for staff member	Actions for supervisor	Due date
Teaching				
Research				
Research Leadership and Excellence				
Service and Leadership				
Currency of practice / membership of professional association (where relevant)				
Other				