

## Transition to online for:

- Academic Staff Career Development (ASCD)
- Academic Manager Reviews (AMRP)
- Academic Study Program (ASP)
- Academic Promotion

*(ePerformance and custom bolt on solutions - challenges and highlights)*



# ABOUT GRIFFITH



Ranked in the top 2% of universities globally



50,000 students



6 campuses



200+ degrees



200,000 alumni across 130 nationalities



An extensive network of research centres and institutes



4,000 staff

*Our six campuses are a thriving network of learning and innovation. Our South East Queensland campuses are located on the Gold Coast, in Brisbane, and in Logan. Our Digital campus is located at your fingertips and spans the globe.*





# ASCD online - Project Scope...

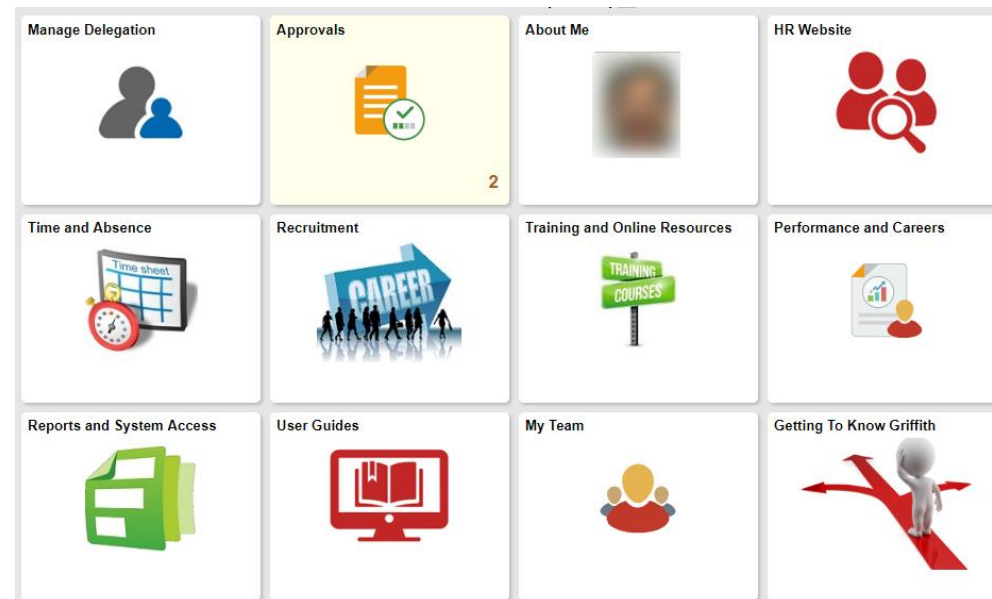
---

In 2018, transition the following Academic processes from paper based (submission via PageUp) to ASCD online (PeopleSoft) for 1800 academic staff:

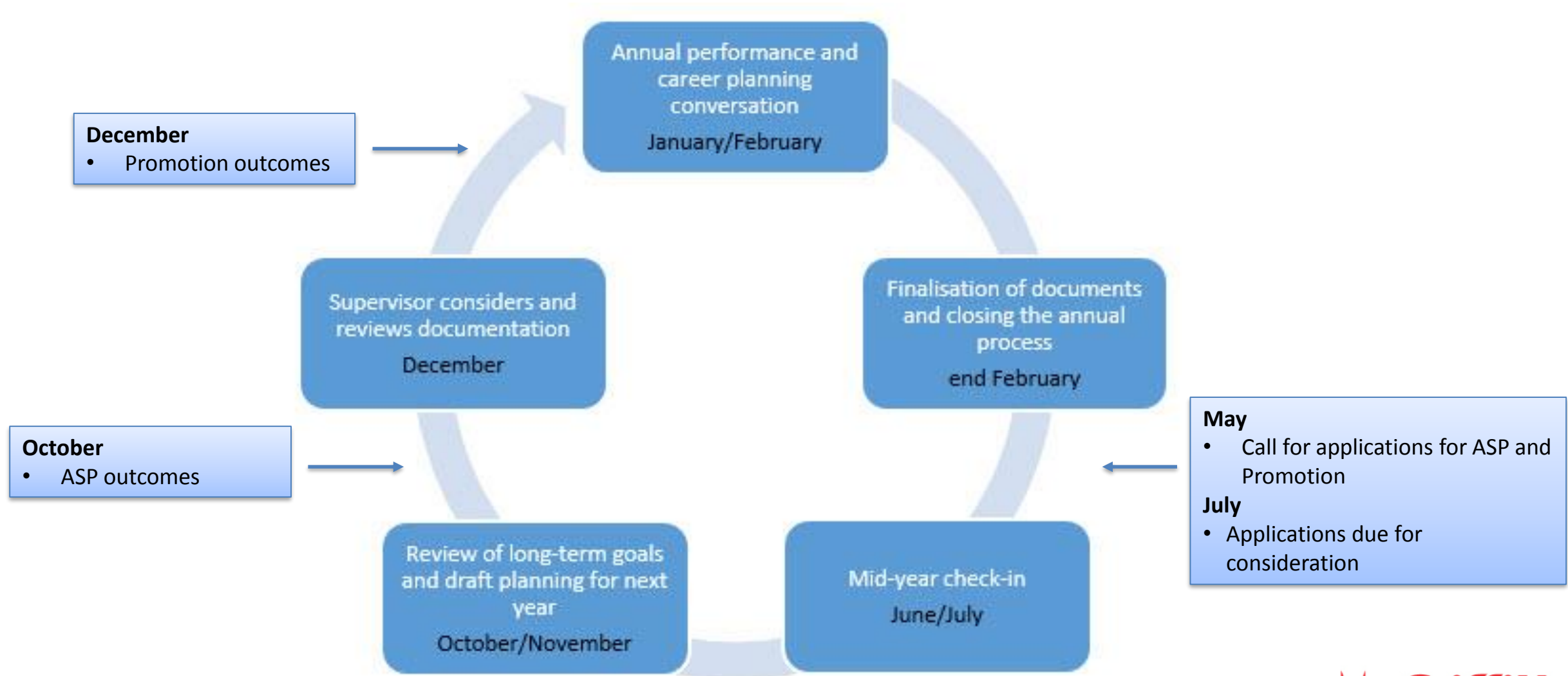
- ASCD (Academic Staff Career Development)
- AMRP (Academic Manager Review and Plan)
- Academic Probation and Confirmation for ASCD and AMRP

In 2019, transition the following processes from paper based (submission via PageUp) to custom built online solutions for (via PeopleSoft):

- Academic Studies Program (ASP) – 80 p.a
- Promotion of Academic Staff – 100 p.a



# Academic – cycles of performance and development





# ASCD/AMRP online - Why...

---

Required benefits for moving all processes to online solutions include and in particular for ASCD/AMRP:

- Single integrated online system for all academic processes - one stop shop, access anytime/anywhere (desktop/ipad)
- Transparency and line of sight for supervisors, Heads of Element, Deans (A), PVC's
- Introduction of electronic workflow for approval and update of work profiles and confirmation of probationary appointments
- Access to Staff and Manager Performance Notes
- Peer review functionality (e.g. Research Centre Directors)
- Attachment framework (catering for Element specific requirements)
- Better management reporting and tracking capability
- Sustainable electronic repository and easy access for staff and supervisors/managers to historical documents for all processes
- Reduction of annual cost of \$95,000 of unsupported PageUp system
- Increase HR operational efficiency through more timely access to HR records and minimisation of paper based record handling



# Academic Studies Program and Promotion online - Why...

---

## Additional benefits for ASP online:

- Ability to craft ASP applications in advance of the round
- Workflow of ASP applications and variations to Head of Element and Dean (Academic) for approval
- Part eligibility checking and auto recording of ASP begin and end dates in person profile
- Electronic submission of ASP Outcome reports with workflow for approval by Head of Element

## Additional benefits for Promotion online:

- Ability to craft Promotion applications in advance of the round
- Auto text limits, improved reporting and workflow for request of Supervisor Reports
- HR Admin Page at end of process to record and update promotion outcomes

# Proposed Solutions after initial workshops

---

Business Process	Module/Application
Academic Staff Career Development Academic Manager Review and Plan <i>(including Probation and Confirmation)</i>	PeopleSoft ePerformance Module : Configuration of templates, workflow and reports.
Academic Studies Program	Custom bolt on <ul style="list-style-type: none"><li>• Functionality to include possible integration into Absence Management with custom forms, workflows and reports.</li></ul>
Academic Promotion	Custom bolt on <ul style="list-style-type: none"><li>• Functionality to include custom templates, reports and workflow.</li></ul>



# Key GU team members for the Project...

---

- Project Board
  - Director- HR
  - Director – Enterprise Information Systems
  - Lead Academic (Professor)
  - Associate Director - HR Client Services
  - Senior Consultant – Performance
  - Project Manager – Digital Solutions
- Digital Solutions
  - Business Systems Support
  - Project Manager and Business Analyst
- Core HR Project Team – design and implementation
  - Cross section of HR Business Partner's and HR Client Services Staff
- Academic User Group
  - Cross section from all four academic groups, across all academic levels and accountability
- HR Advisory Services and HR Systems and Support
  - User Acceptance Testing, implementation, training
  - Frontline Support



# ASCD online – timelines

---

This was the plan...



