

Academic Performance Review Research Staff

Making a Difference - The 2025 Agenda

VISION: To be internationally recognised as a world leader in research, an innovator in contemporary education, and the source of Australia's most enterprising graduates.

MISSION: Changing lives and changing the world.

The Academic Staff Performance Review Scheme is designed to regularly review the performance and the professional development of staff. The objectives of the Scheme are to:

- assist staff to develop academically and professionally and to provide them with reliable information on the University's expectation of performance;
- assist the University and staff jointly to plan the work of staff to achieve desired goals; and assist supervisors in monitoring and assessing a staff member's performance.

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct, the [Enterprise Agreement](#), and the University's [Values and Ethos](#).

This form will be accompanied by a Supplementary data document containing relevant data from University systems. There will be opportunities for you and your supervisor to:

- review past goals and reflect and respond on achievement of or otherwise
- agree on goals and strategies for coming year and professional development opportunities

The following documents which will be available, either electronically or in hardcopy are as follows:

Provided by	Item	Attached
College	Research Performance Guidelines (URL to be supplied if RPG website is developed)	
	Academic Profiles	
	Staff Member's current position description	
	All Outside Professional Activities Forms Lodged covering activities performed in past 12 months or future activities	
	Current flexible working arrangement (inc. WFH agreement) in place	
Staff member	Up-to-date current Curriculum Vitae	

A. PERSONAL DETAILS

1. Staff member's full name:	
2. Reviewing Supervisor:	
3. Are you on probation?	
4. Orientation and training completed in last 12 months:	
Mandatory Induction Programs:	Enter date completed or planned date
Postgraduate Research Supervision Program:	
Other: Supervising staff training: (date completed)	
Any other professional development or training requirement specified in staff member's employment contract e.g., Work Health and Safety training for Supervisors, any other training/refresher course due in current year.	

B. RESEARCH OUTPUTS AND ACHIEVEMENTS

Supplementary data document provides full list of ERA recognised research outputs, research income, and HDR completion data and relevant benchmarking information

5. Provide a summary of the agreed goals and strategies for research from your last review.
(Leave blank if no previous review)

6. Reflecting on your research outputs as summarised in the supplementary data document, provide comments on meeting goals and effectiveness of strategies for research from previous year.

7. After completing your detailed research plan (Attachment A), summarise your agreed goals and strategies for research for future period.

8. Provide examples of your leadership of research initiatives where you led other academic staff and the evidence of the successful outcomes you gained.

eg leading successful research teams (i.e. gaining external grants, establishing Centres of Excellence, publishing team-based top quality articles), capacity building of early career researchers, development of government research policy, fostering collaborative links across the University, with Industry and other Institutions, developing international research outputs and collaborations; development of research centres with demonstrated research engagement and impact.

9. Provide examples of achievement of outstanding research excellence.

eg outstanding personal research success (e.g. Laureate Fellow, Future Fellow or DECRA, becoming a 'high cite'), contributing to the establishment of prestigious centres (e.g. Centre of Excellence), being first chief investigator on successful grant applications, innovative and distinguished contributions to research and/or creative activity, establishing successful collaborations, and the associated research outputs, and other significant recognition.

C. SERVICE AND LEADERSHIP

10. Provide information on any formal service and leadership roles and activities recognised in academic Workload Allocation that you hold.

eg course coordinator, teaching program director, higher degree research and honours coordinator, research section head, performance reviewer

ROLE	PERIOD HELD

11. Provide details of agreed Service and leadership goals and strategies from previous year

(Leave blank if no previous review)

12. Comments on service and leadership goals and effectiveness of strategies from previous year

13. Agreed goals and strategies for service and leadership for future period

(to be initially populated by staff member during or following meeting and then reviewed and confirmed by supervisor)

14. Describe your contribution to advancing the University's Reconciliation Action Plan (RAP), the Athena SWAN Action Plan and other University strategic initiatives

D. PROFESSIONAL DEVELOPMENT

15. Complete the table at Attachment B: Professional Development Plan

E. ADDITIONAL COMMENTS

16. Any additional comments from staff member

17. Any additional comments from supervisor

F. DECLARATION AND SIGNATURES

18. I have disclosed all actual, potential or perceived conflicts of interest in accordance with University policy and recorded them on the university's Conflict of Interest register.
(<https://staff.flinders.edu.au/workplace-support/topic/conflict-of-interest>)

STAFF MEMBER ELECTRONIC SIGNATURE AND DATE

In signing this performance review I confirm that:

- I have read and understand the University's values and code of conduct and agree to abide by them.
- I have taken the opportunity of this Performance Review to raise any questions where I have needed clarification on any aspects regarding the University values and code of conduct.
- I have read and understand the contents of this completed performance review and that:
 - it accurately reflects my current details;
 - I have answered all questions truthfully and have not withheld any relevant information; and
 - I agree with the future goals and strategies and planned professional development activities set out and will undertake my best endeavours to achieve them.

Staff Member signature

Date

SUPERVISOR ELECTRONIC SIGNATURE AND DATE

In signing this performance review I confirm that:

- I have read and understand the contents of this completed performance review and that:
 - it accurately reflects the current details of the Staff Member;
 - I agree with the future goals and strategies set out for the Staff Member and will undertake my best endeavours to facilitate their achievement by the Staff Member.

Supervisor signature

Date

Attachment A: RESEARCH PLAN

Supervisor and staff member to complete Column A. Supervisor to complete Column B.

Research Performance	A. Agreed research goals/ outputs next 12 months	B. Comments (opportunity to meet RPE/ agreed variations)
Research funding/ income: Cat. 1 to 4 income		
Publications <ul style="list-style-type: none"> • refereed journal articles • non-traditional or creative outputs; • books, book chapters or edited books; • peer reviewed conference papers 		
Non-traditional creative outputs		
HDR Completions		
Research Leadership and Excellence		

Agreed strategy to achieve Research Plan goals/outputs.

Research Performance	Strategies
Research funding/ income: Cat. 1 to 4 income	
Publications <ul style="list-style-type: none"> • refereed journal articles • non-traditional or creative outputs; • books, book chapters or edited books; • peer reviewed conference papers 	
Non-traditional creative outputs	
HDR Completions	
Research Leadership and Excellence	

Attachment B: PROFESSIONAL DEVELOPMENT PLAN

Complete Professional Development Plan

Long-term career goal	Capabilities to work on	Actions for staff member	Actions for supervisor	Due date
Teaching				
Research				
Research Leadership and Excellence				
Service and Leadership				
Other				