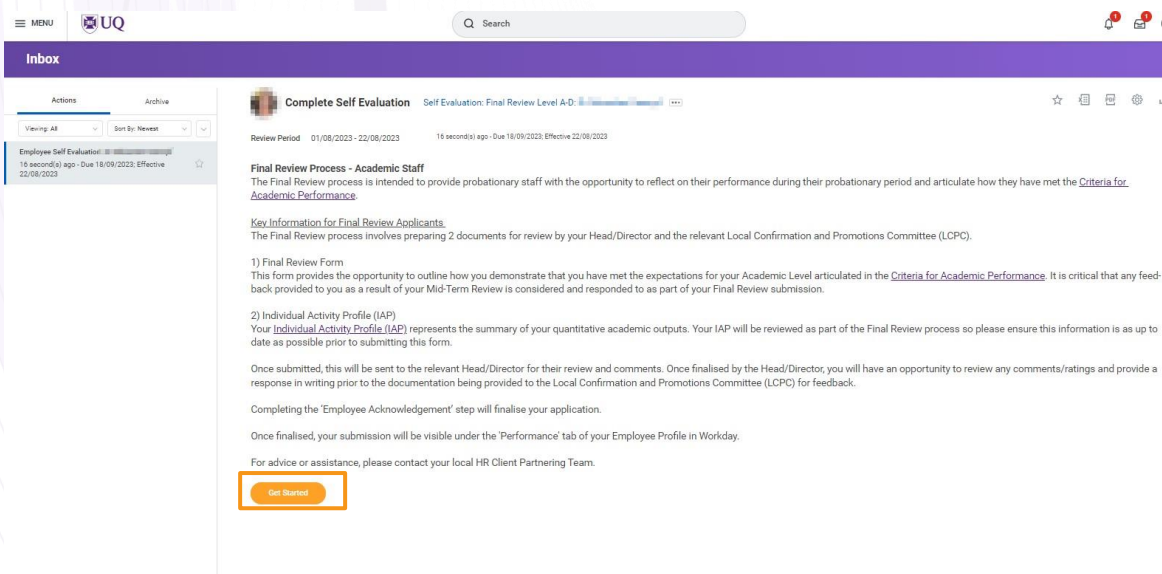


# Final Review Process

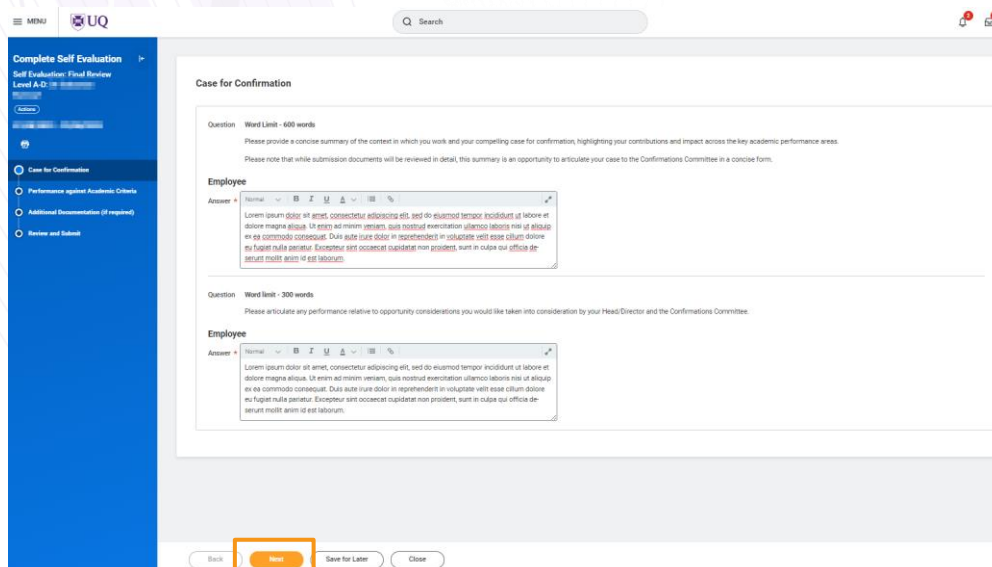
Approximately 2 - 3 months prior to your Final Review documentation due date you will receive a notification via your UQ email address with details of your Final Review and required actions. This notification will also advise you that a Final Review Application Form has been assigned to you for completion in Workday.