This is where we are now...

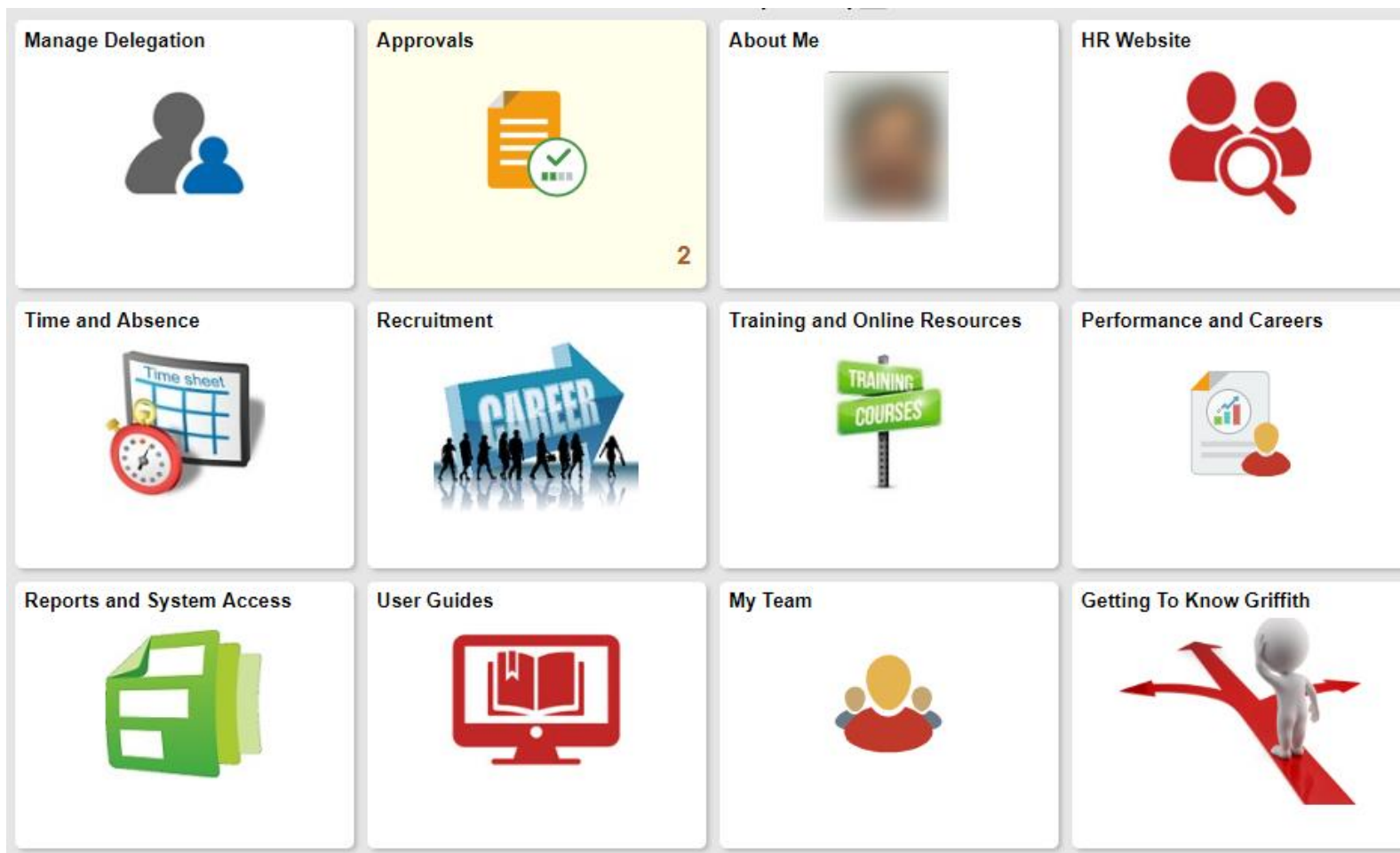


# Project challenges...

- **For me..**
  - Prior experience with ePerformance (for Professional staff) but new vendor
  - I'm HR not IT – translation please and trusting the experts!
  - Being the key contact in the development phase, multiple developers at the same time..so many decisions
  - Working through a matrix structure (at GU) to get things done
  
- **For the Project team...**
  - Resignation of Business Analyst early in the development phase
  - Timeline blowout adding on top of BAU and other priorities
  - Scope creep
  - Additional \$\$ to complete – 'please Sir..I need some more' (twice)
  - To listen or to not listen to the Academic User Group (mid-year check in's)
  - Limited time with vendor resources at GU – time differences across the Pacific
  - Keeping up momentum to get to the finish
  - Small team for testing – SIT and UAT
  
- **For HR and implementation...**
  - Right up to the last minute to release for this year's round of Academic Reviews
  - As for implementation... we are in the thick of it now and will be so until mid 2019
  - Save functionality and losing data
  - ePerform - Goals and Objective step
  - ASP/Promotion – Eligibility checking – assumptions



# Project highlights...



View-Only Documents	
My Performance	^
My Performance Notes	
My Performance Review	
Team Performance	^
My Team's Performance	
Manager Performance Notes	
View Approval Status	
My Promotion	^
Promotion Application Summary	
My ASP	^
Academic Study Summary	
ASP Outcome Report	

# ASCD – transition to online 2018/2019

2018/2019	
Sep/October	Group Executive briefings
11 October	Announcement from DVC (A) to commence 2018 round
12 October	ASCD online templates batch created for all academic staff by HR System Administration
October/November	<ul style="list-style-type: none"> <li>Campus based information sessions for Academic Staff and Heads (<i>link from website</i>)</li> <li>Drop in sessions</li> <li>HR Staff available for individual Element/HOD briefings</li> </ul>
Approx. 26 October	<ul style="list-style-type: none"> <li>Staff member to complete 'Goals and Objectives' step</li> <li>Supervisor to confirm "Goals and Objectives"</li> </ul>
14 November	ASCD documents (self evaluation) completed by staff member ready for supervisor review
16 -18 November	PATCHING – SYSTEM NOT AVAILABLE
December-February	Group Moderation Committees where relevant
December-February	Performance and Career discussion between staff and supervisor
February/March	ASP and Promotion modules released for staff prior to 2019 round
Approx. March	ASCD online templates for 2019 will be batch created by HR System Administration for 2019 review
Approx. by end April	Supervisor and staff member to confirm 'Goals and Objectives' for 2019





# Transition and communication...

---

- Manage key stakeholders (Deans – Academic)
- Get the change on the agenda
- Key messages and standardised resources for HR Advisory and HR Business Partner staff
- Online and paper based user guides
- Video guides – short and sharp for key points (e.g. re-open a document)
- Campus briefings (9)
- Element briefings (6)
- Computer based drop in sessions (19)
- Head of Element briefings
  
- *Biggest challenge – get the academic staff to come and learn about the change*

# ASCD – steps in the online process...



## Notes:

- Work Profile changes will workflow to Head of Element for approval (or self approve is Supervisor is HOE)
- Confirmation review documents will workflow to the delegated approver along with changes to Work Profile

Appointment Type	Confirmation of Appointment Decision Maker
Fixed-Term	Head of Element to forward recommendation for confirmation of appointment to the relevant Dean (Academic) in accordance with the <a href="#">timeframes specified above</a> .
Continuing	Head of Element to forward recommendation for confirmation of appointment to the relevant Group Pro Vice Chancellor in accordance with the <a href="#">timeframes specified above</a> .

