



# HR80 Annual Report of Academic Activities

HR.V1.0 - 7.05.18

**CONFIDENTIAL**

<b>To be forwarded to:</b> Human Resources 1 <sup>st</sup> Floor, The Chancellery		<b>For University College Staff:</b> To be forwarded through the Rector to the Manager, HR Client Services.	
<b>Details</b>			
Name of Staff Member:			
Employee zID:			
Current Academic Level and Step			
School:			
Faculty:			
Date:			
Signature of Staff Member:			
<b>This Report is Submitted For</b>			
<input type="checkbox"/> incremental progression for 1 January 20_____ or 1 July 20_____			
<input type="checkbox"/> accelerated progression for 1 January 20_____ or 1 July 20_____			
<input type="checkbox"/> annual report of activities for probation review, from _____ to _____			
<b>NOTE: One report may be used for incremental progression and probation review. Additional material may be attached especially if applying for more than one increment. Please submit this report to your nominated supervisor and retain a copy for your records.</b>			
<b>For incremental progression</b>	<b>For accelerated progression</b>	<b>For probation review</b>	
<input type="checkbox"/> increment approved	<input type="checkbox"/> two increments recommended	<input type="checkbox"/> annual report of academic activities	
<input type="checkbox"/> increment not approved (reasons must be given)	<input type="checkbox"/> more than two increments recommended		
Nominated Supervisor (print name)	Nominated Supervisor (print name)	Nominated Supervisor (print name)	
Signature	Signature	Signature	
Date	Date	Date	
	Dean/Rector (print name)	Dean/Rector (print name)	
	Signature	Signature	
	Date	Date	

### Criterion 1

- Undertaken such teaching duties as may have been allocated by the Head of School in consultation with the member of staff. (please specify)

### Criterion 2

- Contributed, through research, scholarly writing, publication, creative work in the arts, professional practice or in other ways to the advancement of and application of knowledge. (please specify)

### Criterion 3

- Participated in the administration of the institution and/or provided leadership and undertaken such administrative duties in the organisational unit as might have been assigned by the Head of School. (please specify)

**Criterion 4**

- Contributed service to the relevant discipline through professional activity, continuing education, consultancy, conference organisation or other similar activity relevant to the work of the institution. (please specify)

**Any other relevant information**

**Nominated Supervisor's Comments on Annual Report of Academic Activities**

- on probation review
- on withholding increment

**Comments:** (additional pages may be attached)

**Where at any stage the academic performance is less than satisfactory or aspects of an academic's work do not meet requirements, the Head of School should advise the Manager, Employee Relations so appropriate arrangements can be implemented.**

Supervisor's Signature:		Date:	
These comments have been discussed with me and a copy of this report has been given to me.			
Staff Member's Signature:		Date:	
Dean / Rector Signature:		Date:	