Dear Colleagues

On behalf of Professor Max Lu, Provost, I wish to provide the following information in relation to the 2016 Academic Submission Timetable.

The timetable, policies, procedures and forms are available at the Career Progress and Appraisal for Academic Staff website for the following processes:

- Annual Review
- Enhanced Appraisal
- Mid-Term Review
- Final Review for Continuing Appointment
- Promotion
- Special Studies Program

I encourage you to review the relevant policies and procedures prior to making a submission.

Performance and development discussions should occur each year between all academic staff members and their supervisors. This involves reflecting on the previous year, setting objectives for the following year and planning personal and professional development to support high performance.

The University of Queensland Enterprise Agreement 2014 – 2017 (Staff Appraisal, clause 60) stipulates the following:

60.2 Each Academic staff member will meet annually with his/her supervisor to conduct a formal review. An Achievements and Objectives Form will be provided to the supervisor by the staff member.

60.3 Staff who are expecting incremental progression, those who are applying or planning to apply for a Special Studies Program (SSP), promotion, continuing appointment or review of probation, will also provide to their supervisor for discussion, (in addition to the Achievements and Objectives Form) a full academic portfolio covering achievements in the broad areas of:
  (a) Teaching and supervision;
  (b) Scholarship, research and original achievement; and
  (c) Service to the University and the community.

60.4 The policy on Criteria for Academic Performance will be used in reviewing performance.

For most Academic Staff, Annual Reviews must be completed no later than 30 June 2016, although in the case of some academic submissions, annual reviews are required to be completed as early as February – please refer to the Application Submission Timetable. Following completion, the supervisor notifies the Human Resources Division that the process has been completed and a record kept (Form C Appraisal Summary Report and Record of Assessment).

Seminars are available to assist staff in their applications for continuing appointment (usually twice yearly) and for promotion (in March). Please register online through the University Staff Development Program. A podcast on Professorial promotion is available from the Professorial Promotion web-site.

The Academic Promotions (up to Level D) process is managed online through UQ Jobs, UQ’s web-based recruitment system. For information on submitting your application online, including user guides for applicants and Heads, please refer to the Academic Promotion (up to Level D) web-site. From 2016 Professorial Promotion will also be managed through UQ Jobs (further information will be available closer to the submission date).

If you have any questions regarding these processes, please contact your Faculty or Institute Human Resources Consultant/Manager.

Regards

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