

Academic Performance Review Tied Funded 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	Staff Member's current position description	
	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. OUTPUTS AND ACHIEVEMENTS

Supplementary data document provides full list of ERA recognised research outputs,

5. Provide a summary of the agreed goals 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 from previous year.

7. Agreed goals for future period.

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

C. PROFESSIONAL DEVELOPMENT

9. Complete the table at Attachment A Professional Development Plan

D. ADDITIONAL COMMENTS

10. Any additional comments from staff member

11. Any additional comments from supervisor

E. DECLARATION AND SIGNATURES

12. 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: PROFESSIONAL DEVELOPMENT PLAN

Complete Professional Development Plan (as appropriate)

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				