**Prior to submitting your Final Review Application Form, you should ensure that your [Individual Activity Profile \(IAP\)](#) is up to date and that you have completed any outstanding mandatory training.**

**A** Navigate to the Inbox and open the **Employee Self Evaluation: Final Review** task and select **Get Started**.



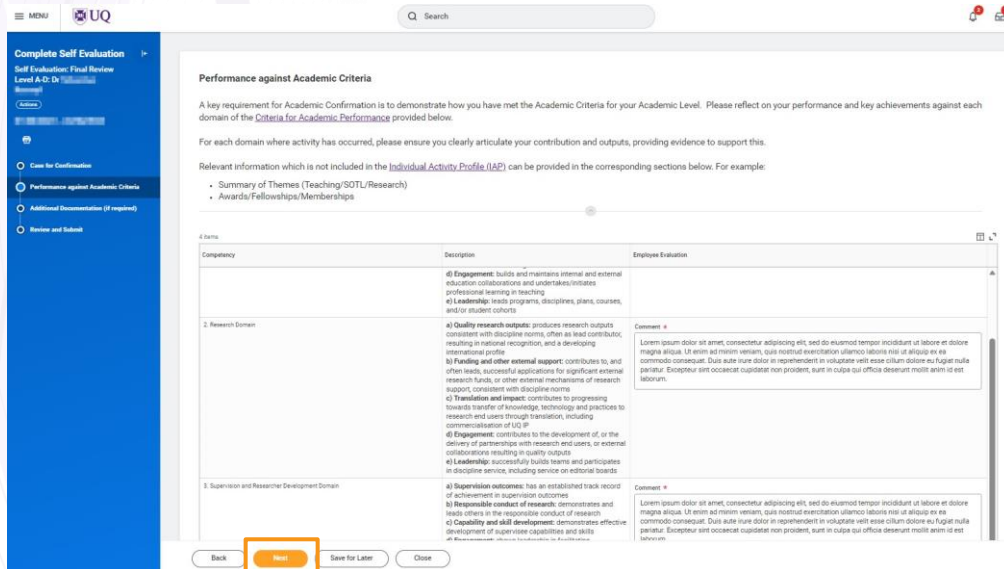
**B** Complete your 'Case for Confirmation' in the section provided. Please also include any performance relative to opportunity considerations you would like taken into consideration in the relevant section. Once complete, click **Next**.



*Note: You can use the **Save for Later** button to save and return to your application at a later date.*

# Final Review Process

**C** In the 'Performance against Academic Criteria' section, complete a self-evaluation of your performance against the domains. Once complete, click **Next**.



**Complete Self Evaluation**

Self Evaluation: Final Review  
Level A-C-D

Performance against Academic Criteria

A key requirement for Academic Confirmation is to demonstrate how you have met the Academic Criteria for your Academic Level. Please reflect on your performance and key achievements against each domain of the [Criteria for Academic Performance](#) provided below.

For each domain where activity has occurred, please ensure you clearly articulate your contribution and outputs, providing evidence to support this.

