

INTERNAL REPORTER DETAILS	
Last Name _____	First (or chosen) Name _____
Academic Role:	
<input type="checkbox"/>	Head of School
<input type="checkbox"/>	Supervisor
<input type="checkbox"/>	Other (please specify) _____
School /Centre/Department (if applicable) _____	
Group _____	

Head of School/Supervisor (all candidates)

Prior to preparing this report:

- Read and familiarise yourself with the Criteria for Promotion within the Griffith Promotion of Academic Staff Procedures/Promotion of Research Only Academic Staff Procedures.
- Consider applicant's performance as indicated by annual reviews since appointment or promotion to the current level at Griffith.
- Ensure you have had at least one discussion with the candidate regarding their application and have advised whether or not the application has your preliminary support and (if not) provide constructive feedback as to steps required to build the case for future promotion.
- Ensure you have reviewed the candidate's final application prior to completing your report.

To complete your report, please address the sections as applicable to the application. .

Pro Vice Chancellor (candidates for Principal Research Fellow, Associate Professor and Professor)

- Ensure you have had at least one discussion with the candidate regarding their application and have advised the candidate whether or not the application is likely to have your support should it proceed.
- If not supporting the application, comments must be provided on this form outlining your reasoning including feedback as to what is required to build the case for future promotion

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: _____ <p style="text-align: center;">(Print)</p>	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: _____ <p style="text-align: center;">(Print)</p>	Signature: _____
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Signature	Date

PRO VICE CHANCELLOR'S SUPPORT OF APPLICATION (Applications to Principal Research Fellow, Associate Professor and Professor Only)

I support this application (commentary optional) I do not support this application (include feedback)

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Name: _____ <p style="text-align: center;">(Print)</p>	Signature: _____
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