

INTERNAL REPORTER DETAILS

Last Name _____

First (or chosen) Name _____

Academic Role:

Head of School

Supervisor

Other (please specify) _____

School /Centre/Department (if applicable) _____

Group _____

Prior to preparing the internal report, please read the Criteria for Promotion within the Griffith Promotion of Academic Staff Procedures/Promotion of Research Only Academic Staff Procedures. Particular attention should be given to the applicant's performance as indicated by annual reviews since appointment or promotion to the current level at Griffith.

Please address the following sections, where applicable. Reports specific to Service & Engagement, Research/Scholarship or Learning & Teaching should focus only on the relevant sections.

NOTE: please type in the boxes. They expand.

**PROMOTION - ACADEMIC/RESEARCH ONLY ACADEMIC STAFF – REPORT BY
HEAD OF SCHOOL/CENTRE/ELEMENT, OR SUPERVISOR**

What is your assessment of the applicant's contribution to learning and teaching and, where applicable, to the scholarship of learning and teaching? Please also comment on their contribution to higher degree research supervision.

What is your assessment of the applicant's achievements in research and creative works? Where relevant please comment also on any special features of the applicant's work and the benefits to the University of any industry engagement, consultancies, performances or commissioned work.

Please note: It is expected that you have consulted with the relevant Research Centre Director before providing your assessment. Please indicate:

Yes, consulted with NAME/CENTRE; or

No, not consulted/not relevant.

What is your assessment of the applicant's achievements in scholarship?
Please also comment where relevant, on the nature of their work and achievements in relation to the scholarly activities, commitments and outputs that inform the quality, innovation, currency and evidence-base of teaching.

What is your assessment of the applicant's service & engagement to the Department/School/University and to industry and other end-users, in the form of companies, three levels of government, not for profit organisations, and philanthropic and community organisations? Comment on the applicant's level of responsibility and effectiveness in carrying out these duties.

Please state your overall comments about the applicant's case for promotion.

Please take into account the workload allocation (work profile) of the applicant and the basis upon which he/she is applying for promotion (ie. Outstanding in one area, or meritorious across all 3 areas), in addition to other considerations specified in the Promotion of Academic Staff Procedures/Promotion of Research Only Academic Staff Procedures.

**PROMOTION - ACADEMIC/RESEARCH ONLY ACADEMIC STAFF – REPORT BY
HEAD OF SCHOOL/CENTRE/ELEMENT, OR SUPERVISOR**

HEAD OF SCHOOL ONLY – where not the supervisor

EITHER

Head of School report - please comment regarding your assessment of the applicant's contribution to learning and teaching, research/scholarship and/or service & engagement as applicable.

Name: (Print)	Signature:
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OR

I confirm that I am in agreement with the Supervisor report and do not wish to add further comments.

Name: (Print)	Signature:
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Signature	Date

DEAN'S ENDORSEMENT OF APPLICATION (Applications to Principal Research Fellow, Associate Professor and Professor Only)

Your endorsement or otherwise follows a discussion with the applicant and your review of the application.

- I endorse this application (commentary optional) I do not endorse this application (provide comments below)

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Name: (Print)	Signature:
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