



HUMAN RESOURCES
**SUPERVISOR'S ANNUAL REPORT ON ACADEMIC STAFF HOLDING APPOINTMENTS
SUBJECT TO REVIEW (TENURABLE)**

Academic staff should read the information contained in the Guidelines for the Use of an Academic Portfolio prior to completing the required information and forwarding to the Head of School. All information to be assessed must be provided by the academic staff member under review. Please print clearly.

SECTION 1 -

Title and Name of the Staff Member

School

Position Held (e.g. Level A, Level B, etc)

Appointment Type (e.g. Tenurable)

Report Due (e.g. 1st, 2nd, Final, 1st Extension, etc)

Name of Head of School (or equivalent)

To assess the progress of a staff member on a tenurable or fixed term appointments the Academic Portfolio will include the following documentation:

- Cover Sheet incorporating the information above, signed and dated by the applicant
- Summary Statement
- Curriculum Vitae
- Folio 1: Research, Scholarship and Original Achievement
- Folio 2: Teaching and Learning
- Folio 3: Service

Please note the following review periods apply:

- Level A Academics - 5 years (may be extended in exceptional circumstances).
- Level B Academics - 3 years (may be extended by up to 2 periods of 1 year each or further in exceptional circumstances, or shortened).
- Level C, D, E Academics - up to 3 years (may be extended by up to 2 periods of 1 year each or further in exceptional circumstances, or shortened).

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SUBJECT TO REVIEW (TENURABLE) (page 2)**

SECTION 2 - COMMENTS ON THE ACADEMIC PORTFOLIO AND OVERALL PERFORMANCE

(to be provided by the Head of School)

The Head of School should normally consult and seek comments from senior members of staff in the applicant's discipline, especially the Head of the Discipline Group. These comments may be included with the recommendations forwarded to the Academic Promotions Committee.

SECTION 3 - OUTLINE OF ACTION PLAN FOR DEVELOPMENT OF STAFF MEMBER

(to be provided by the Head of School)

