|  |  |  |
| --- | --- | --- |
| **Form A**  **Academic Portfolio of Achievement for all Academic Staff** |  |  |

|  |  |
| --- | --- |
| **Year** |  |

**The fields on Page 1 and Folio 9 are to be entered manually. The other pages of this document are editable and can be copied and pasted from your previous portfolio.**

**Purpose of Appraisal**

|  |  |
| --- | --- |
|  | Annual Review Only |
|  | Enhanced Appraisal |
|  | Salary Increment |
|  | Special Studies Program (SSP) Application |
|  | Promotion Application |
|  | Probation – Mid-term Review |
|  | Probation – Final Review |

#### FOLIO 1 – Curriculum Vitae

**1.1 Personal Details**

|  |  |
| --- | --- |
| Last Name |  |
| Given Name |  |
| Title (eg. Dr., Assoc. Prof, Prof., Ms., Mr.) |  |
| Employee Number |  |
| Telephone Number |  |
| Email Address |  |

**1.2 Current Appointment(s)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Category (tick only one) |  | | Teaching Focused | |  | Teaching and Research | |  | Research Focused |  | Clinical Academic | |
| Current Level (A-E) and Point on salary scale | | | | |  | | | | | | | |
| School/Centre | | | | |  | | | | | | | |
| Faculty/Institute | | | | |  | | | | | | | |
| Type of Current Appointment | |  | | Fixed Term | | | Expiry date | | | | |  |
|  | |  | | Continuing | | | Probation expiry date, if applicable | | | | |  |
| Date of Initial Appointment to UQ (dd/mm/yy) | | | | | | | |  | | | | |
| Date of Appointment/Promotion to Current Level  (to substantive level, not point on salary scale) (dd/mm/yy) | | | | | | | |  | | | | |
| Fraction (if on a fractional appointment) | | | | | | | |  | | | | |
| Periods of Interruption (eg Long Service Leave) | | | | | | | |  | | | | |

**1.3 Previous Appointments** (most recent first)

|  |  |  |
| --- | --- | --- |
| Dates | Position | Institution/Employer |
|  |  |  |

**1.4 Qualifications, Awards, Memberships** (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year | Qualification | Institution (if relevant) |
| Academic Qualifications |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Year | Description |
| Awards, incl. Fellowships |  |  |

|  |  |  |
| --- | --- | --- |
|  | Year | Description |
| Memberships |  |  |

**FOLIO 2 – Teaching**

This Folio should be completed by Teaching Focused, Teaching and Research Academics and Clinical Academics. Research Focused academics should complete the sections that relate to postgraduate supervision (2.4 – 2.5) and where there is undergraduate teaching involvement, sections 2.1 – 2.3. The [Guidelines on Evidencing Academic Achievement](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/guidelines-evidencing-academic-achievement.pdf) may be referred to when completing this section.

**2.1 Formal Teaching Contact: Under- and Post-Graduate (*excluding* contact in flexible delivery/distance/intensive/clinical mode)**

Fill in actual hours spent in scheduled award-related teaching (list most recent first). For each semester, include a ‘Total’ line, summing the total contact hours across all courses for that semester.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year/ Semester | Course Code & Name | Credit Points/Units | Your total formal classroom contact *hours* in this course **per** **semester**. Do not include preparation time. | Notes – *Indicate the class size. Show contact hours by teaching mode (lecture, seminar, tutorial, practical, laboratory, clinical, other). If you team teach, list role (eg coordinator, lecturer, tutor) and percentage contribution.* |
|  |  |  |  |  |

**2.2 Formal Teaching Contact: Flexible Delivery/Distance/Intensive and Clinical**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year/ Semester | Course Code & Name | Credit Points/Units | Explain your time commitment and provide your total *hours* per semester. Do not include preparation time. | Notes - *Include relevant data on class size and predominant mode of teaching. List your role (eg course developer, coordinator, lecturer, tutor) and percentage contribution.* |
|  |  |  |  |  |

