

Academic Staff Performance Review Plan

Staff Name: _____

Year: _____

All EIA staff undertakes their performance review in accordance with the following policy documentation:

1. EIA Workforce Planning Policy and Procedure
2. Human Resource Management Policy and Procedure
3. Academic Qualifications and Equivalent Professional Experience Policy
4. Academic Workload Model
5. Academic Qualifications and Equivalent Professional Experience Policy
6. Performance Review for Academic Staff Policy and Procedure
7. Performance Review for General Staff Policy and Procedure

All staff should be aware and familiar with this policy documentation (where relevant) when performing their performance review with their manager.

STAFF PERSONAL INFORMATION

[To be linked to Employment Hero system.](#)

CORPORATE GOALS

All staff are expected to understand, conduct their behaviour and undertake their professional work and engagements by EIA's mission, goals and value.

Mission statement:

To realise our vision, EIA is committed to

1. To establish EIA as an accredited higher education provider with a reputation for its academic quality and integrity within the next five years.
2. To deliver programs that cater to future demand for talents, enabling our students to build the capacity for critical thinking and career-relevant skills in problem-solving and in developing new ideas.

Goals:

1. To create a learning environment supported by opportunities for local and international industry engagement experience, and for acquiring skills relevant to future careers.

2. To continually improve our learning environment and operational efficiency to enhance academic and organisational outcomes.
3. To institute systems of monitoring and reviews to ensure our academic governance and corporate governance mechanisms and processes are working to meet the standards expected and required of a higher education provider in Australia.
4. To be financially sustainable within five years of operations.

Core Values:

We aim to build an enabling and caring culture driven by our core values of Integrity, Inclusiveness, Innovation and Impact.

Staff Review:

I acknowledge and agree to comply and achieve EIA's mission statement, goals and values

WORKLOAD ALLOCATION

Please state your current workload allocation ratio for each of the activities in the table below:

Activity	Ratio %
Teaching & Learning	
Research & Innovation	
Leadership & Administration	

TEACHING AND LEARNING ACTIVITIES

1. The following table shows your annual teaching and learning activities and performance metrics. Please fill out the information and attach relevant evidence of the performance metrics.

Semester	Unit Code	Unit Name	Total Enrolments	Roles: Coordinator/ Lecturer/Tutor	Teaching Evaluation

2. Benchmarking Statistics & Peer Evaluation

The table below shows the averages of teaching evaluation by course, department and overall organisation.

Course Average %	Department Average %	EIA Average %

3. Please insert any peer evaluation relevant to your teaching and learning activities that was conducted in this performance review annual cycle. Please briefly describe the objectives, methodology, assessor profile and outcomes in the following space in no more than 500 words. Please attach evaluation report as evidence.

Date of Evaluation:	
Name of Person Conducted Evaluation:	
Unit Code & Name:	

- 4. Please provide a self evaluation of your teaching and learning activities below, including meeting your goals and objectives set at the beginning of the cycle, professional development undertaken, challenges and barriers and performance shown and measured. (500 words)**

5. Please set your goals and strategies for teaching and learning activities for the following year, including discipline areas, innovation, evaluation targets, new roles or responsibilities, etc.

6. Please provide a professional development plan you would like to propose to your manager for discussing your following year's work plan.

RESEARCH AND INNOVATION ACTIVITIES

1. The following table shows your annual research publications. Please fill out the information and attach publication or working paper evidence.

Paper Title	Author(s)	Journal Title / Target Journal

2. The following table shows your annual research grant. Please fill out the information and attach evidence.

Project Title	Investigator(s)	Funding Source	Amount AUD

3. Please insert any innovation initiatives that support research in the following space and attach evidence. (500 words)

- 4. Please provide a self-evaluation of your research and innovation activities below, including meeting your goals and objectives set at the beginning of the cycle, professional development undertaken, challenges and barriers and performance shown and measured. (500 words)**

- 5. Please set your goals and strategies for research and innovation activities for the following year, including discipline areas, innovation, evaluation targets, new roles or responsibilities, etc.**

- 6. Please provide a professional development plan you would like to propose to your manager for discussing your following year's work plan.**

LEADERSHIP AND ADMINISTRATIVE ACTIVITIES

1. The following table shows your annual leadership and administrative activities.

Commencing date	Role / Position Title	Reporting to

2. Please insert any innovation initiatives that support leadership and administrative activities in the following space and attach evidence. (500 words)

- 3. Please provide a self evaluation of your leadership and administrative activities below, including meeting your goals and objectives set at the beginning of the cycle, professional development undertaken, challenges and barriers and performance shown and measured. (500 words)**

- 4. Please set your goals and strategies for leadership and administrative activities for the following year, including innovation, evaluation targets, new roles or responsibilities, etc.**

5. Please provide a professional development plan you would like to propose to your manager for discussing your following year's work plan.

Staff Performance Review Rating:

Not Meeting Expectations Meeting Expectations Outstanding

Manager Performance Review Rating:

Not Meeting Expectations Meeting Expectations Outstanding

Manager's comments: