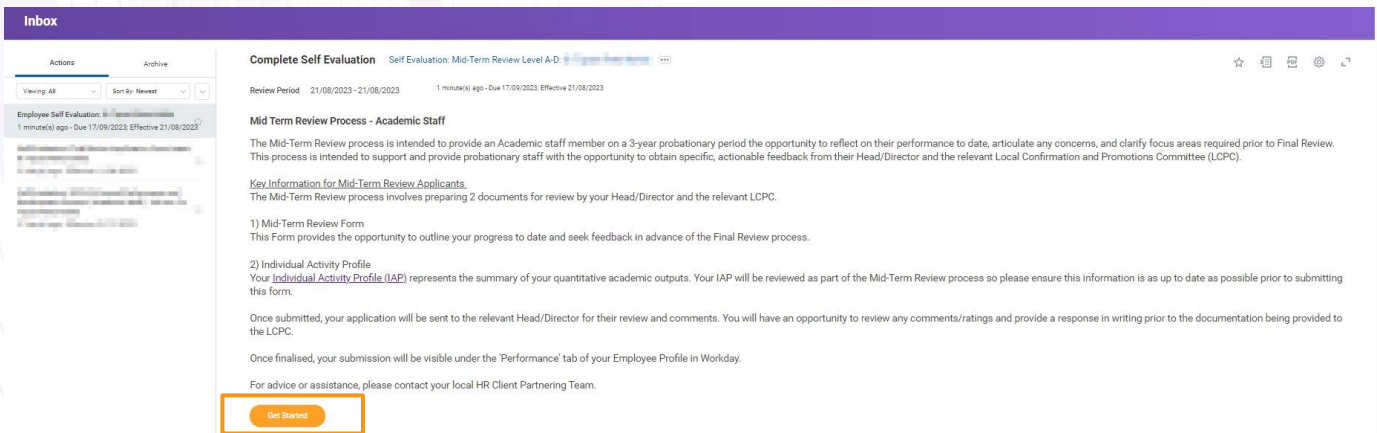


Mid-Term Review Process

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

Prior to submitting your Mid-Term Review Application Form you should ensure that your [Individual Activity Profile \(IAP\)](#) is up to date.

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



Complete Self Evaluation Self Evaluation: Mid-Term Review Level A-D

Review Period 21/08/2023 - 21/08/2023

Mid-Term Review Process - Academic Staff

The Mid-Term Review process is intended to provide an Academic staff member on a 3-year probationary period the opportunity to reflect on their performance to date, articulate any concerns, and clarify focus areas required prior to Final Review. This process is intended to support and provide probationary staff with the opportunity to obtain specific, actionable feedback from their Head/Director and the relevant Local Confirmation and Promotions Committee (LCPC).

Key Information for Mid-Term Review Applicants

The Mid-Term Review process involves preparing 2 documents for review by your Head/Director and the relevant LCPC.

- 1) Mid-Term Review Form
This Form provides the opportunity to outline your progress to date and seek feedback in advance of the Final Review process.
- 2) Individual Activity Profile
Your [Individual Activity Profile \(IAP\)](#) represents the summary of your quantitative academic outputs. Your IAP will be reviewed as part of the Mid-Term Review process so please ensure this information is as up to date as possible prior to submitting this form.

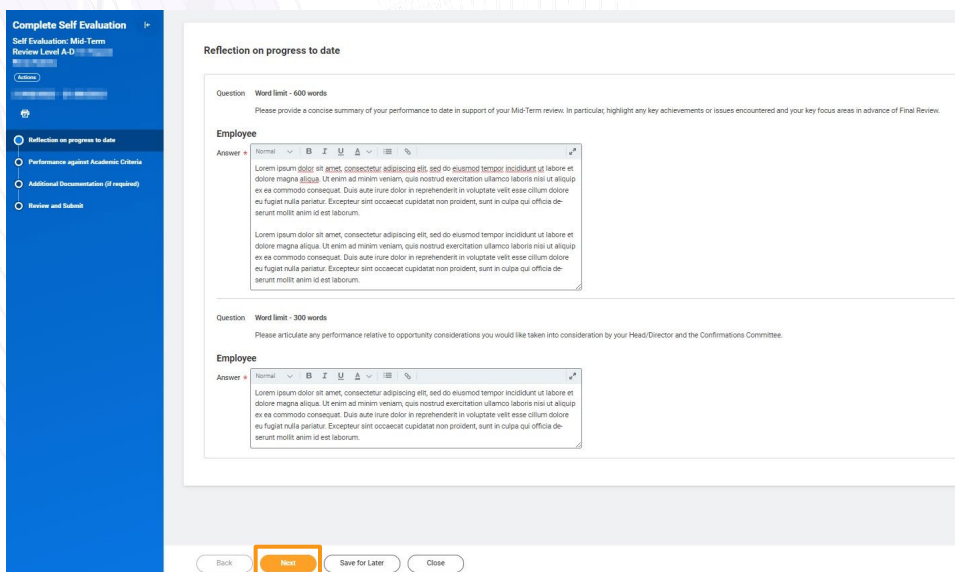
Once submitted, your application will be sent to the relevant Head/Director for their review and comments. You will have an opportunity to review any comments/ratings and provide a response in writing prior to the documentation being provided to the LCPC.