# ASCD – steps in the online process... Probation/Confirmation

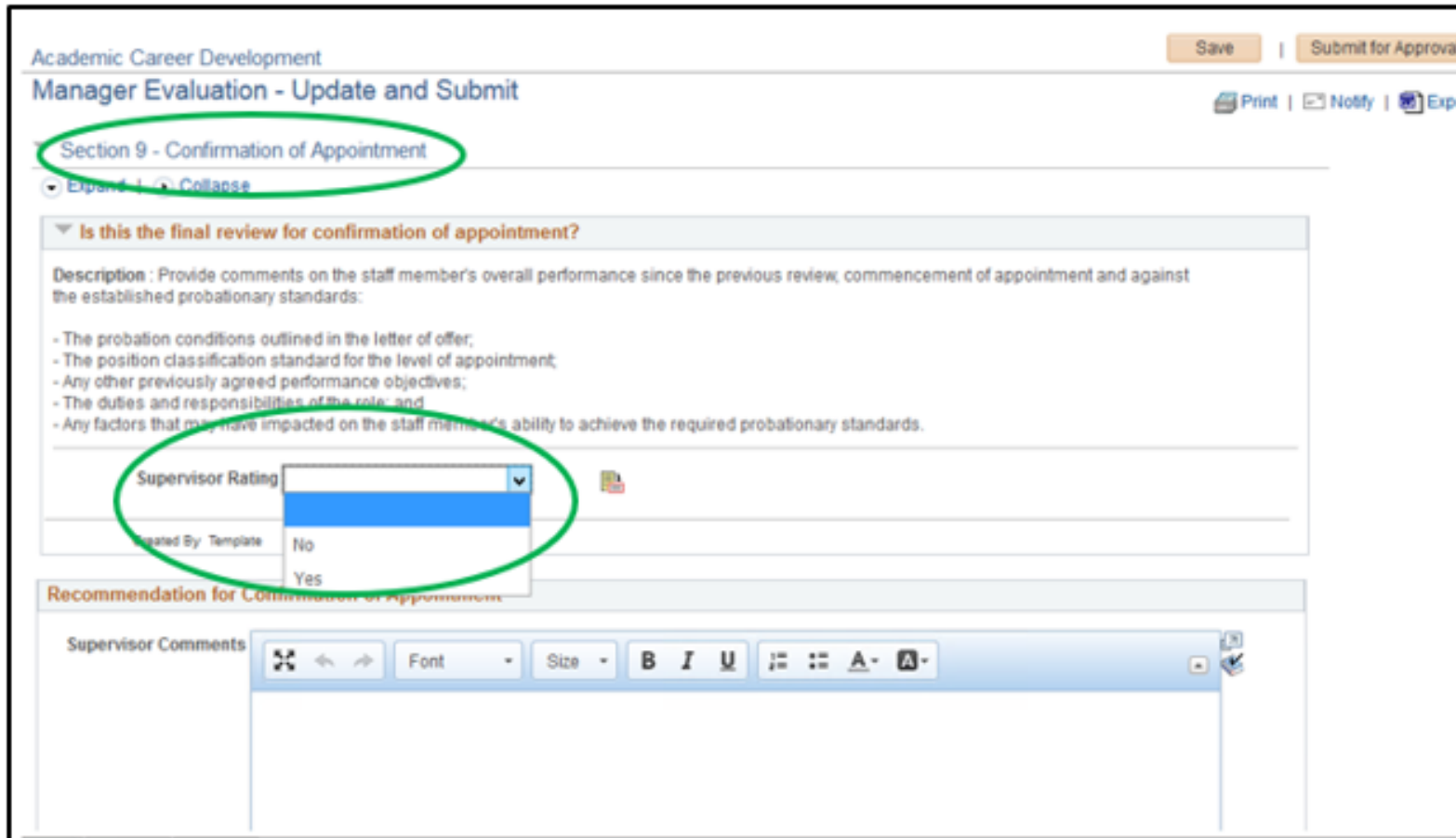
- Section 8 – Meeting Probationary Standard & Overall Comments

The screenshot displays the 'Manager Evaluation - Update and Submit' interface. At the top, there are buttons for 'Save' and 'Submit for Approval'. Below these, a navigation bar includes tabs for 'Learning Teaching', 'Research/Scholarship', 'Service Engagement', 'Further Development', 'Planning and Other', and 'Supervisor Comments', with the last tab highlighted and circled in green. The 'Section 8 - Meeting Probationary Standards & Overall Comments' section is expanded, showing a description: 'Is the staff member meeting the probationary standards for this role? Provide comments on progress.' Below this, a 'Supervisor Rating' dropdown menu is open, with 'No' and 'Yes' options visible, and the 'Supervisor Comments' label is also circled in green. A rich text editor with various formatting tools is positioned to the right of the rating options.

# ASCD – steps in the online process... Probation/Confirmation

## ■ Section 9 – Confirmation of Appointment

Enter Supervisor Rating.



Academic Career Development

Save | Submit for Approval

### Manager Evaluation - Update and Submit

Print | Notify | Export

#### Section 9 - Confirmation of Appointment

Expand | Collapse

**Is this the final review for confirmation of appointment?**

**Description :** Provide comments on the staff member's overall performance since the previous review, commencement of appointment and against the established probationary standards:

- The probation conditions outlined in the letter of offer;
- The position classification standard for the level of appointment;
- Any other previously agreed performance objectives;
- The duties and responsibilities of the role; and
- Any factors that may have impacted on the staff member's ability to achieve the required probationary standards.

Supervisor Rating

Created By Template

Recommendation for Confirmation of Appointment

Supervisor Comments

Enter Supervisor Comments.



# AMRP – steps in the online process...

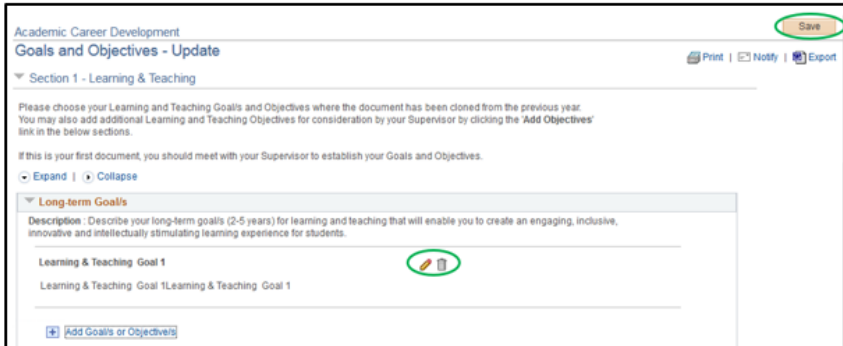


# ASCD – responsibilities in online process...

Who..	Responsible for...
Academic Staff Member	<ul style="list-style-type: none"><li>• Enter the 'Goals and Objectives' and advise Supervisor</li><li>• Complete 'Self Evaluation'</li><li>• <i>Meet with your supervisor to discuss you achievements and career and development goals</i></li><li>• 'Acknowledge' the document to complete the process</li></ul>
Academic Supervisor	<ul style="list-style-type: none"><li>• Complete the 'Goals and Objectives' step to enable the staff member to complete the Self Evaluation</li><li>• Review the 'Self Evaluation', request any additional information</li><li>• Participate in moderation meeting if required</li><li>• Schedule a discussion with the staff member</li></ul>
Peer reviewer	<ul style="list-style-type: none"><li>• You will be provided with a link to the Performance template to be able to view and provide comments on the staff members documentation.</li><li>• Most likely use of the Peer Review functionality may be Research Centre Directors</li></ul>
Head of Element	<ul style="list-style-type: none"><li>• Approve Work Profile when required through the Approvals tile. You will be notified by email of this action</li></ul>
Dean – Academic	<ul style="list-style-type: none"><li>• Approve Confirmation of Appointment where required (fixed term staff)</li></ul>
Group Pro Vice Chancellor	<ul style="list-style-type: none"><li>• Approve Confirmation of Appointment where required (continuing staff)</li></ul>

# ASCD – key tips for the academics...

- **Always save** your document prior to leaving the page or performing another PeopleSoft related task

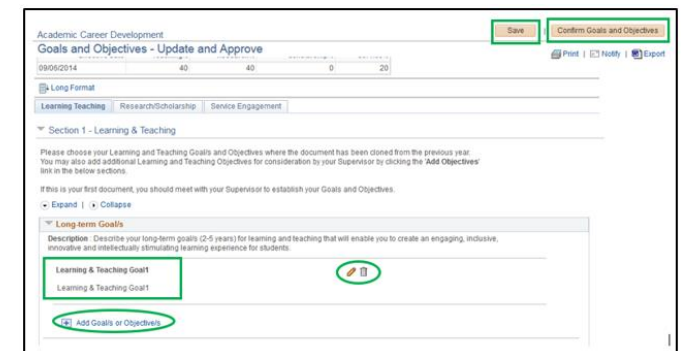


- There are **2 steps** that must occur before (as a staff member) you can complete your self evaluation

