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| CONFIDENTIAL |  |  |
| Executive Dean/Institute Director Report: PROFESSORIAL FINAL REVIEW OR PROMOTION |  |  |

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| --- | --- |
| **Applicant’s Name** | **School/Centre/Institute** |
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## Part 1 – Report

(Executive Dean/Institute Director to complete in all cases)

Please include comments on the source, nature and extent of your knowledge of the applicant’s performance in teaching, scholarship of teaching, research or creative work, service and engagement (according to the [Criteria for Academic Performance](http://ppl.app.uq.edu.au/content/5.70.17-criteria-academic-performance#Policy) for the applicable academic category) and your assessment and recommendation. A copy of this report must be provided to the applicant prior to the submission closing date in the annual published schedule. The applicant must submit this report online by the closing date and may choose to provide a response to the Professorial Confirmation and Promotions Committee.

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**Part 2 - Activity Profile (Assigned Workload and Agreed Plan)**

***Complete all details only for applicants who report directly to the Executive Dean/Institute Director. For applicants who also have a Head of School report, please provide comment on the Activity Profile provided in Form D Assessment and Recommendation for Continuing Appointment and Promotion – (Professorial)***

Please detail and explain the agreed duties and workload weighting over the past 3 years under the relevant headings (e.g. for a T&R academic - Teaching 40%, Research 40%, Service 20%). For a RF academic discuss RHD Supervision under Research. For all other applicants Heads will provide this information on the Form D.

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| --- | --- | --- | --- |
| **Year** | **Weighting %** | | **Comment on tasks and opportunities for each academic role** |
| Current Year | Teach |  |  |
| Re/SoTL |  |  |
| Service |  |  |
| Last Year | Teach |  |  |
| Re/SoTL |  |  |
| Service |  |  |
| Year Prior | Teach |  |  |
| Re/SoTL |  |  |
| Service |  |  |

**Part 3 – Consultation and Signature** (to be completed in all cases)

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| ***I have consulted with the following senior academic staff in making the above comments and recommendation:*** |
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| **Executive Dean or Institute Director’s** **Name** | **Signature** | | **Date** |
|  |  | |  |
| ***A copy of these comments has been forwarded to the applicant and Head of School/Centre Director/Group Leader.*** | | **Executive Dean/Institute Director Initials** |  |

*The completed form should be emailed as an attachment to the applicant prior to the submission closing date*