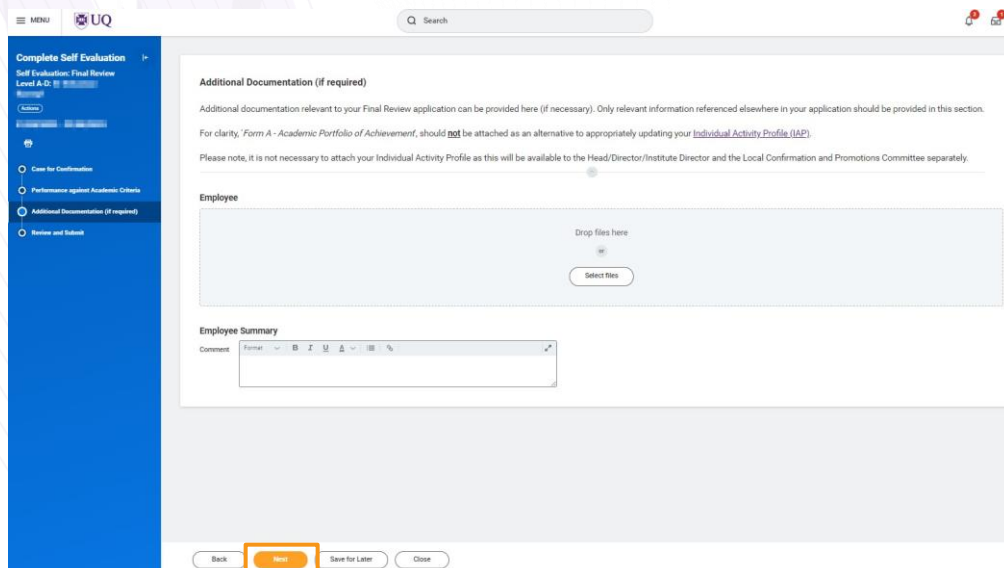
Relevant information which is not included in the [Individual Activity Profile \(IAP\)](#) can be provided in the corresponding sections below. For example:

- Summary of Themes (Teaching/SOTL/Research)
- Awards/Fellowships/Memberships

Competency	Description	Employee Evaluation
2. Research Domain	<p>a) <b>Engagement:</b> builds and maintains internal and external education collaborations and undertakes/initiates professional learning in teaching</p> <p>a) <b>Leadership:</b> leads programs, disciplines, plans, courses, and/or student cohorts</p>	<p>Comment *</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>
3. Supervision and Researcher Development Domain	<p>a) <b>Quality research outputs:</b> produces research outputs consistent with discipline norms, often as lead contributor resulting in national recognition, and a developing international profile</p> <p>b) <b>Funding and other external support:</b> contributes to, and often leads, successful applications for significant external research funds, or other external mechanisms of research support, consistent with discipline norms</p> <p>a) <b>Translation and impact:</b> contributes to progressing towards transfer of knowledge, technology and practices to research end users through translation, including commercialisation of UQ IP</p> <p>a) <b>Engagement:</b> contributes to the development of, or the delivery of partnerships with research end users, or external collaborators resulting in quality outputs</p> <p>a) <b>Leadership:</b> successfully builds teams and participates in discipline service, including service on editorial boards</p>	<p>Comment *</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>

Back **Next** Save for Later Close

**D** You may attach any additional documents to this section by dragging and dropping the relevant files into the shaded area or using the 'Select File' function. Once you have attached your additional documents, click **Next**.



**Complete Self Evaluation**

Self Evaluation: Final Review  
Level A-C-D

Additional Documentation (if required)

Additional documentation relevant to your Final Review application can be provided here (if necessary). Only relevant information referenced elsewhere in your application should be provided in this section. For clarity, *Form A - Academic Portfolio of Achievement*, should **not** be attached as an alternative to appropriately updating your [Individual Activity Profile \(IAP\)](#).

Please note, it is not necessary to attach your Individual Activity Profile as this will be available to the Head/Director/Institute Director and the Local Confirmation and Promotions Committee separately.