1. Staff member to enter the Goals and Objectives, click ‘**Save**’
2. Supervisor to confirm Goals and Objectives, click “ **Confirm Goals and Objectives**’

- Don’t forget to **attach the required documents**

*(per the policy or your Elements requirements e.g. Research Plan)*



Attachments				
File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
00055317_PD.docx	25/08/2016 02:11:52PM	Employee and Manager	07/22/2018 8:13:55PM	
+ Add Attachment				

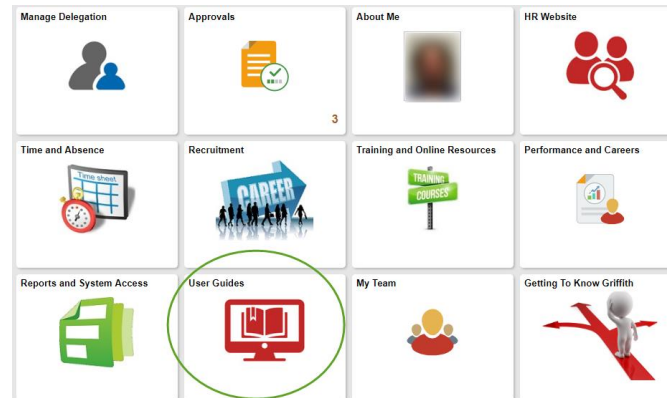
# ASCD – resources available...

## Websites

- ASCD – Staff
- ASCD – Supervisor
- Academic Manager Review
- Probation and Confirmation page (linked from ASCD - Staff page)
- *Academic Promotion*
- *Academic Studies Program*
- *Academic Equity Development Program*

## HR User Guides

- *ASCD – Staff Member Guide*
- *ASCD – Supervisor Guide*
- *AMRP – Staff Member Guide*
- *AMRP – Supervisor Guide*

[myGriffith](#)[Staff portal](#)[Contact us](#)[Search our site](#)[Study](#)[International](#)[Research](#)[Industry](#)[Alumni](#)[About Griffith](#)[Staff](#)[Home](#) > [Employment](#) > [Academic Staff Career Development](#)

## Academic Staff Career Development

Academic Staff Career Development is a suite of policies and procedures relating to the conduct of academic work.



Academic Studies Program



Academic Promotion



Equity Development Program



Academic Staff Career Development  
- Staff



Academic Staff Career Development  
- Supervisors




Academic Manager  
Review





# Access to Performance and Careers – via My Staff Page...



myGriffith | Staff portal | Contact us


Staff portal

Staff portal

- Supporting students
- Employment
- Work
- Learning and teaching
- Research
- Finance
- Library
- Computing
- Buildings and grounds
- Parking, transport and travel
- Community, welfare, recreation
- Safety, security and emergency
- Applications
- Worklist and reports
- PeopleTools
- Organisational units

Remarkable Hub

Explore stories, discover useful resources  
and contribute to the Griffith community



My Reports

No Reports To Display

Report Manager

Connect Here

- Learning@Griffith
- Griffith Experts
- Internet access
- My Staff Page
- My Finance Page
- Staff email
- Key performance reporting
- Griffith Service Manager
- IT Self Service Portal
- IT Service Centre
- Library Services
- Experience at Griffith
- Maintenance & project requests
- RIMS
- More Applications

Key Services

- Learning@Griffith
- My Staff Page
- My Finance Page
- Ask Us
- PebblePad
- Staff email
- Worklist
- Google Drive and Apps
- More applications

System availability notices

**Portal not displaying correctly?**  
If you encounter problems using the Staff portal or PeopleSoft systems please clear your browser's cache.

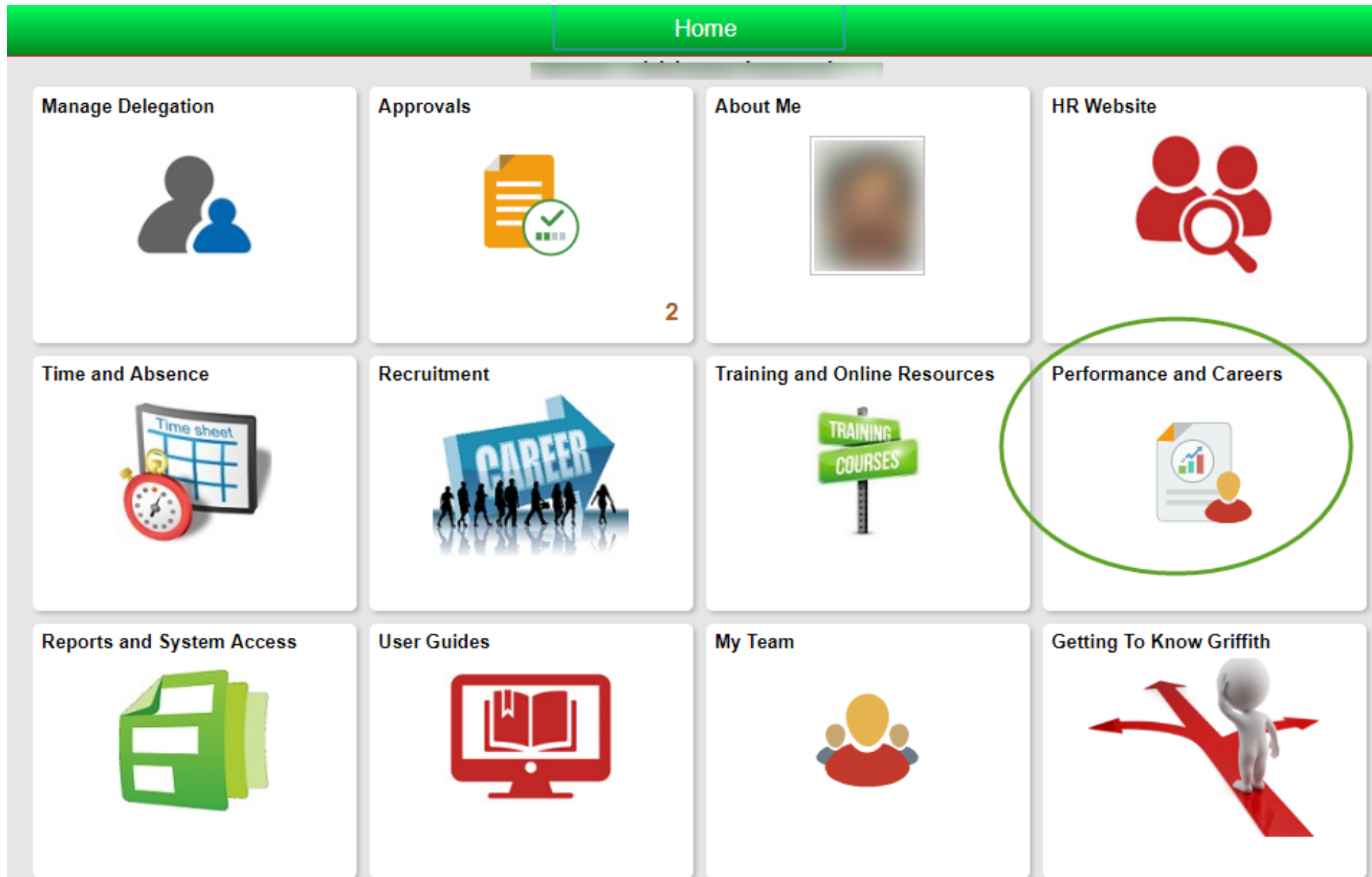
- [How to Clear Browser Cache \(PDF 894k\)](#)

**Maintenance calendar**  
See the [ODS Maintenance Calendar](#) for scheduled maintenance times.

Staff announcements

**Office 365 for staff**  
From 2 July 2018 all staff will have access to the supported Office 365 suite. All other applications including Google Drive will continue to function into Q3/Q4 2019. Find out more about our move to Office 365 at [Preparing for Office 365](#).


**Financial Services Online Forms — Now Available**  
The online form for Financial Delegation, Department Enquiry and Web Requestor access is now available. The form is located at My Staff Page > Reports and System Access > System Access > PeopleSoft Access Request. Job aids can be found on the [Access forms](#) page.




[Home](#)

Performance and Careers


HR92UAT - [Hide](#)


 View-Only Documents


 My Performance ^

My Performance Notes

My Performance Review

 Team Performance v


 My Promotion v

 My ASP v

View-Only Documents

Employee Selection Criteria

Select the employee you would like to view documents for.