Once finalised, your submission will be visible under the 'Performance' tab of your Employee Profile in Workday.

For advice or assistance, please contact your local HR Client Partnering Team.

Get Started

B Under the 'Reflection on progress to date', provide a summary of your performance to date. Please also include any performance relative to opportunity considerations you would like taken into consideration in the relevant section. Once complete, click **Next**.



Complete Self Evaluation

Self Evaluation: Mid-Term Review Level A-D

Reflection on progress to date

Question Word limit - 600 words

Please provide a concise summary of your performance to date in support of your Mid-Term review. In particular, highlight any key achievements or issues encountered and your key focus areas in advance of Final Review.

Employee

Answer

Normal

Placeholder text for the 600-word answer.

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.

Employee

Answer

Normal

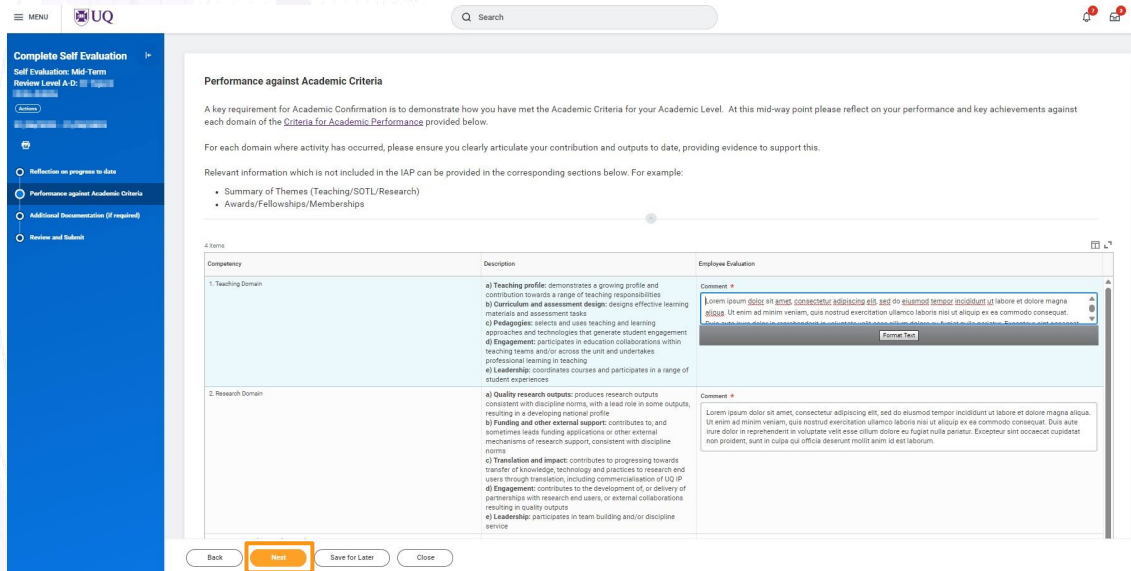
Placeholder text for the 300-word answer.

Next

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

Mid-Term Review Process

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



Performance against Academic Criteria

A key requirement for Academic Confirmation is to demonstrate how you have met the Academic Criteria for your Academic Level. At this mid-way point 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 to date, providing evidence to support this.