**2.3 Evaluation(s) of Teaching**

*Applicants for Mid-Term review, Final Review for Continuing Appointment and Promotion (not required, however, encouraged for Research Focused where teaching is undertaken) must include their UQ approved independent summary sheets of teaching evaluations (TEVALs, SECaTs). This should include all courses to which a substantial teaching contribution was made over at least the three most recent semesters. Indicate reasons for the absence of the required number under the title of the course below. Section 2.8 may be used to explain aberrations and low results and any actions taken in response to evaluations. Course ratings are also encouraged, particularly where the staff member is course coordinator. List the overall rating (the last question result) in the relevant column below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Summary table of appended teaching evaluations | | | | | |
| Course  Code | Title of Course | Semester /Year | Number of Students | Course Rating | Teacher/ Tutor Rating  (specify eg 3.5 Tutor) |
|  |  |  |  |  |  |

**2.4 Supervision: Honours, Higher Degree Coursework and Research Supervision**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degree (State if Honours, Masters by Coursework, Masters by Research or PhD. Ongoing or completed) | P/T or F/T | Student’s Name | Date of Enrol-ment mm/yy | Date Thesis Submit-ted  mm/yy | Date Awarded  mm/yy | Principal Advisor, Joint Principal Advisor or Associate Advisor (percent contribution) |
|  |  |  |  |  |  |  |

**2.5 Clinical or Applied Supervision**

List supervision of postgraduate or advanced undergraduate students in clinical, industry or other applied settings.

|  |  |  |  |
| --- | --- | --- | --- |
| Semester/Year | Degree or Award  (eg M Psych Clin, FRACP, FRACS, FRANZCR, FRACOG, FRANZCP, B Envir Man (NR312). Ongoing or completed) | Number of Students you Supervised | Nature of Activity eg observation of clinical work; liaison with industry mentors; development of mentor assessment system; supervision of advanced training projects for clinical fellowships; clinical tutoring for fellowship exam preparation. |
|  |  |  |  |

###### 2.6 Activities and Outcomes

*List any significant teaching activities and outcomes (indicate role and percentage contribution where relevant) in areas such as:*

* *development of teaching materials*
* *development of reliable and valid assessment tools*
* *development of curricula at course or program level*
* *development of innovative approaches to teaching*
* *development of learning communities amongst students*
* *curriculum review at program, school or faculty level*
* *tutor training*
* *teaching students with special needs*
* *mentoring colleagues in teaching and learning*

Professional development activities related to teaching and learning should appear in Folio 7.

|  |  |
| --- | --- |
| Year | Initiatives |
|  |  |

**2.7 Evidence of Teaching Quality and Impact**

*For example:*

* *quality of outcomes for Honours and RHD students (class of honours, student publications and conference presentations, employment outcomes*
* *benchmarking of a course or program against similar courses or programs to improve content and delivery*
* *demonstrated use of such evaluation data to inform teaching*
* *awards and prizes*
* *invitations to speak at other institutions*

|  |
| --- |
|  |

**2.8 Comments/Reflections on Teaching from the Staff Member on their Teaching Role and Practice**

*Complete in no more than 1000 words.*

|  |
| --- |
|  |

**FOLIO 3 – Scholarship of Teaching and Learning**

This Folio should be completed by staff on Teaching Focused appointments. Teaching and Research Academics or Clinical Academics who have pursued Scholarship of Teaching and Learning (SoTL) may also wish to record their achievements here. The [Guidelines on Evidencing Academic Achievement](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/guidelines-evidencing-academic-achievement.pdf) may be referred to when completing this section.

* 1. **Summary Statement of Themes**

*Provide a brief summary (in no more than a few paragraphs) of the major past, present and future themes of your work.*

Use Folio 5 for recording publication achievements, oral presentations and project funding.

|  |
| --- |
|  |

###### 3.2 Quality and Impact Measures

*Give evidence of the impact and quality of your work in the Scholarship of Teaching and Learning (SoTL) eg:*

* *impact of contributions and innovations on the practice of others within the institution, nationally or internationally*
* *development of high impact policy*
* *awards and prizes*
* *invited addresses*
* *significance of SoTL collaborations: interdisciplinary initiatives; major international collaborations and other partnerships*
* *development and dissemination of new and rigorous models for curricula and teaching practice, in classroom, practical or clinical settings*
* *participation in practitioner research and case studies of teaching practice*
* *mentoring of others in their teaching and SoTL initiatives*
* *leadership of major teaching developments and SoTL projects*
* *use of teaching products by other institutions*