As Of Date   [Refresh Employees](#)

There are no direct reports.

[← Performance and Careers](#)

## Performance

## My Current Documents

2

[My Historical Documents](#)[Evaluations of Others](#)

0

[Historical Evaluations of Others](#)

## My Current Documents

[Create Document](#)

Document Type	Document Status	Period Begin / Period End	Next Due Date	
Academic Career Development	Goals and Objectives	11/07/2018	05/12/2018	>
		11/08/2018		
Academic Career Development	Evaluation in Progress	01/01/2018	11/21/2018	>
		12/31/2018		



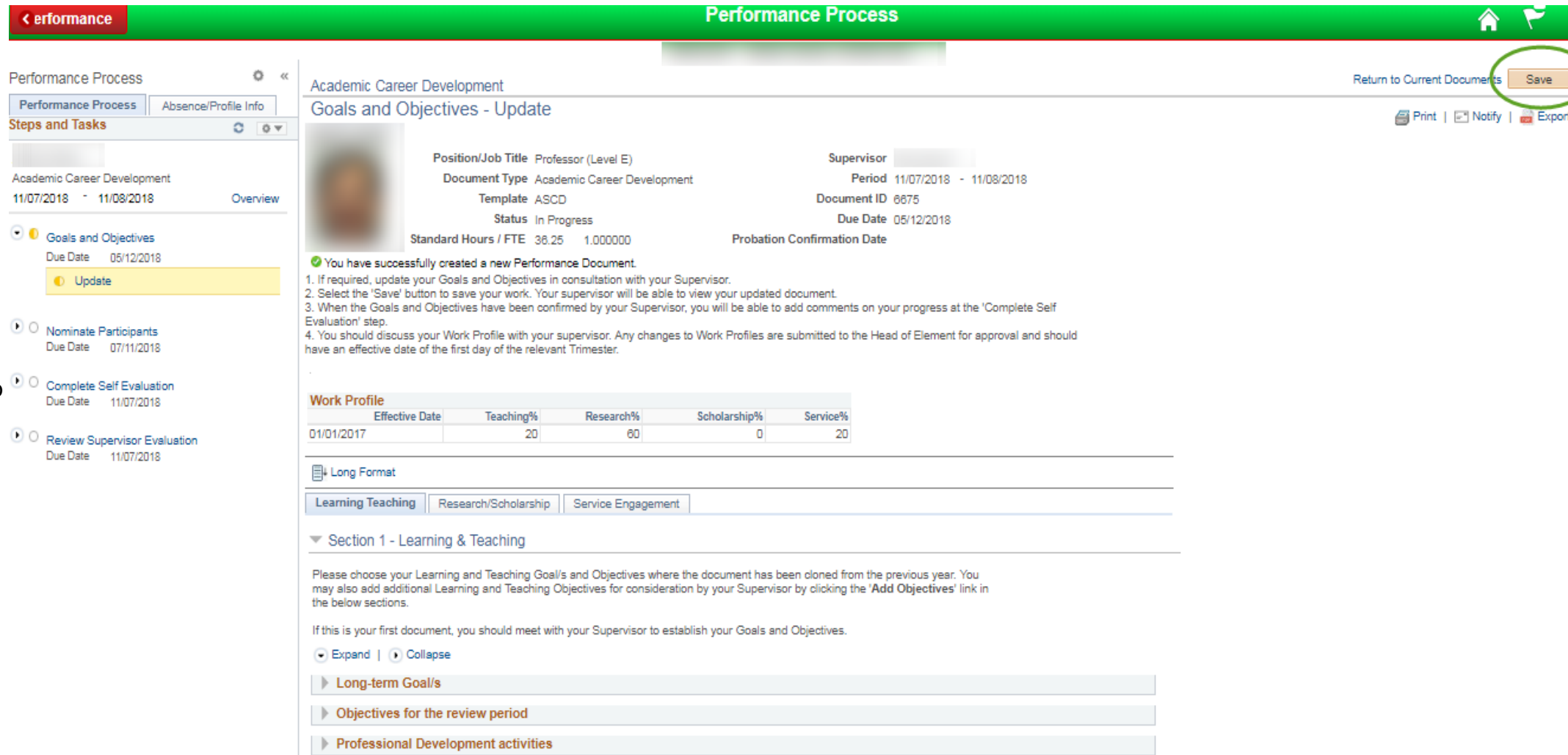
The document will be available for editing:

- Long-term Goal/s
- Objectives
- Professional Development

*In future years, goals and objectives will clone across.*

The document will need to be shared with the supervisor to confirm the goals and objectives.

Following this step, the document is available for completion by the staff member.



The screenshot displays the 'Performance Process' web application interface. The top navigation bar is green with a home icon and a flag icon. The main header is 'Performance Process'. The left sidebar contains a 'Performance Process' tab and an 'Absence/Profile Info' tab. The 'Steps and Tasks' section lists several steps: 'Goals and Objectives' (selected), 'Nominate Participants', 'Complete Self Evaluation', and 'Review Supervisor Evaluation'. The 'Goals and Objectives' step is highlighted in yellow and shows a due date of 05/12/2018. The main content area is titled 'Academic Career Development' and 'Goals and Objectives - Update'. It displays a profile picture placeholder, position/job title (Professor (Level E)), document type (Academic Career Development), template (ASCD), status (In Progress), standard hours / FTE (36.25 / 1.000000), supervisor, period (11/07/2018 - 11/08/2018), document ID (6675), due date (05/12/2018), and probation confirmation date. A green checkmark indicates 'You have successfully created a new Performance Document.' Below this, there are four numbered instructions. A 'Work Profile' table is shown with columns for Effective Date, Teaching%, Research%, Scholarship%, and Service%. The table has one row with data for 01/01/2017. Below the table, there is a 'Long Format' section with tabs for 'Learning Teaching', 'Research/Scholarship', and 'Service Engagement'. The 'Learning Teaching' tab is selected, showing 'Section 1 - Learning & Teaching'. The section contains instructions and a list of expandable/collapsible items: 'Long-term Goal/s', 'Objectives for the review period', and 'Professional Development activities'.

Performance Process

Academic Career Development

Goals and Objectives - Update

Position/Job Title Professor (Level E)

Document Type Academic Career Development

Template ASCD

Status In Progress

Standard Hours / FTE 36.25 1.000000

Supervisor

Period 11/07/2018 - 11/08/2018

Document ID 6675

Due Date 05/12/2018

Probation Confirmation Date

You have successfully created a new Performance Document.

1. If required, update your Goals and Objectives in consultation with your Supervisor.
2. Select the 'Save' button to save your work. Your supervisor will be able to view your updated document.
3. When the Goals and Objectives have been confirmed by your Supervisor, you will be able to add comments on your progress at the 'Complete Self Evaluation' step.
4. You should discuss your Work Profile with your supervisor. Any changes to Work Profiles are submitted to the Head of Element for approval and should have an effective date of the first day of the relevant Trimester.

Work Profile

Effective Date	Teaching%	Research%	Scholarship%	Service%
01/01/2017	20	60	0	20

Long Format

Learning Teaching | Research/Scholarship | Service Engagement

Section 1 - Learning & Teaching

Please choose your Learning and Teaching Goal/s and Objectives where the document has been cloned from the previous year. You may also add additional Learning and Teaching Objectives for consideration by your Supervisor by clicking the 'Add Objectives' link in the below sections.

If this is your first document, you should meet with your Supervisor to establish your Goals and Objectives.

Expand | Collapse

Long-term Goal/s

Objectives for the review period

Professional Development activities

# Employee view of ASCD online...self evaluation

Performance

Performance Process

Home

Logout

Performance Process

Academic Career Development

Self-Evaluation - Update and Complete

Save | Complete

Print | Notify | Export

Performance Process

Academic Career Development

Steps and Tasks

Overview

Academic Career Development

09/10/2018 - 09/11/2018

Overview

Goals and Objectives

Due Date: 03/15/2018

Nominate Participants

Due Date: 05/14/2018

Complete Self Evaluation

Due Date: 09/10/2018

Update and Complete

Review Supervisor Evaluation

Due Date: 09/10/2018

Position/Job Title

Document Type: Academic Career Development

Template: ASCD

Status: Evaluation in Progress

Supervisor

Period: 09/10/2018 - 09/11/2018

Document ID: 3990

Due Date: 09/10/2018

Employee Data

Empl ID: 0360126

Department:

Location: CAMNAT Nathan Campus

Plan/Grader/Step: ACD EPR 1

Standard Hours / FTE: 36.25 1.000000

Years of Service: 26 Years 6 Months

Years in Job: 5 Years 6 Months

Probation Confirmation Date

You have successfully saved your evaluation.