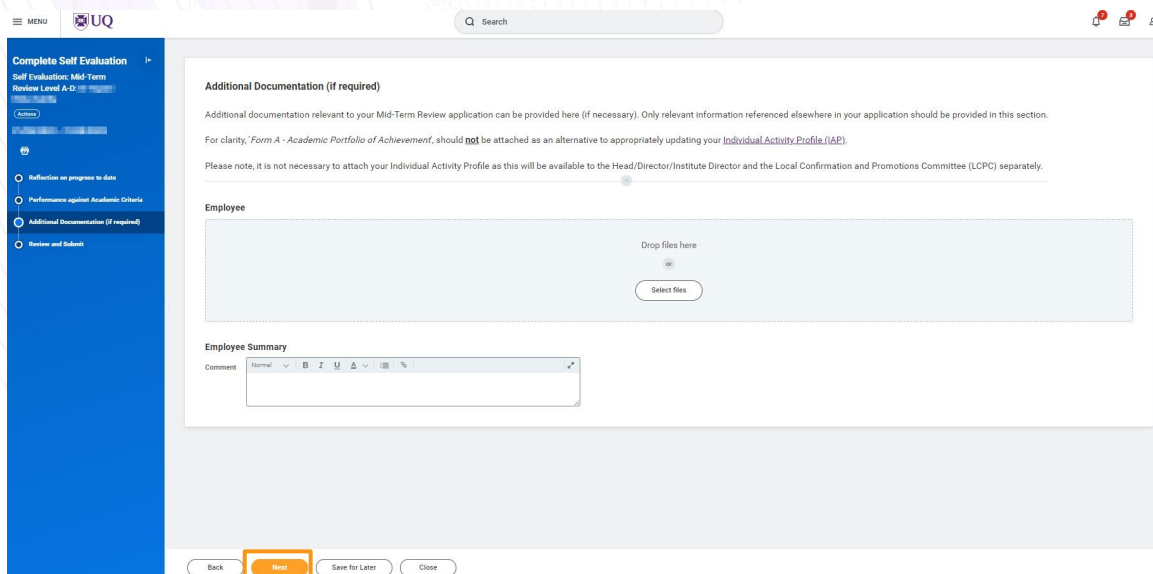
Relevant information which is not included in the IAP can be provided in the corresponding sections below. For example:

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

Competency	Description	Employee Evaluation
1. Teaching Domain	<p>a) Teaching profile: demonstrates a growing profile and contribution towards a range of teaching responsibilities</p> <p>b) Curriculum and assessment design: designs effective learning materials and assessment tasks</p> <p>c) Pedagogy: reflects and uses teaching and learning approaches and technologies that generate student engagement</p> <p>d) Engagement: participates in education collaborations within teaching teams and/or across the unit and undertakes professional learning in teaching</p> <p>e) Leadership: coordinates courses and participates in a range of student experiences</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.</p> <p>Form A - Teac</p>
2. Research Domain	<p>a) Quality research outputs: produces research outputs consistent with discipline norms, with a lead role in some outputs, resulting in a developing national profile</p> <p>b) Funding and other external support: contributes to, and sometimes leads funding applications or other external mechanisms of research support, consistent with discipline norms</p> <p>c) Translation and impact: contributes to progressing towards transfer of knowledge, technology and practices to research and users through translation, including commercialisation of UQ IP</p> <p>d) Engagement: contributes to the development of, or delivery of partnerships with research end users, or external collaborations resulting in quality outputs</p> <p>e) Leadership: participates in team building and/or discipline service</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>

Buttons: 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**.



Additional Documentation (if required)

Additional documentation relevant to your Mid-Term 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 (LCPC) separately.

