

The Academic Portfolio is used to compile and present supporting evidence and information to accompany documentation for the following:

1. Academic Staff Review and Plan (ASRP),
2. Academic Managers Review and Plan (AMRP)
3. Probation Reviews; and
applications for:
 4. Promotion
 5. Academic Studies Program (ASP)
 6. Academic Work Profile change
 7. Academic Equity Development Program (AEDP).

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

SECTION 1: EMPLOYMENT DETAILS

STAFF MEMBER DETAILS	
Name:	Griffith ID:
School/Department/Centre:	
Group:	Current Level:
Current Mode of Employment is: (please mark appropriate boxes and enter profile percentages)	
<input type="checkbox"/> Continuing <input type="checkbox"/> Fixed Term <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (%)	
Current Work Profile:	_____% Teaching _____% Research _____% Scholarship _____% Service & Engagement

Note: all tables are expandable – please add more lines as required.

Academic qualifications

Formal qualifications

Year	Qualifications	University/other institution

Other Qualifications

Year	Qualifications

Appointments

Current appointment

Year	Position	Location

Previous appointments

Year	Position	Location

Membership of Research Centres

Year	Description and position	Location

Awards, Fellowships, Major Scholarly Prizes

Year	Description	Comment eg. \$ value of award

Membership of Learned and Professional Associations

Year	Description	Location

SECTION 2: LEARNING AND TEACHING

Formal Teaching Contact: Undergraduate and Postgraduate Coursework for the past 5 years (including contact in flexible delivery/distance/intensive/clinical mode). Fill in actual hours spent in scheduled teaching (list most recent first).

Year/ Trimester	Course Code & Name or Course	Credit Points/ Units	Your total allocated contact delivery <i>hours</i> in this course per trimester (as per work allocation model) excluding preparation and marking.	<i>Comment on class size, type of teaching (lecture, seminar, tutorial, practical, laboratory, clinical, other), mode (face to face or online: onshore or offshore) and role (eg coordinator, lecturer, tutor) and percentage contribution.</i>

Clinical or Applied Supervision, Including Work Integrated Learning Supervision

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

Year/ Trimester	Course Code & Name or Course	Number of Students 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.

Evaluation(s) of Teaching

Please provide a summary table of the overall rating (the last question result) for SET and/or SEC for each course as listed above in formal teaching contact that you have convened or made a significant teaching contribution towards over the relevant period, in the columns below.

Summary Table for Student Evaluations of Teaching (SET) and Student Evaluation of Courses (SEC) Overall Ratings

Course code	Course Name	Trimester /Year	Number of students in Course	Response Rate %	Overall Course Rating SEC	Overall Teacher Rating SET

Professional Development Activities in Learning and Teaching

Please specify professional development activities that you have completed since commencing your current appointment or since your last promotion relating to enhancing your skills in learning and teaching that you have undertaken in the past 5 years. This may include Grad Cert in Education, Learning Futures events and courses, School or Group events, and activities external to the University.

Year	Activities and Initiatives

Successful Current Grants and Contracts

Please list Chief Investigators in the order they appear on the application and the percentage and nature of your contribution (not the percentage of your time spent on the grant). List your most recent information first with a line to indicate activities since the start of your current appointment/last promotion.

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

			\$		

Completed Grants and Contracts

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

Submitted Grants and Projects (outcome pending)

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

Additional information (Optional for staff member to complete)

Summary of achievements and impacts over the last 12 months (Maximum 2 paragraphs)

SECTION 3: RESEARCH / SCHOLARSHIP (including Creative Works)

Successful Current Grants and Contracts

Please list Chief Investigators in the order they appear on the application and the percentage and nature of your contribution (not the percentage of your time spent on the grant). List your most recent information first with a line to indicate activities since the start of your current appointment/last promotion.

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

Completed Grants and Contracts

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

Submitted Grants and Projects (outcome pending)

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

Research Outputs: Including Publications

Research outputs should be listed in chronological order (starting with the most recent), numbered, and to be presented with full details, including all authors (and order of authors as published), journal page numbers, where applicable. Where the candidate is not the single author, clear evidence of the contribution, for example indicated by a percentage figure, should be provided. Please ensure that all authors are listed and the order of authorship should be clearly shown.

Indicate (using *) your top five research outputs in terms of impact.

Although you may list all research outputs from your career, please indicate (use #) your achievements since your appointment to the University or last promotion at the University, whichever is the most recent. The following website should also assist: <http://www.griffith.edu.au/research/research-publications>

My Research Publications Code refers to categories A1, B1, C1, E1, etc.

