Academic Staff Probation

Staff Member’s Report

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| Appointment Overview |  |
| Employee name | Click here to enter text. |
| Employee number | Click here to enter text. |
| Position title | Click here to enter text. |
| Academic level | Choose a level. |
| Work function\* | Choose a work function. |
| School or Institute | Click here to enter text. |
| Date of appointment | Choose a date. |
| Current probation review | Choose a review. |

For continuing appointments.

For further information on probation, please visit our [website](https://www.csu.edu.au/division/people-culture/current-staff/my-employment/starting-at-the-university/probation)

*\* If a change of work function is required, please complete the* [*request form*](https://cdn.csu.edu.au/__data/assets/pdf_file/0010/229969/Change-Work-Function.pdf)

# Instructions

All staff must complete section 1, then

* + - * Teaching and research staff complete sections [2](#_Section_2_–_1) • [3](#_Section_3_–) • [4](#_Section_4_–) • [5](#_Section_5_-) • [6](#_Section_6_–)
      * Research focused staff complete sections [3](#_Section_3_–) • [5](#_Section_5_-) • [6](#_Section_6_–)
      * Teaching and professional staff complete sections [2](#_Section_2_–_1) • [4](#_Section_4_–) • [5](#_Section_5_-) • [6](#_Section_6_–)

Completed reports must be submitted to your supervisor by the nominated date

# Section 1 - Objectives

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| Objectives  Provide a general statement about your overall progress towards meeting the objectives agreed at the Planning Discussion meeting with your supervisor. |
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# Section 2 – The scholarship of teaching and learning

Note: This section does not apply to research focused staff

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| Teaching objectives and approach  A statement of your key objectives as a teacher and a brief description of your approach to teaching including *inter alia*:   * the rationale for this approach; * the teaching and learning strategies adopted, particularly in taking account of the diversity of the student population and ways of fostering students' independent learning; and * the range of assessment practices used. |
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| Teaching responsibilities  Details of the range of teaching, e.g. number and type of classes, level of awards of students. | | | | | |
| Subject Number | **Subject Name** | **UG/PG** | **Delivery Mode/s** | **Number of Students** | **Others Involved** |
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| Subject management and/or course management responsibilities  An outline of your principal subject management and/or course management responsibilities, including details of new courses/subjects initiated, developed and taught, and responsibility for major revisions of a subject or course. | |
| Subject / Course | **Details** |
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| Contributions to the online learning environment  An outline of the strategies used to engage students in the online learning environment, including details of new learning resources developed and modifications to existing resources to ensure currency and relevance. |
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| Teaching evaluation  An outline of the means used to evaluate your teaching and/or subject management (e.g. from students, peers or others), a summary of the evaluations, and the use made of the evaluations. Attach a copy of teaching evaluations. |
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| Teaching development  Details of your contributions to conferences, seminars, professional society meetings, etc. on topics such as teaching, student learning and educational innovation or development. | |
| Event | **Contribution and/or Completion** |
| EEL522/EEL416 |  |
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| Teaching reflections   * Details of any other recognition given to your teaching achievements. * Details of your participation in and/or contribution to professional development activities aimed at improving teaching. * Comment on how successfully you have performed your teaching duties and commitments and, if applicable, indicate whether there were any problems encountered in performing these duties and commitments and any assistance you may need. |
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| Itemise your objectives related to teaching and learning for the next 12 to 24 months. |
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# Section 3 – Research

Note: This section does not apply to teaching and professional staff

Only complete the areas applicable and include both achievements and plans for the following year

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| Field of Research (FOR) code(s)  Please contact your AHOSRGS or ADR for advice on priority codes for your discipline area.  <https://research.csu.edu.au/performance/for-codes> |
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| Research % workload allocation |
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| Research publications plan (or other outputs)  For each publication include:   * Topic * Co-authors * Current status of manuscript * Proposed Journals/Publishers and quality ranking * Submission date |
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| External funding applications plan  For each grant/funding proposal include:   * Timeline for submission * Funding body * Funding type (Cat 1-4, or non HERDC) * Proposal title * Internal/external collaborators |
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| Research translation/dissemination plan   * Proposed translation and/or dissemination of research into benefits for end-users and communities * Completion date |
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| HDR supervision plans (including honours and other dissertations)  Student progress, supervision arrangement, expected completions, HDR recruitment plans, supervision workload. |
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| Research and engagement with industry  Current and future project partnerships and activities, IP protections, commercialisation opportunities, training requirements |
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| Conference attendance plan  Choice of conferences, funding for attendance if required. |
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| Research leadership  To be completed for Levels C, D and E.  Include details of any management or leadership responsibilities, or mentoring of staff. |
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| Your collaborations  Internal and external.  Research groups, networks, mentoring, industry groups, disciplinary groups, community representative bodies, professional research societies, editorial boards, ARC/NHMRC. |
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| Other comments/information |
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# Section 4 – Creative and/or professional activities relevant to the profession or discipline

Note: This section does not apply to research focused staff

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| Activities  Specific creative and/or professional activities. | | |
| Activity | **Status** | **Timeline** |
|  | Choose a status. |  |
|  | Choose a status. |  |
|  | Choose a status. |  |
|  | Choose a status. |  |

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| Performance  Comment on how successfully you have performed your creative and/or professional activities relevant to your profession and, if applicable, indicate whether there were any problems encountered in performing these activities and any assistance you may need. |
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| New objectives  Itemise your objectives related to research for the next 12 to 24 months. |
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# Section 5 - Contributions to Academic Administration/Management/Leadership

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| Contribution - Administration  Contribution to and role played in, the administration of the School/Centre, Faculty and University. |
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| Contribution – School/Centre’s Standing  Comment on the contribution you have made to enhance the standing of the School/Centre, Faculty and University within the regional and wider community. |
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| New objectives  Itemise your objectives related to Academic Administration/ Management/Leadership for the next 12 to 24 months. |
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# Section 6 – General

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| General comments  Please include issues on areas in which you would like further support and guidance to enable you to meet your objectives. |
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The objectives outlined above have been agreed.

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| Employee Name |  | Employee Signature |  | Date |

**Report submitted to:**

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|  | Head of School  (For level A-C staff based in a School) |
|  | Executive Dean  (For level D and E staff based in a School or Faculty) |
| ☐ | Executive Director (Institutes)/PVC L&T  (For level A-E staff based in a Research Institute or DLT) |