Employee

Drop files here

Select files

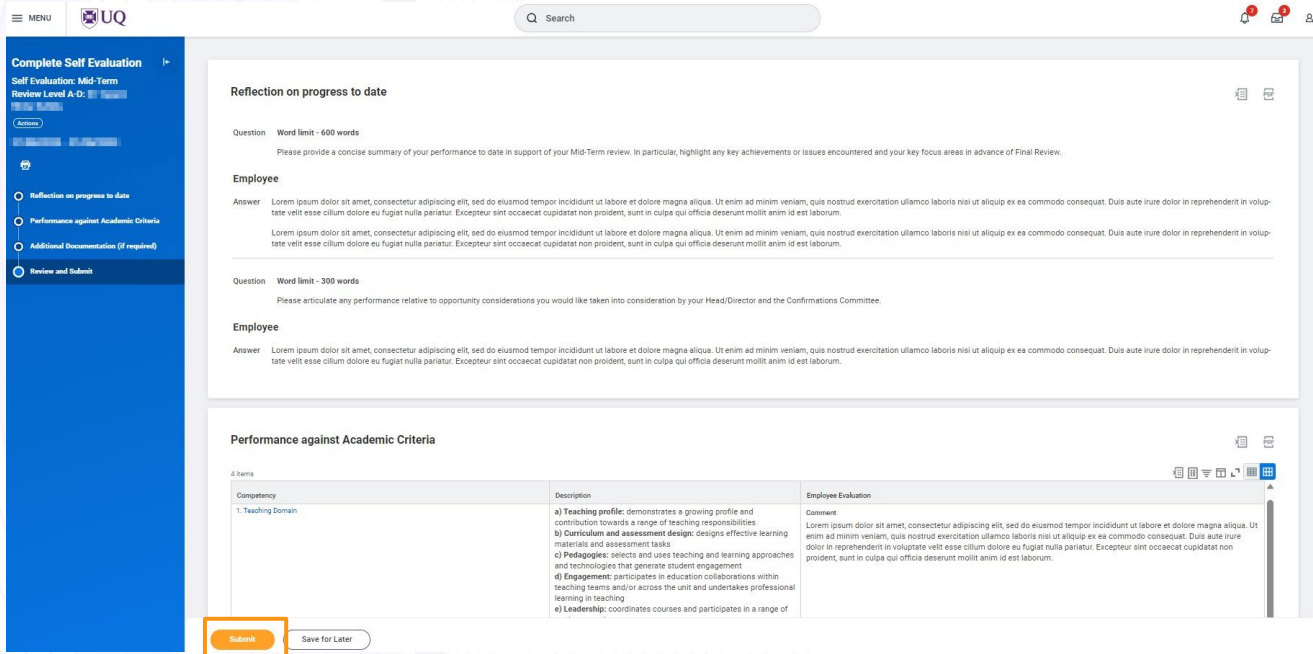
Employee Summary

Comment

Buttons: Back, **Next**, Save for Later, Close

Mid-Term Review Process

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



Complete Self Evaluation
Self Evaluation: Mid-Term
Review Level A-D

Reflection on progress to date
Question Word limit - 600 words
Please provide a concise summary of your performance to date in support of your Mid-Term review. In particular, highlight any key achievements or issues encountered and your key focus areas in advance of Final Review.

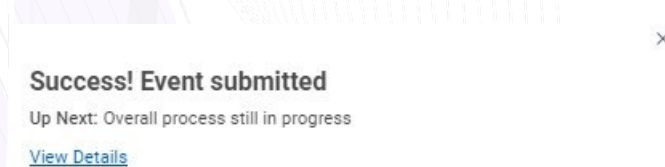
Employee
Answer Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit 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
4 Items

Competency	Description	Employee Evaluation
1. Teaching Domain	<ul style="list-style-type: none"> a) Teaching profile: demonstrates a growing profile and contribution towards a range of teaching responsibilities b) Curriculum and assessment design: designs effective learning materials and assessment tasks c) Pedagogies: selects and uses teaching and learning approaches and technologies that generate student engagement d) Engagement: participates in education collaborations within teaching teams and/or across the unit and undertakes professional learning in teaching e) Leadership: coordinates courses and participates in a range of 	<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>