Employee

Drop files here

Select files

Employee Summary

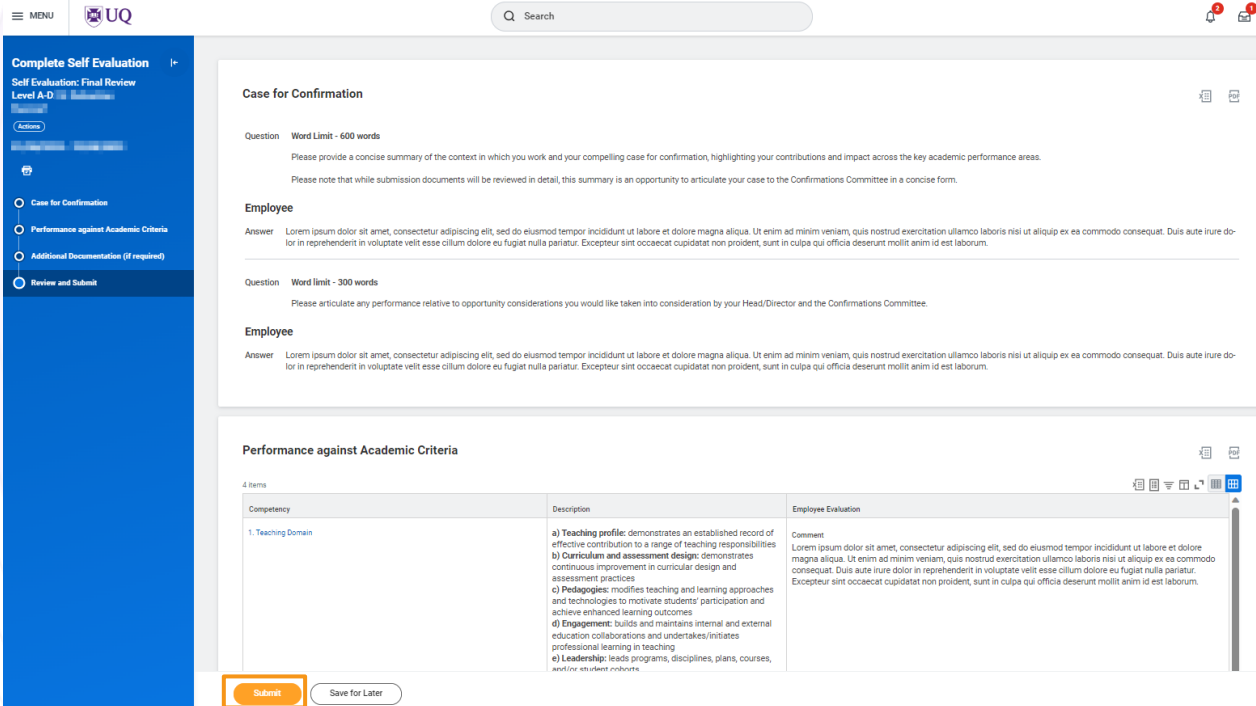
Comment

Format [B] [I] [U] [A] [L] [O] [G]