Work Profile

Effective Date	Teaching	Research	Scholarship	Service
1 07/25/18	60	20	20	0

Enter your comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your Supervisor for review.

Long Format

Learning Teaching | Research/Scholarship | Service Engagement | Further Development | Planning and Other

Section 1 - Learning & Teaching

Document your progress and achievements against your Goal/s and Objectives for the review period.

Expand | Collapse

Long-term Goal/s

Objectives for the review period

Professional Development activities

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
new_template.docx		Employee and Manager	09/10/2018 11:07:46AM	

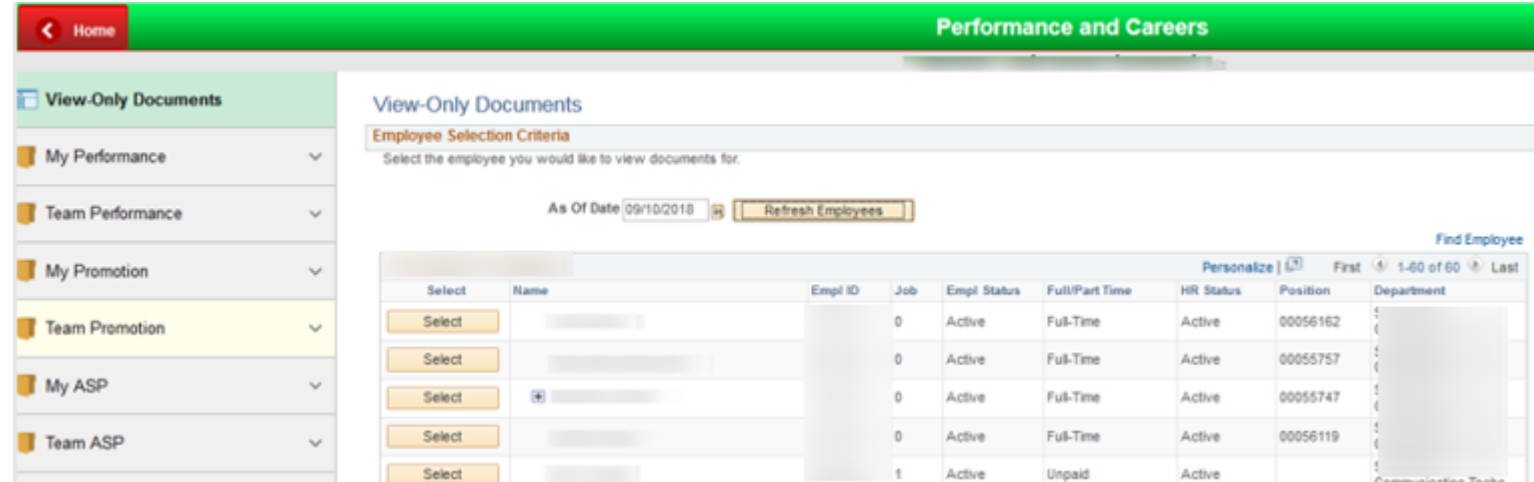
Add Attachment

Audit History

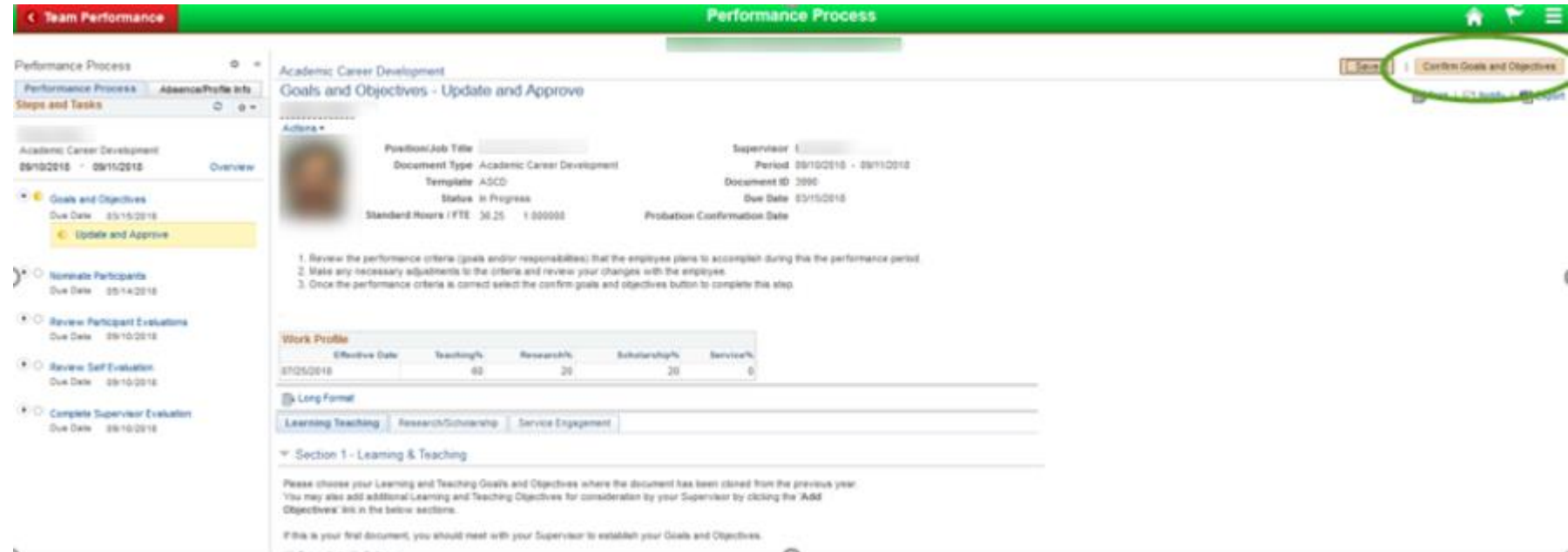
Created By	Last Modified By
09/10/2018 9:57:35AM	09/10/2018 11:06:00AM

# Supervisor view of ASCD online...

The Head of Element/  
Supervisor can view all staff  
reporting to them both directly  
and indirectly.



First step for the supervisor is  
to confirm the Goals and  
Objectives. When this action  
has been completed the staff  
member will be able to  
complete their self evaluation  
and attach documents.



# Supervisor view of Peer comments...

**Team Performance** **Performance Process**

Performance Process **Academic Career Development**  
Manager Evaluation - Update and Submit

**Steps and Tasks**

Academic Career Development  
09/10/2018 - 09/11/2018 [Overview](#)

- Goals and Objectives  
Due Date: 03/15/2018
- Nominate Participants  
Due Date: 05/14/2018
- Review Participant Evaluations  
Due Date: 09/10/2018
- Review Self Evaluation  
Due Date: 09/10/2018
- Complete Supervisor Evaluation  
Due Date: 09/10/2018
  - Update and Submit**
    - Pending Approval
    - Share with Employee
    - Pending Acknowledgement

**Work Profile**

	Effective Date	Teaching	Research	Scholarship	Service
1	07/25/18	60	20	20	0

[Recommend Profile](#)

Please complete the following sections. You can save this evaluation at any time using the Save button at the top of the page.

[Long Format](#) | [Cancel Evaluation](#)

[Learning Teaching](#) | [Research/Scholarship](#) | [Service Engagement](#) | [Further Development](#) | [Planning and Other](#) | [Supervisor Comments](#)

**Section 2 - Research/Scholarship**

You may enter comments on the progress and achievements towards the Goals and Objectives for the review period in Supervisor Comments box below. You will also be able to provide overall comments in the Overall Summary Comments section.