Use Folio 6 for recording journal editing and reviewing, participation in SoTL-related organisations

|  |  |
| --- | --- |
| Year | Quality and impact measures |
|  |  |

* 1. **Collaborations**

*List any significant collaborations at local, national or international level and indicate the contributions they have made to the development of pedagogy, curricula, learning materials, etc.*

|  |  |
| --- | --- |
| Year | Collaborations |
|  |  |

**FOLIO 4 – Research and Creative Work**

This Folio should be completed by Teaching and Research Academics, Clinical Academics and Research Focused Academics. Teaching Focused Academics who have contributed to disciplinary research and creative work may also wish to record their achievements here. The [Guidelines on Evidencing Academic Achievement](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/guidelines-evidencing-academic-achievement.pdf) may be referred to when completing this section.

* 1. **Summary Statement of Themes**

Provide a brief summary (in no more than a few paragraphs) of the major past, present and future themes of your work.

Use Folio 5 for recording publication achievements, oral presentations and project funding.

|  |
| --- |
|  |

**4.2 Quality Measures**

*List any significant evidence for the quality of your work. Quality refers to the intrinsic merit and academic impact of your research. Quality includes the recognition of the originality of your research by academic peers and the contribution of your research to the discipline. Quality measures include:*

* *prestigious awards*
* *invited keynote addresses*
* *prestigious exhibitions or reviews of creative work*
* *“H” index*
* *other esteem measures*

|  |  |
| --- | --- |
| Year | Quality measures |
|  |  |

## 4.3 Impact measures

*If applicable, list any significant evidence for the impact of your work. Impact refers to the uptake of your research beyond the academic discipline, and the broader social, economic, environmental and/or cultural benefits resulting from your research, eg:*

* *patents, royalty licences, involvement in spin-off companies*
* *provision of expert advice and consultancy services to community, industry, government and other groups*
* *influence on policy development and public practice*
* *media comment*

|  |  |
| --- | --- |
| Year | Impact measures |
|  |  |

# 4.4 Collaborations

*List significant international, national and local collaborations and their outcomes eg:*

* *successful mentoring (provide examples of early career researcher, individual and team outcomes)*
* *major international collaborations*
* *major industry partnerships*

|  |  |
| --- | --- |
| Year | Collaboration |
|  |  |

**FOLIO 5 – Grants, Contracts and Bibliography**

This Folio should be completed by any academic staff member, of any appointment type, who has received a grant or contract and who has published material in the pursuit of research, creative work and/or the scholarship of teaching and learning. List your most recent information first with a line or some other delineator provided to separate current appointment/last promotion information from the remaining history. The [Guidelines on Evidencing Academic Achievement](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/guidelines-evidencing-academic-achievement.pdf) may be referred to when completing this section.

**5.1 Current Grants and Contracts.**

*In each case indicate the project title, the granting agency, the amount received (if any), the Chief Investigators (listed in the order they appear on the application) and the percentage and nature of your contribution in relation to others (****not*** *the percentage of your time spent on the grant).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Title of Current Grant, Contract or Project | Granting Agency | Amount  *(if any)*  $ | Chief Investigators & Staff Member in order | Percent and Nature of your Contribution |
|  |  |  |  |  |  |

**5.2 Completed Grants and Contracts**

*In each case indicate the project title, the granting agency, the amount received (if any), the Chief Investigators (listed in the order they appeared on the application) and the percentage and nature of your contribution in relation to others.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Title of Completed Grant or Contract | Granting Agency | Amount  *(if any)*  $ | Chief Investigators & Staff Member in order | Percent and Nature of your Contribution |
|  |  |  |  |  |  |

**5.3 Submitted Grants and Projects**

List those grant applications or projects submitted where the outcome is pending.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submitted Grants and Projects | Granting Agency | Amount  $ | Chief Investigators & Staff Member in order | Percent and Nature of your Contribution |
|  |  |  |  |  |

**5.4 Other Attempts to Gain Funding.**

*Completion of this section is* ***optional****. This section acknowledges the work done in the preparation of grant applications, even if they have not been successful.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Grants Requested | Granting Agency | Amount  $ | Chief Investigators & Staff Member in order | Percent and Nature of your Contribution |
|  |  |  |  |  |  |

**Bibliography**

Refereed publications are defined by HERDC funded categories and non-refereed and original contributions comprise the rest of the University categories. The list of publication categories may be found on the web site: <http://www.uq.edu.au/research/research-at-uq/?page=196324&s=f5051d5b025600e68398655bb85d1f8d>. The web site (<http://espace.library.uq.edu.au/>) may be used to search for publication details.