Published Books

No	Author(s), title of work, name of the journal / publisher, volume, year. Please note if the work is in press.	% Contribution	Citation information
1			
2			

Note: If you listed citations, please indicate here the source used (eg. Web of Science or Google Scholar)

Published Book Chapters

No	Author(s), title of work, name of the journal / publisher, volume, page numbers, year. Please note if the work is in press.	% Contribution	Citation information
1			
2			

Note: If you listed citations, please indicate here the source used (eg. Web of Science or Google Scholar)

Refereed Journal Articles

No	Author(s), title of work, name of the journal / publisher, volume, year. Please note if the work is in press (accepted for publication).	% Contribution	Citation numbers	Journal ranking if applicable
1				
2				

Note: If you listed citations, please indicate here the source used (eg. Web of Science or Google Scholar)

Published Conference Papers

No	Author(s), title of work, name of the journal / publisher, volume, year.	% Contribution	Citation information
1			
2			

Creative Works or Performances

No	Creator/performer, nature of work, details of presentation	% Contribution
1		
2		

Other Research Outputs and Non-Refereed Publications

No	Author(s), title of work, name of the journal / publisher, volume, year, comments by reviewers. You may include work that has been submitted for publication in this section.	% Contribution
1		
2		

Conference Presentations and Speaker Events

Maximum 10 conferences/speaker events may be listed. List invited symposia and invited keynote addresses, oral presentations or posters presented at conferences (list most recent first). Please draw a line between those prior to and since your current appointment/promotion. Please highlight invited, keynote and plenary addresses.

Date	Conference details and location	Paper title	Authors	Your Role

Collaborations

List significant international, national and local collaborations with industry partners or other institutions and their outcomes.

Year	Collaborations and their impact

Research supervision of higher degree by research (HDR), honours and masters coursework (research component) thesis students – ongoing and completed

Degree:- HDR, Masters Coursework or Prof Doc thesis, Honours	Student's Name	Year Started	Year Graduated	Year Awarded

***Primary supervisor (P), Joint supervisor (J), Associate supervisor (A)

List any significant achievements of HDR graduates, such as prestigious awards or significant academic positions, class of honours, student publications and conference presentations, employment outcomes.

Quality and Impact of Contribution to SCHOLARSHIP of Learning and Teaching

This section should be completed by those staff who have scholarship of learning and teaching as a component of their work. Outcomes relating to publications, oral presentations and project funding should be recorded within the research section, however you may wish to highlight them as being relevant to scholarship in teaching.

Year	Activities, Initiatives or Indicator of Quality/Impact

Additional information (Optional for staff member to complete)

Summary of achievements and impacts over the last 12 months (Maximum 2 paragraphs)

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SECTION 4: SERVICE AND ENGAGEMENT

Service to the School/Centre/Department

Indicate the duration and nature of role undertaken. List most recent first.

Date(s)	Description of Role

Service to the Group and/or University

Indicate the duration and nature of role undertaken. List most recent first.

Date(s)	Description of Role

External Service & Engagement to the Profession/Discipline

Including clinical activities and leadership, editorial duties, assessor for grant applications, grant panel chair etc)

Date(s)	Description of Role

External Service & Engagement to the Community/Industry

Include government advisory roles, policy influence, media presentations, etc

Date(s)	Description of Role

Consultative and Related Outside Work

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

Date(s)	Description of Role

Additional information (Optional for staff member to complete)

Summary of achievements and impacts over the last 12 months (Maximum 2 paragraphs)

Instructions for completing your Academic Portfolio:

All documentation should be submitted via the University's PageUp system once completed. Please refer to the User Guides available on the *Academic Work @ Griffith* website to submit your documentation.

Academic Staff Performance Review and Plan (ASRP)

1. Complete the [Academic Staff Review and Plan](#) (ASRP) with Part 3 in draft form as well as the Academic Portfolio and relevant supporting documentation via the following website - <https://intranet.secure.griffith.edu.au/employment/academic-work/information-for-staff>

Academic Managers Performance Review and Plan (AMRP)

2. Complete the [Academic Managers Review and Plan](#) (AMRP) as well as the Academic Portfolio and relevant supporting documentation via the following website - <https://intranet.secure.griffith.edu.au/employment/academic-work/academic-manager-review>

Probation (including Confirmation)

3. Complete the Academic Portfolio with your [Academic Staff Review and Plan](#) (ASRP) and relevant supporting documentation via the link provided by your [HR Business Partner](#).

Promotion

4. Complete the Academic Portfolio and submit with your Case for Promotion and relevant supporting documentation as set out in the [Promotion of Academic and Research Only Academic Staff Policy](#) and [Promotion of Academic Staff Procedures](#) via the following website - <https://intranet.secure.griffith.edu.au/employment/academic-work/promotion>

Academic Studies Program

5. Complete the Academic Portfolio and submit with your Application for Academic Studies Program and relevant supporting documentation as set out in the [Academic Studies Program Policy](#) and [Academic Studies Program Procedures](#) via the following website - <https://intranet.secure.griffith.edu.au/employment/academic-work/academic-studies-program>

Change in Academic Work Profile

6. Complete the Academic Portfolio and attach your case for profile change (maximum 2 pages) along with relevant supporting documentation and email via your supervisor to the Head of Element. Work profile changes are approved by the relevant Head of School/ Department/ Element.

Application for the Academic Equity Development Program (AEDP)

Complete the [Application Form](#), attach your Academic Portfolio and provide your proposed program to your Head of Element for consideration by the Dean (Academic) at any stage during the year. Information is available via the following website - <https://intranet.secure.griffith.edu.au/community-welfare-recreation/equity-diversity/development-programs/academic-staff-equity-development-program>

Griffith University collect; stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at <http://www.griffith.edu.au/privacy-plan>.