[Expand](#) | [Collapse](#)

[Long-term Goals](#)

[Objectives for the review period](#)

[Professional Development activities](#)

**Research/Scholarship Summary**

Supervisor Comments

**Participant Feedback**

Participant	Role	Comments
Robert Sang	Peer	This is the peer commentary regarding research evidence

**Attachments**

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
new_template.docx		Employee and Manag	09/10/2018 11:07:45AM	

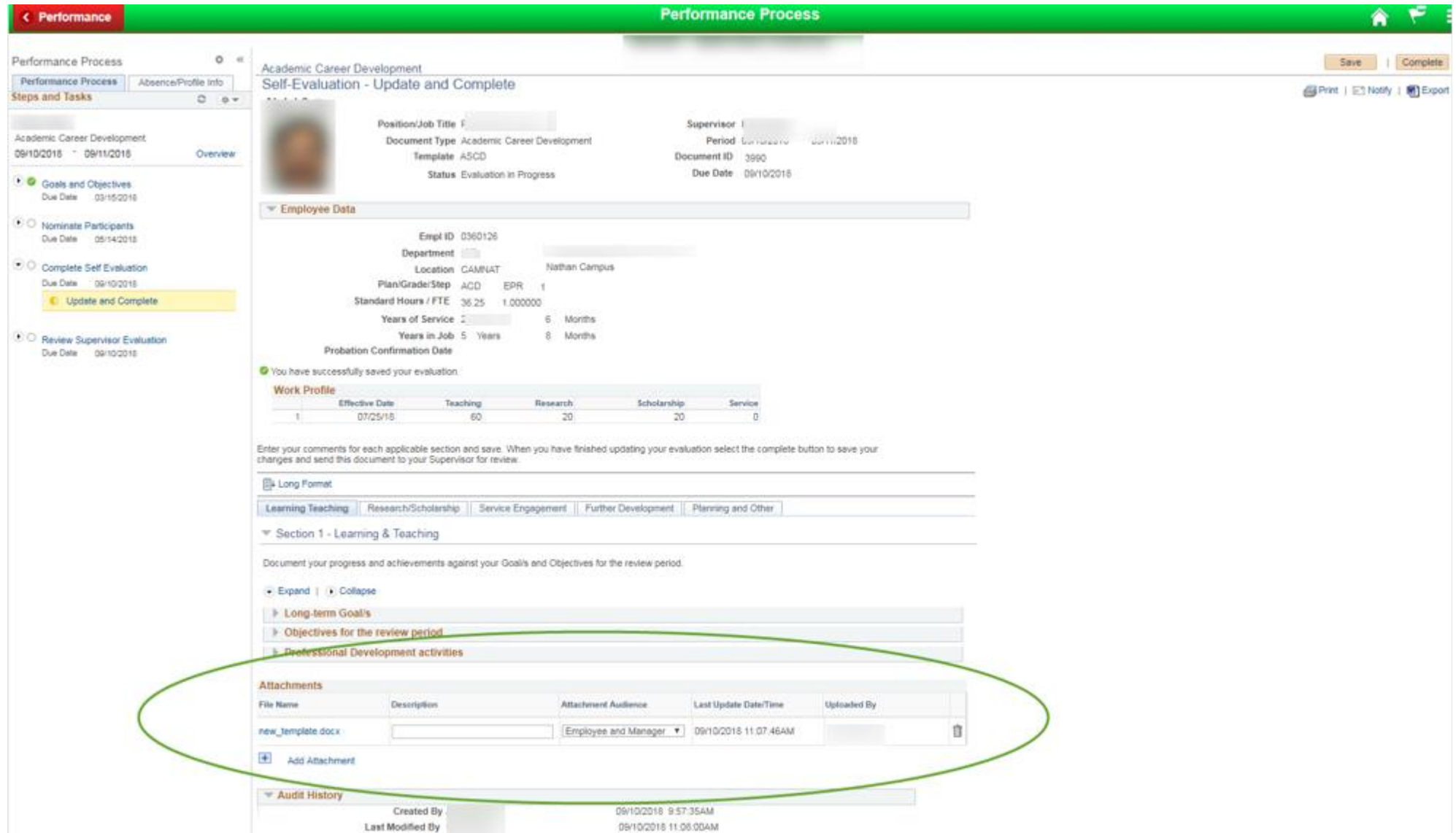
[Add Attachment](#)

- Supervisor can view Peer comments by each area:
  - Learning & Teaching
  - Research/Scholarship
  - Engagement & Engagement

- Ability to add multiple attachments. Supervisor can review attachments and also add.

Example attachments:

- SET/SEC
- Research Profile
- Research Plan
- Element specific requirements



**Performance Process**

Academic Career Development  
Self-Evaluation - Update and Complete

Position/Job Title: F...  
Document Type: Academic Career Development  
Template: ASCD  
Status: Evaluation in Progress

Supervisor: I...  
Period: 09/10/2018 - 09/11/2018  
Document ID: 3990  
Due Date: 09/10/2018

**Employee Data**

Empl ID: 0360126  
Department: ...  
Location: CAMPAT Nathan Campus  
Plan/Grade/Step: ACD EPR 1  
Standard Hours / FTE: 36.25 1.000000  
Years of Service: 2 6 Months  
Years in Job: 5 8 Months  
Probation Confirmation Date: ...

You have successfully saved your evaluation.

**Work Profile**

	Effective Date	Teaching	Research	Scholarship	Service
1	07/25/18	60	20	20	0

Enter your comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your Supervisor for review.

Long Format

Learning Teaching | Research/Scholarship | Service Engagement | Further Development | Planning and Other

**Section 1 - Learning & Teaching**

Document your progress and achievements against your Goals and Objectives for the review period.

Expand | Collapse

Long-term Goals  
Objectives for the review period  
Professional Development activities

**Attachments**

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
new_template.docx		Employee and Manager	09/10/2018 11:07:46AM	

Add Attachment

**Audit History**

Created By	Last Modified By



[Home](#)

Performance and Careers

View-Only Documents

My Performance

My Performance Notes

My Performance Review

Team Performance

My Promotion

My ASP

Performance Notes - Add/Update Notes

Instructions

Selected Performance Note

Applications

Created 09/10/2018 11:05AM

Creator

Last Update

Updated By

Subject Notes on performance

Note Text

Test notes on performance to include for my annual discussion.

These notes can be transferred to another person or included within the performance review document

Save

[Return to Performance Note Selection](#)

Staff member can view all ASP applications (current and historical)

[Home](#)

Performance and Careers

View-Only Documents

My Performance

Team Performance

My Promotion

Team Promotion

My ASP

Academic Studies Program

ASP Outcome Report

Team ASP

Employee ID: 0360126      Name:

Academic Study Program Details

Personalize

Find

First

1 of 1

Last

ASP Type	Year	Empl Record	Creation Date	Submitted Date	Approval Date	Status	Delete
ASP Application	2018	0	11/07/2018			Draft	Delete

ASP Application Round Begin Date: 09/25/2018  
ASP Application Round End Date: 12/31/2018

Apply for ASP

Create an online ASP application  
(save and return, submit)

< Performance and Careers

Academic Study Program Application

> Workforce Development > Performance Management > Academic Study Program [Hide](#)



Academic Study Program Application



Please read the [Academic Studies Program Policy](#) and [Academic Studies Program Procedures](#) before completing this form

Staff Details

Empl ID:		Empl Record:	0	Application ID:	1
Element:		Phone:	041/761-2395	Sequence Number:	1
Head of Element:				Applied Year:	2018
Grade/Step:	EPR / 1			Application Status:	Draft
Position/Job Title:	00056162 Professor (Level E)				
Substantive Term:	Confirmed				
Current Work Profile: Teaching %: 20 Research %: 60 Scholarship %: 0 Service %: 20					

ASP Dates

Personalize | Find |   First 1 of 1 Last

Begin Date	End Date	Total Days
11/07/2018 	11/08/2018 	2

Have you served at least three years of continuous service since appointment or recognised with your prior service?

Yes

Have you served at least three years of continuous service since completion of a previous period of ASP?

No

Ineligible

Have you received approval from the Group PVC to apply if ineligible according to the policy?


Yes

ASP Report Due Date: 12/20/2018

PROPOSED PROGRAM

Please indicate in detail:

- Objectives of proposed program
- How the program relates to your current teaching and/or research commitments
- Expected benefits to yourself and to the University
- Publications expected to result from proposed program
- Proposed activities and locations



# ASP outcome reports ...

Ability to submit ASP Outcome report – workflow to Head of Element



The screenshot shows a web application interface for "Performance and Careers". On the left is a navigation menu with options: "View-Only Documents", "My Performance", "Team Performance", "My Promotion", "My ASP" (highlighted), "Academic Study Summary", and "ASP Outcome Report". The main content area is titled "ASP Reports" and includes a sub-header "Add your completed ASP report against the relevant approved ASP application." Below this is a table with columns: "Empl Record", "ASP Type", "ASP Year", "ASP Creation Date", "ASP Begin Date", "ASP End Date", "ASP Outcome Report Status", and "Add Report". A single row is displayed with the following data: "0", "ASP Application", "2018", "09/03/2018", "01/01/2020", "06/30/2020", and "Add Report". Above the table are search and filter controls including "Personalize", "Find", and pagination "First 1 of 1 Last".

Employee ID:  Name:

**ASP Reports**

Add your completed ASP report against the relevant approved ASP application.