Back **Next** Save for Later Close

# Final Review Process

**E** Review the information in your application. Once you are ready to submit, click **Submit**.

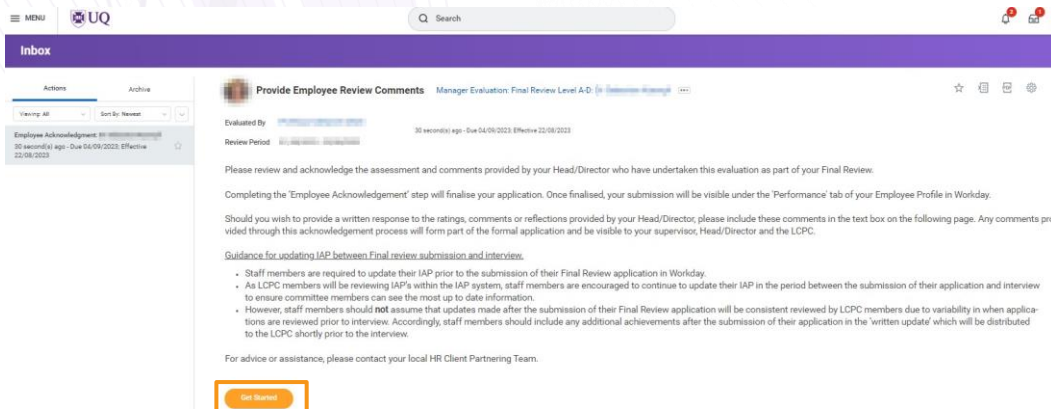


**F** You will receive a message to confirm the application has successfully progressed to the next step.



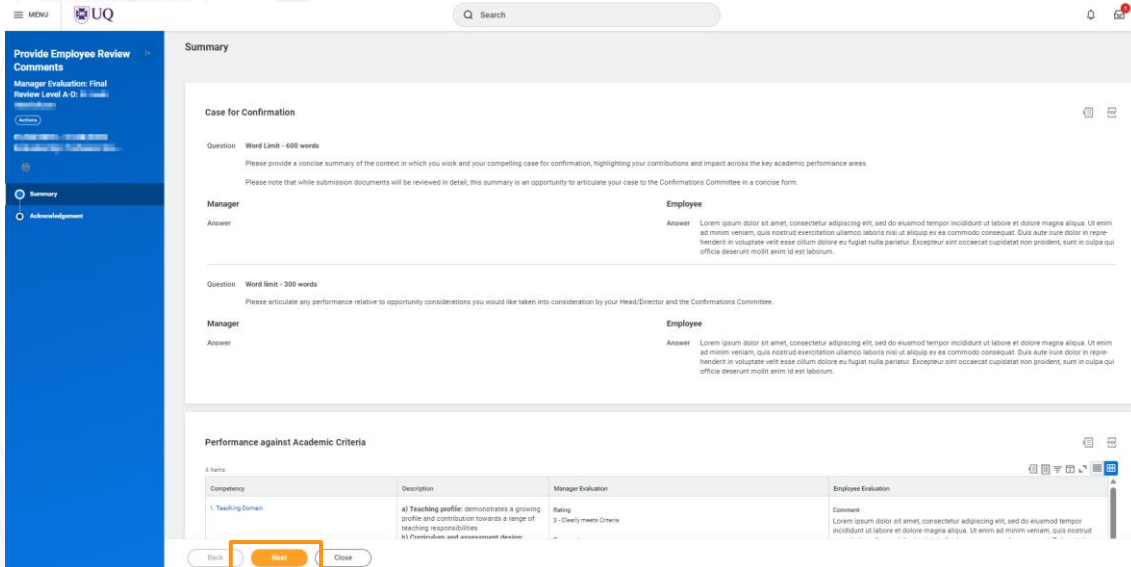
**G** Your application will now progress to your Head/Director (and Executive Dean for Level E staff) for their input.

Following this, you will receive a Workday inbox task to complete an **Employee Acknowledgement**. Select **Get Started** to commence the acknowledgment step.



# Final Review Process

- H** Review the comments that have been made by the Head/Director (and Executive Dean for Level E staff). After reviewing the information, click **Next**.



**Summary**

**Case for Confirmation**

Question **Word Limit - 600 words**  
Please provide a concise summary of the content in which you work and your compelling case for confirmation, highlighting your contributions and impact across the key academic performance areas.  
Please note that while submission documents will be reviewed in detail, this summary is an opportunity to articulate your case to the Confirmations Committee in a concise form.

Manager Answer Employee Answer  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Question **Word limit - 300 words**  
Please articulate any performance relative to opportunity considerations you would like taken into consideration by your Head/Director and the Confirmations Committee.

Manager Answer Employee Answer  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

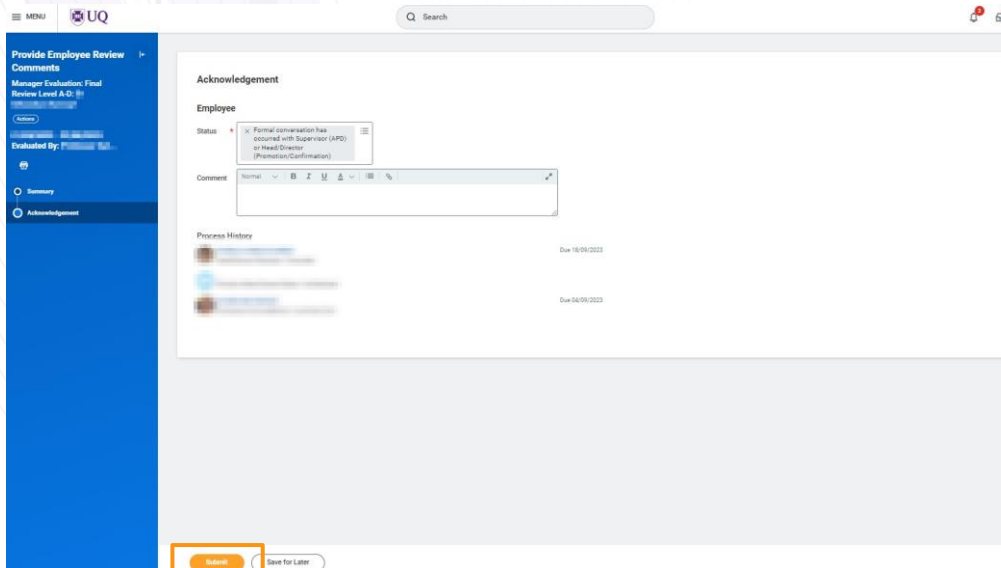
**Performance against Academic Criteria**