**5.5 Refereed Publications including Accepted/In Press**

*List* ***all*** *refereed**publications - most recent first.*

|  |  |  |
| --- | --- | --- |
| Publications | Publication Category, eg:  *(A1) refereed book (B1) refereed book chapter  (C1) refereed article*  *(E1) refereed conference paper etc* | Percentage and type of contribution |
|  |  |  |

**5.6 Non-Refereed Publications and Original Contributions including Accepted/In Press**

*List* ***all*** *non-refereed publications and original contributions - most recent first.*

|  |  |  |
| --- | --- | --- |
| Publications | Publication Category *Indicate University bibliographic record category (see web site listed above).* | Percentage and type of contribution |
|  |  |  |

**5.7 Submitted for Publication**

Provide information about submitted publications.

|  |
| --- |
|  |

**5.8 Further Information on Publications**

Provide further information on publications, for example, as appropriate: standing of publisher, discipline ranking, Tier ranking, rejection rates, [citation counts](http://www.webofknowledge.com/), factors particular to the discipline in publishing (eg authorship order).

|  |
| --- |
|  |

**5.9 Presentations**

*List invited symposia and invited keynote addresses (these should be highlighted as invitations/keynotes), and oral or online presentations or posters presented at conferences (list most recent first and draw a line between oral presentations prior to and since your current appointment/promotion). It is useful to highlight invitations that are particularly prestigious (e.g. how many attendees? how prestigious is it in the discipline?).*

|  |
| --- |
|  |

**Folio 6 – Service and Engagement**

This folio should be completed by all types of academic appointment. The [Guidelines on Evidencing Academic Achievement](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/guidelines-evidencing-academic-achievement.pdf) may be referred to when completing this section.

### 6.1 Service to the School/Centre, Faculty/Institute and University

Include committee memberships, other service positions and projects, and serving as a representative of the University on external bodies etc. Indicate the duration and nature of role undertaken (it is particularly useful to highlight impact and outcomes from your contributions). List most recent first.

|  |  |
| --- | --- |
| Date(s) | Description of Role |
|  |  |

6.2 External Service to Profession/Discipline

|  |  |  |
| --- | --- | --- |
| Professional Service  (including clinical activities and leadership, editorial duties etc) | Date(s) | Description of Role |
|  |  |  |

**6.3 External Service to the Community**

|  |  |  |
| --- | --- | --- |
| Community Service | Date(s) | Description of Role |
|  |  |  |

**6.4 Consultative and Related Outside Work**

(This is work for which you were **not** personally paid)

|  |  |  |
| --- | --- | --- |
| Project Description  *(Provide date, details of the client, the nature of the service function, any partners, and outcomes)* | Hours committed | Funding source (if relevant) |
|  |  |  |

**FOLIO 7 –Professional Development and Other Activities**

Academic staff of any type of appointment complete section 7.1. Section 7.2 should be completed as applicable.

**7.1 Professional Development Activities**

List staff development activities, including any mandatory programs for probationary staff, completion of workshops, short courses and teaching qualification programs.

|  |  |
| --- | --- |
| Year | Professional Development Activities |
|  |  |

**7.2 Any Other Relevant Activities**

List other relevant activities including personally paid consultative work.

|  |  |
| --- | --- |
| Year | Other Relevant Activities |
|  |  |

**FOLIO 8 –Special Studies Program**

This folio is to be used when a staff member wishes to apply for a Special Studies Program or has completed a program in the year under review.

**Proposal for Special Studies Program**

To be completed if staff member wishes to apply for Special Studies Program within the next 18 months.