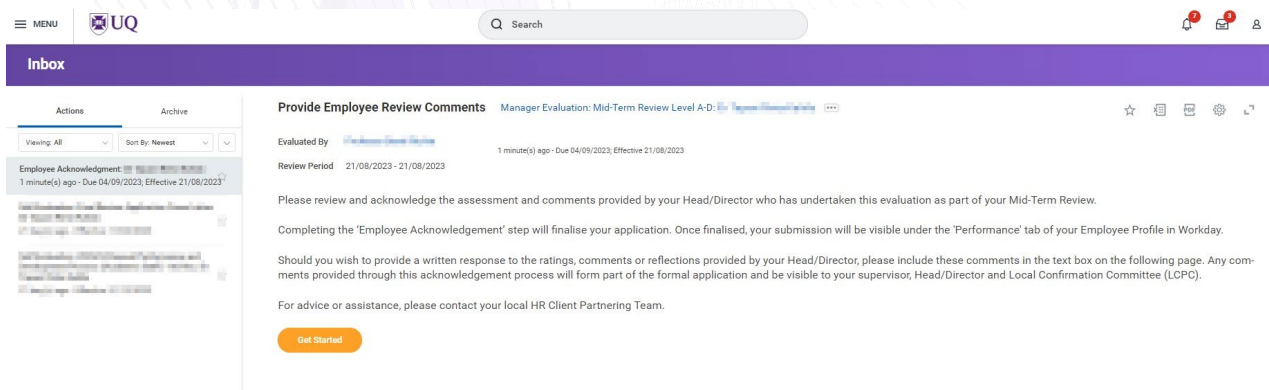
Submit Save for Later

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 for their input. *For Level E applicants the form will also progress to your Executive Dean who will send you a Mid-Term Review Feedback Letter after reviewing your application.*

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



Inbox

Provide Employee Review Comments Manager Evaluation: Mid-Term Review Level A-D

Evaluated By [Name]
Review Period 21/08/2023 - 21/08/2023
1 minute(s) ago - Due 04/09/2023; Effective 21/08/2023

Please review and acknowledge the assessment and comments provided by your Head/Director who has undertaken this evaluation as part of your Mid-Term Review.

Completing the 'Employee Acknowledgement' step will finalise your application. Once finalised, your submission will be visible under the 'Performance' tab of your Employee Profile in Workday.

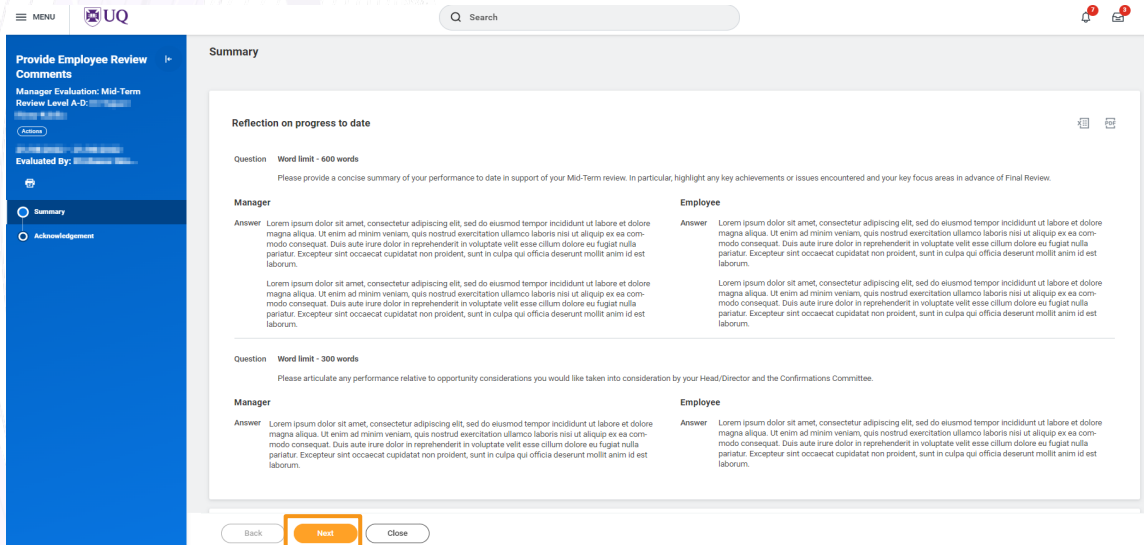
Should you wish to provide a written response to the ratings, comments or reflections provided by your Head/Director, please include these comments in the text box on the following page. Any comments provided through this acknowledgement process will form part of the formal application and be visible to your supervisor, Head/Director and Local Confirmation Committee (LCPC).

For advice or assistance, please contact your local HR Client Partnering Team.

