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| **1a PERSONAL DETAILS** |
| **Full name** |  | **Appointment fraction** |  |
| **Employment type** | Choose an item. | **Probation end date***(Leave blank if not applicable)* |  |
| **Total leave balance (Hours)** | Annual: | **Future leave plans (Hours)** |  |
| Long service: |
| Personal: |
| **1b POSITION DETAILS** |
| **Position title** |  | **Level** | Choose an item. |
| **Academic profile** | Choose an item. | **Discipline** | Choose an item. |
| **Does your current Position Description accurately reflect your position?** *If there is a significant variance, please consult with your supervisor and the P&C team* |  |

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| **1c PROFESSIONAL DEVELOPMENT AND GROWTH** |
| **Detail online training completed in the last 12 month** *(include the course name and if this was mandatory or optional)* |  | **Other professional development or training requirements in the last 12 months***(Provide details)* |  |
| **Are you responsible for supervising HDR students?**  | Choose an item. | **Are you up to date with your HDR Supervisor Development Program?**  |  |
| **Are you considering academic promotion?** | Choose an item. | **If yes or unsure, discuss with your supervisor to understand academic promotion requirements and the support available.** |  |

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| **TEACHING AND RELATED DUTIES** |
| *This section is to be used for* ***Teaching Specialist (Academic), Teaching Specialist (Clinical/Practitioner)*** *or* ***Teaching and Research Academics*** *to reflect on the previous period and identify future goals. Supplementary data document provides teaching activities for the current year, full SET reports and benchmarking information.*  |
| **Provide comments on evaluation of teaching including SETs or other evaluations** |  |
| **PREVIOUS GOALS *(Use this section to reflect on goals identified through the last APR. Consider success/achievements, barriers, support provided/required, effectiveness)*** |
| **Previous Goals** *(Leave blank if this is the first review)* | **Staff member comments** | **Supervisor comments** |
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| **FUTURE GOALS** *(Use this section to develop future goals)* |
| **Goals***(Develop SMARTS goals. Goals can be short and long term. Consider how this aligns with the discipline, the CMPH and Flinders University.* ***Provide a minimum of 3 goals****)* | **Staff member comments** | **Supervisor comments***(Feedback on the goals and ways that the supervisor can support the staff member to achieve these goals)* |
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| **3 RESEARCH OUTPUTS AND ACHIEVEMENTS** |
| *This section is to be used for* ***Research Academics*** *or* ***Teaching and Research Academics*** *to reflect on the previous period and identify future goals. Supplementary data document provides full list of ERA recognised research outputs, research income, and HDR completion data and relevant benchmarking information.* |
| **Reflect on your research outputs as summarised in the supplementary data document.** |  |
| **Provide details of journals and publications not included in the supplementary data.** |  |
| **Provide details of conferences or other activity.**  |  |
| **Describe the other impact from your research.** *I.e. community impact, base knowledge, increased interna/external network etc.*  |  |
| **PREVIOUS GOALS *(Use this section to reflect on goals identified through the last APR. Consider success/achievements, barriers, support provided/required, effectiveness)*** |
| **Previous Goals** *(Leave blank if this is the first review)* | **Staff member comments** | **Supervisor comments** |
|  |  |  |
| **FUTURE GOALS** *(Use this section to develop future goals)* |
| **Goals***(Develop SMARTS goals. Goals can be short and long term. Consider how this aligns with the discipline, the CMPH and Flinders Uni****. Provide a minimum of 3 goals****)* | **Staff member comments** | **Supervisor comments***(Feedback on the goals and ways that the supervisor can support the staff member to achieve these goals)* |
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| **SERVICE AND LEADERSHIP (***This section is to be used by all academics to identify the service and leadership activities over the last 12 months and planned future activity.)* |
| **Provide information on formal service and leadership roles or activities over the last 12 months.** (Ex, course coordinator, teaching program director, performance reviewer, consultancies etc) |  |
| **Detail other Service and Leadership activities over the last 12 months.** |  |
| **Provide details of future service and leadership activities planned.** |  |
| **Supervisor comments** |  |

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| **PERFORMANCE** *(Use this section to reflect on overall performance over the last 12 months)* |
| **Statement** | **Staff member comments**(Reflect on overall performance over the last 12 months and identify). | **Supervisor comments**(Provide feedback on performance, identify opportunities for growth and ways they can be supported) |
| **University Values**(Provide details of how you demonstrated the University’s Values and the CMPH values – RAP, GIDE etc) |  |  |
| **Other***(Use this space to provide general feedback or comment on the past year and future.)* |  |  |

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| **ATTACHMENTS** |
| **Responsible** | **Item** | **Attached** |
| **CMPH to provide** | Academic Profiles |[ ]
|  | Position description |[ ]
|  | SET results for all teaching |[ ]
|  | Latest peer review |[ ]
|  | Outside Professional Activities forms |[ ]
| **Staff member** | Current Curriculum Vitae |[ ]
|  | Research Plan (if relevant) |[ ]
|  | Professional Development Plan (Completed) |[ ]
|  | Current flexible working arrangements |[ ]
| **WORKDAY REVIEW - STAFF** |
| **Staff** | Review Workday profile for accuracy |[ ]
| **Staff** | Update Staff Profile |[ ]

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| **7 AGREEMENT** |
| **Staff member signature** |  | **Date** |  |
| **Supervisor signature** |  | **Date** |  |

Congratulations on completing your Review! Once you and your supervisor have finalised the Review, please upload a copy to Workday – follow the instructions [here](https://staff.flinders.edu.au/content/dam/staff/documents/workday-user-guides/workday/Workday%20User%20Guide%20Add%20Certificate.pdf).