**8.1 Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Current Level** |  |
| **Name** |  | **Org Unit** |  |
| **Employee Number** |  | **Contact Number** |  |

**8.2 Program Details - Itinerary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | | **Institution** | **Country**  **(if not Australia)** | **Number of weeks away from base workplace (< 400km radius)** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**8.3 Provide details of recreation leave if taken during SSP**

Provision for recreation leave must be made for programs lasting a semester or more. Approval of programs may be withheld if no provision for recreation leave has been made during the period of the program.

|  |  |
| --- | --- |
| **Date From:** | **Date To:** |
| **Date From:** | **Date To:** |

**8.4 Proposed Activities and Benefits to the School**

|  |
| --- |
|  |

**8.5 Teaching Duties**

Provide details of your teaching duties covered during SSP.

|  |  |
| --- | --- |
| **Subject** | **Replacement** |
|  |  |
|  |  |
|  |  |

**8.6 Postgraduate Duties**

Provide details of your postgraduate supervision covered during SSP.

|  |  |  |
| --- | --- | --- |
| **Postgraduate Student** | **Course of Study** | **Supervisor During Absence** |
|  |  |  |
|  |  |  |

**8.7 Clinical Cover**

If applicable, provide details, including approval of the relevant hospital authorities.

|  |
| --- |
|  |

**8.8 Comments**

|  |
| --- |
|  |

**SSP Report on Completed Program**

*To be completed at the end of a Special Studies Program (SSP).*

**8.9 Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Current Level** |  |
| **Name** |  | **Org Unit** |  |
| **Employee Number** |  | **Contact Number** |  |

**8.10 Duration of most recent program**

|  |  |
| --- | --- |
| **Commencement Date** |  |
| **Date of departure from Australia** (if applicable) |  |
| **Date of return to Australia** (if applicable) |  |
| **Completion Date** |  |

**8.11 Provide details of recreation leave if taken during SSP**

|  |  |
| --- | --- |
| **Date From:** | **Date To:** |
| **Date From:** | **Date To:** |

**8.12 Summary of Program**

|  |  |
| --- | --- |
| **Dates** | **Main Institutions visited or other activities** |
|  |  |
|  |  |
|  |  |
|  |  |

**8.13 Requirement to complete a report on Overseas University Travel**

|  |  |  |
| --- | --- | --- |
| Have you completed the Report on Overseas University Travel?  *A report on overseas travel is to be submitted in accordance with the Reports on Overseas University Travel policy, Section 1.50.9 of the Handbook of University Policies and Procedures.*  (<http://www.fbs.uq.edu.au/travel-at-uq>) | Yes | No |

**8.14 Report on most recent SSP Program**

Report on the achievements of this program (between 750 to 1500 words).

|  |
| --- |
|  |

FOLIO 9 – Nomination of Referees for Final Review for Continuing Appointment

To be completed only by candidates for **Final Review for Continuing Appointment**. Please note all referee reports will be requested by email (see the procedures for [continuing appointment](http://ppl.app.uq.edu.au/content/5.41.05-probation-and-confirmation-continuing-appointment-academic-staff) for further information).

|  |  |  |  |
| --- | --- | --- | --- |
| ***Teaching Focused Staff:*** | ***Teaching and Research Staff:*** | ***Research Focused Staff:*** | ***Clinical Academic:*** |
| *1 Teaching*  *1 SoTL (Levels A and B) or*  *2 SoTL (Levels C and D)\*\** | *1 Teaching*  *1 Research (Levels A and B) or*  *2 Research (Levels C and D)\*\** | *1 Research (Levels A and B) or*  *2 Research (Levels C and D)\*\** | *1 Teaching*  *1 Research (Levels A and B) or*  *2 Research (Levels C and D)\*\**  *1 Engagement* |

*\*\*The second nominated referee is a reserve*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee No:** | **Title** | **Initials** | **Surname** | **Email**  **\*Required** | **Department/ School** | **University** | **Street & Suburb** | **ForAustralia:**  **State, PCode**  **For O/Seas:**  **Country, PCode** | **Telephone** |
| **Example** | Associate Professor | M J | Gilbert-Wolfe | m.GilbertWolfe@monash.edu.au | Art History | Monash University |  | VIC 3010 | 03-207 1150 |
| **Teaching Referee** |  |  |  |  |  |  |  |  |  |
| **SoTL Referee1** |  |  |  |  |  |  |  |  |  |
| **SoTL Referee2** |  |  |  |  |  |  |  |  |  |
| **Research and Creative Work Referee1** |  |  |  |  |  |  |  |  |  |
| **Research and Creative Work Referee2** |  |  |  |  |  |  |  |  |  |
| **Engagement**  **(CA only)** |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| ***I have ascertained the willingness of my nominated referees to provide a report:*** |  |  |