Academic Managers' Review and Plan

Academic Manager Review for year _____ (Previous 12 months)

The primary objectives of the academic manager's review are to:

a) support the continued high performance of academic managers, their career development and the advancement of the University's objectives;

b) set specific annual goals and targets in the context of the University's strategic objectives and to review performance in the management role and academically, and progress towards previously agreed goals and targets;

c) review the work allocation profile; and

d) submit recreation leave for the following year.

NOTE: Please see detailed instructions on the back page of this form.

PART 1   (Completed by Academic Manager)

Name:	Griffith ID*:*
School/Department/Centre:	
Current Level:	Academic Supervisor:

Current Mode of Employment is: (please mark appropriate boxes and enter profile percentages)

☐ Continuing   ☐ Fixed Term   ☐ Full Time   ☐ Part Time (%)

Current Work Profile:

____% Academic Manager _____% Teaching _____% Research _____% Scholarship _____% Service

ACADEMIC MANAGER COMPONENT OF POSITION

	Objectives	Progress & Achievements
Work Allocation ____%	▪ ▪ ▪ ▪ ▪	▪ ▪ ▪ ▪ ▪

ACADEMIC COMPONENT OF POSITION (as applicable)

	Objectives	Progress & Achievements
Learning and Teaching	▪	▪
Research/ Scholarship	▪	▪
Service	▪	▪

Note: Objectives and outcomes should be copied over from previous review document, and reflect those established at the last review.

PART 2   **(Completed by Supervisor)**

Supervisor's comments	
ACADEMIC MANAGER COMPONENT OF POSITION	❒ Exceeded expectations ❒ Met expectations ❒ Requires Improvement ❒ Unsatisfactory
ACADEMIC COMPONENT OF POSITION (As applicable)	
Learning and Teaching:	❒ Exceeded expectations ❒ Met expectations ❒ Requires Improvement ❒ Unsatisfactory
Research / Scholarship:	❒ Exceeded expectations ❒ Met expectations ❒ Requires Improvement ❒ Unsatisfactory
Service:	❒ Exceeded expectations ❒ Met expectations ❒ Requires Improvement ❒ Unsatisfactory
Overall comments and rating:	**Recommendation:** ❒ Performance commended (see note 1) ❒ Performance satisfactory (see note 1) ❒ Performance needs improvement (see note 2) ❒ Performance unsatisfactory (see note 3)

Note 1: Where performance is satisfactory or commended, the academic manager and supervisor will complete the remainder of this plan. The original copy is to be sent to the Group HR Adviser for filing on staff member's personnel file. The academic manager should retain an electronic copy of the completed form for referral.

Note 2: Where a manager's performance needs improvement in certain areas before a true rating of satisfaction can be sustained, but overall performance may not be of a level considered unsatisfactory at this point in time, then the manager is required to develop a performance improvement plan. This improvement plan will be reflected in part 3 of this AMRP and completed jointly with the academic manager and supervisor. The manager should retain an electronic copy of the completed form for referral.

Note 3: In cases of unsatisfactory performance the relevant supervisor will determine a developmental plan with the individual to bring performance up to the required level and record it. The Academic Manager will be given up to six months from the date of the AMRP to achieve the required level of performance. At the expiration of the specified period the relevant supervisor will hold a review meeting with the Academic Manager to review performance. If performance is satisfactory no further action will be taken. If performance is still unsatisfactory, the individual will be removed from the academic management role. In this instance, the individual will return to their usual academic role.

Academic Manager:

☐ I agree with my academic supervisor's assessment.

☐ I do not agree with my academic supervisor's assessment, but acknowledge this to be a true reflection of the discussion with my supervisor.

☐ I have completed the required annual fire safety training.

☐ I have discussed with my supervisor and submitted via the Portal my recreation leave applications for the following calendar year.

Staff Member Signature:	**Date:** ___/___/____

Academic Supervisor:

☐ I have discussed and agreed with the recreation leave applications for the following calendar year.

☐ I have consulted with the staff member and recommend a work allocation profile of:

    % Teaching   % Research   % Scholarship   % Service   %

with an effective date of   /   /

Supervisor Signature:	**Date:** ___/___/____

PART 3: Academic Manager Plan for year _____ (Next 12 months)

(Draft completed initially by Academic Manager then completed jointly by Staff Member and the Supervisor)

ACADEMIC MANAGER COMPONENT OF POSITION

	Objectives and outcomes for forthcoming review period	Measurable milestones and actions for achievement of objectives and progress towards outcomes
Work Allocation ____%	▪ ▪ ▪ ▪ ▪	▪ ▪ ▪ ▪ ▪

ACADEMIC COMPONENT OF POSITION (as applicable)

	Objectives and outcomes for forthcoming review period	Measurable milestones and actions for achievement of objectives and progress towards outcomes
Learning and Teaching Work Allocation ____%	▪	▪
Research / Scholarship Work Allocation ____%	▪	▪
Service Work Allocation ____%	▪	▪

DEVELOPMENT ACTIVITIES	
Development activities proposed for the forthcoming review period subject to funding constraints and any obligations for teaching, research / scholarship or service	**Proposed outcomes or benefits of the planned development**
▪	▪
▪	▪

Plan Approval

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____

Instructions for completing your Academic Manager's Review and Plan (AMRP)

Part 1

Part 1 of the attached form is to be completed by the Academic Manager and should be a reflection on progress against last year's objectives as agreed with your supervisor at the last review. You should:

- List percentage of work allocation in each academic area as previously set with your supervisor;

- Copy the objectives agreed in last year's plan to this first column marked 'Objectives and outcomes for forthcoming review period';

- Copy the actions agreed in last year's plan to the second column marked 'Progress and Achievements;

- Complete progress made against each of these actions and in cases where agreed actions have not been completed, reasons why;

- List any mitigating and/or equity/diversity considerations that your supervisor should be aware of.

Note: Reviews of Heads of Schools or Centre Directors may be delegated to the relevant Dean.

Part 2

Part 2 of the attached form is to be completed by the supervisor. This should be done after reviewing Part 1 of this documentation, any additional supporting material and having a discussion with the academic manager concerned. It should specifically focus on progress made over the past twelve months against previously agreed objectives and actions.

In each category of work (Learning and Teaching, Research / Scholarship and Service, as applicable to the position) there are ratings of; exceeded expectations; met expectation; and requires improvement, which should be supported by the supervisor comments in the space provided. Needs improvement does not necessarily mean that the academic manager is unsatisfactory in this area, examples of this may be:

- Concerns that the staff member may not have progressed as far as expected on a longer term project but has time to improve to still meet longer term goal.

- Overall expectations of the position of the manager are greater than those that have been displayed over the previous twelve months, which while may not necessarily constituting unsatisfactory performance, nevertheless need to be improved for the manager to continue to remain satisfactory in the future.

Having discussed performance in each area, the supervisor should rate and provide comments on whether the academic manager's overall performance as commended, satisfactory; needs improvement or unsatisfactory and the corresponding box marked accordingly on the signature page. Proposed leave for the upcoming twelve months should be discussed, considered and approved for entry via the portal.

Part 3

Part 3 of the attached form should be completed initially in draft form by the Academic Manager and then jointly finalised by the supervisor and academic manager and should clearly indicate objectives and measurable actions for the following twelve months.

Note: The supervisor is normally the relevant DVC or PVC, but the Review and role of supervisor may be delegated by the DVC or PVC to the relevant Dean in the review of Heads of Schools/Centres.