Personalize | Find |  |  First 1 of 1 Last

Empl Record	ASP Type	ASP Year	ASP Creation Date	ASP Begin Date	ASP End Date	ASP Outcome Report Status	Add Report
0	ASP Application	2018	09/03/2018	01/01/2020	06/30/2020		<input type="button" value="Add Report"/>

[Home](#)

Performance and Careers

View-Only Documents

My Performance

Team Performance

My Promotion

Academic Promotion

Team Promotion

My ASP

Team ASP

Academic Promotion Summary View

Staff ID: 0360126

At Griffith, we celebrate, believe in and strive for the remarkable. Through our academic promotion process we aim to provide all eligible academic and research staff with an opportunity to apply for promotion and receive recognition for meritorious or outstanding achievements.

Below is a list of your previously submitted applications for promotion. To apply in the current academic promotion round you will be required to 'Create a New Application'. After you commence, you will be able to 'Save' and 'Edit' your application until you are ready to 'Submit' to your Academic Supervisor for their report. When the Supervisor report has been attached, you will 'Submit' your final application and case for promotion to the relevant Committee for consideration.

You should review the [Policy for Academic and Research Only Staff](#), [Promotion of Academic Staff Procedures](#) and [Promotion of Research Only Academic Staff Procedures](#) prior to commencing an application for promotion to determine if you are eligible to apply.

Find | 1 of 1 | Last

EmplRcd	Year	Application date	Promotion applied for	Status	Withdraw
0	2018	01/11/2018	Research Fellow 2	In Progress	<a href="#">Withdraw</a>

Create New Application



Create a new promotion application and view historical applications

**< Performance and Careers** **Application and Case for Promotion**

### Application and Case for Promotion Form

**Staff Details**

Empl ID:		Empl Record:	0	Year:	2018	Status:	In Progress
Element:	Sch Info & Communication Techn	Position:	00056162	Professor (Level E)			
Job Code:	Professor (Level E)	Academic Supervisor:					
Substantive Term:	Confirmed	Date of Last Promotion:					
Grade/Step:	EPR / 1	Date of Appointment:	12/31/2015				
		Phone:	0417 612 395				
Current Work Profile:	Teaching %: 60	Research %: 20	Scholarship %: 20	Service %: 0			

**Application for Promotion to:**

<b>Academic</b>	<b>Research</b>
<input type="checkbox"/> Lecturer	<input type="checkbox"/> Research Fellow 2
<input type="checkbox"/> Senior Lecturer	<input type="checkbox"/> Senior Research Fellow
<input type="checkbox"/> Associate Professor	<input type="checkbox"/> Principal Research Fellow
<input type="checkbox"/> Professor	

Have you applied for promotion to this level previously ?

**Application For Promotion Being Made(Select Appropriate Box)**

Outstanding Performance In ☐ Teaching ☐ Research ☐ Scholarship ☐ Service & Engagement


(OR) *note - choose one option*

☐ Meritorious Performance in Teaching, Research and Service & Engagement

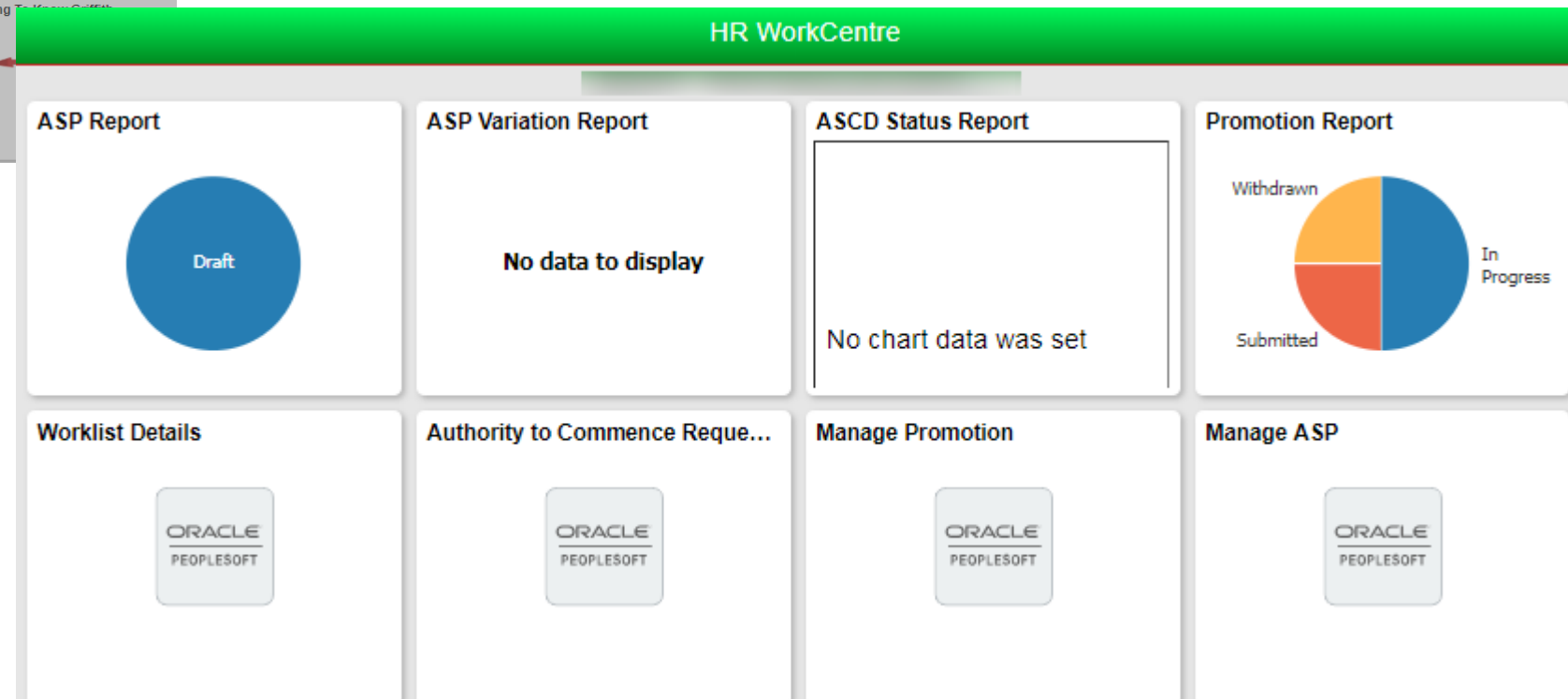
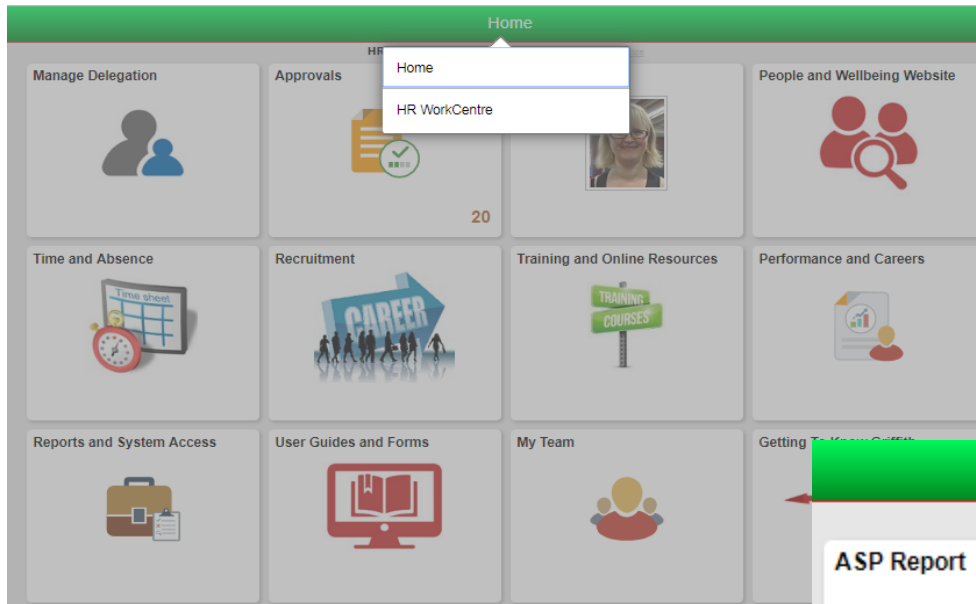
(OR)

☐ Meritorious Performance in Teaching, Scholarship and Service & Engagement

List any equity/diversity considerations that the Committee should be aware of:

A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bullet points, numbered lists, and a text color picker. The text area below the toolbar is empty.

**Save Back Next**





THANK YOU