Competency	Description	Manager Evaluation	Employee Evaluation
1. Teaching Domain	a) Teaching profile: demonstrates a growing profile and contribution towards a range of teaching responsibilities b) Professional and assessment practices	Rating 3 - Clearly meets Criteria	Comment Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud

Back **Next** Close

- I** Select an acknowledgement status from the drop-down menu. You may also include a response to any comments made by the Head/Director (and Executive Dean for Level E staff) in the comment box. Please note these comments will be visible as part of your Final Review documentation.

Click **Submit** to finalise your Final Review application.



**Acknowledgement**

Employee

Status: Formal conversation has occurred with Supervisor (APD) or Head/Director (Professional Confirmation)

Comment: [Text box]

Process History

[User]	Due 18/09/2023
[User]	Due 04/09/2023

Submit Save for Later

# Final Review Process

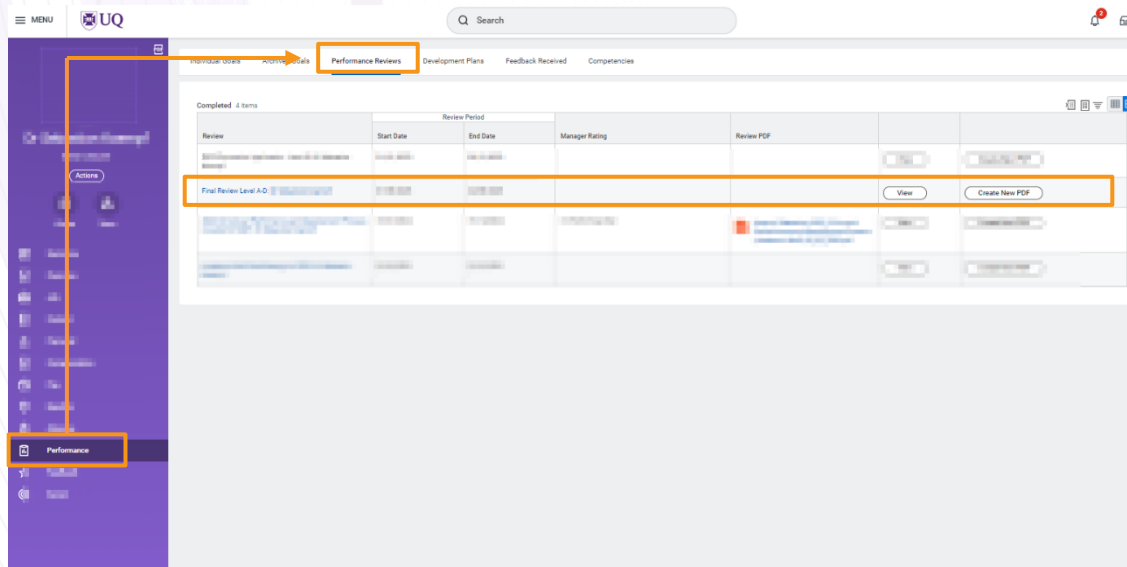
- J** You will receive a message to confirm the application has been successfully submitted. If your Supervisor is not the Head/Director, they will receive an alert to notify them that a Final Review Application Form has been submitted available for them to view in Workday.

## Success! Event submitted

Up Next: To Do: Setup 'Confirmation and Promotion Committee' agenda item | Due Date 18/09/2023

[View Details](#)

- K** To view or create a pdf of your application select 'Performance' in your Employee Profile, then select the 'Performance Reviews' tab. Select **View** or **Create New PDF**.



*All Final Review Outcome Letters will be emailed directly to applicants via their UQ email address.*