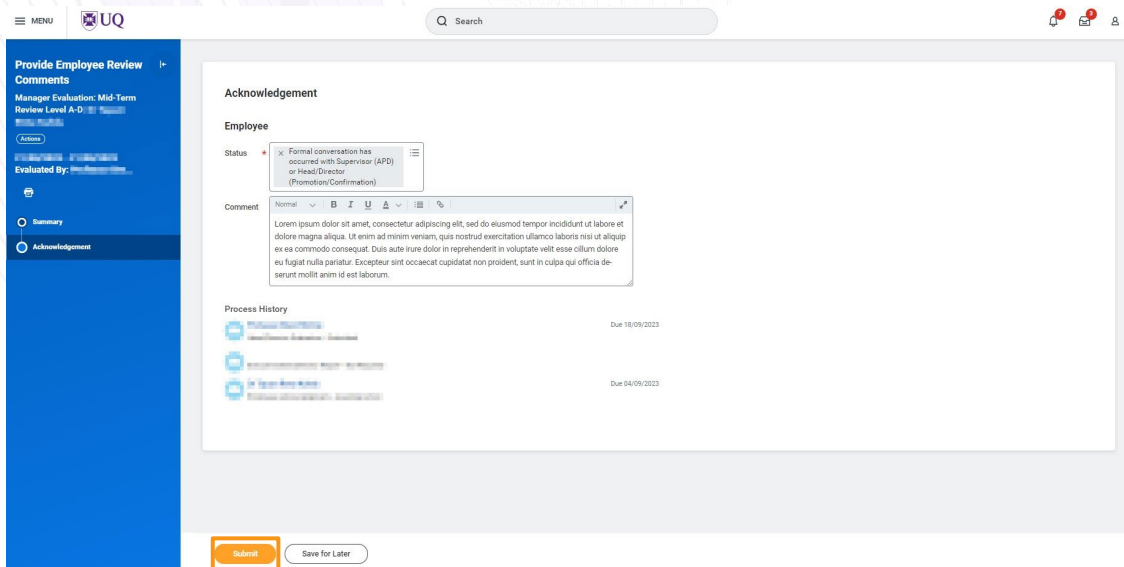
Get Started

Mid-Term Review Process

H Review the comments that have been made by the Head/Director. Click **Next**.



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 Feedback Letter for Level E staff) in the comment box. Please note these comments will be visible as part of your Mid-Term Review documentation. Click **Submit** to finalise your Mid-Term Review application.



Mid-Term Review Process

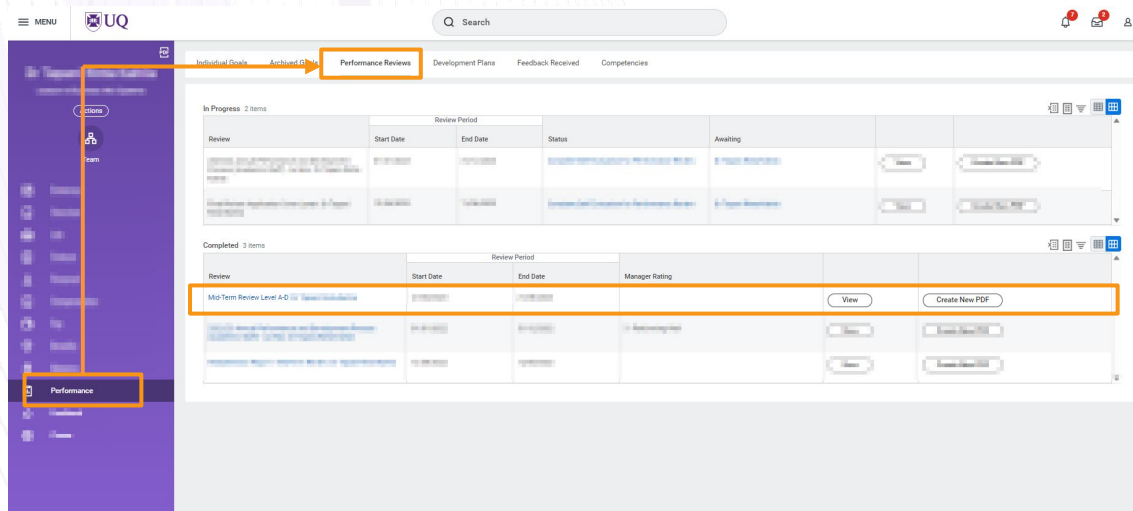
- J** You will receive a message to confirm the application has been successfully submitted. If your Supervisor is not the Head/Director, they will receive an alert to notify them that a Mid-Term Review Application Form has been submitted available for them to view in Workday.

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**.



Please note: Level A – D staff will receive their Mid-Term Review Feedback Letter after submitting their acknowledgement step (step I), while Level E staff will receive their Mid-Term Review Feedback Letter directly from the Executive Dean (Step G).

All Mid-Term Review Feedback Letters will be emailed directly to applicants via their UQ email address.