Academic Performance Review

Four-year period of review: from ___________________________ to ___________________________

Name of academic staff member: _______________________________________________________

Staff serial number: ________________________________

Current academic level/step: ___________________________________________________________

School and faculty: _________________________________________________________________

In the attached pages the academic staff member must report on his or her activities in each of the listed performance criteria over the four year period specified above.

The nominated supervisor should indicate for each of the five criteria whether performance is satisfactory or less than satisfactory.

The nominated supervisor must then indicate below whether the academic staff member’s overall performance is satisfactory, unsatisfactory or satisfactory with certain criteria requiring improvement and further review.

☐ Performance satisfactory
☐ Performance unsatisfactory (reasons must be given)
☐ Overall performance satisfactory with certain criteria requiring improvement and further review (reasons must be given)

Name of nominated supervisor: _______________________________________________________

Signature of nominated supervisor: ___________________________ Date: _______________________

I have been informed of the level of performance designated by my nominated supervisor

Signature of academic staff member: ___________________________ Date: _______________________

To be forwarded to the Deputy Vice-Chancellor (Education & Enterprise), 2nd floor, Chancellery Building.
For University College Staff to be forwarded through the Rector to the Manager, Personnel Services.
Criterion 1
• Undertaken such teaching duties as may have been allocated by the Head of School in consultation with the member of staff for the four-year period. (please specify)

Criterion 1: □ Satisfactory □ Less than satisfactory

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 for the four-year period. (please specify)

Criterion 2: □ Satisfactory □ Less than satisfactory
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 for the four-year period. (please specify)

Criterion 3:  □ Satisfactory □ Less than satisfactory

Criterion 4
• Participated in the scheme for staff development review for development purposes and undertaken such professional or personal development activities as might have been agreed during that process. (please specify)

Criterion 4:  □ Satisfactory □ Less than satisfactory
Criterion 5

- 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 for the four-year period. (please specify)

Criterion 5: [ ] Satisfactory  [ ] Less than satisfactory

- Any other relevant information.