



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Annual Performance and Development Academic Workday Process

For 2021

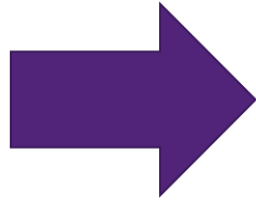




Academic Staff APD Workday Process

The following slides provide additional detail on the 2021 Annual Performance and Development process for Academic staff in Workday.

APD 2021: Commence the process in Workday



You will receive a goal setting notification to complete the process.

A screenshot of a Workday email notification. The email is titled "Complete Self Evaluation" and is part of a series of "Self Evaluation: Academic Staff Goal Setting for 2022" emails. The review period is from 01/01/2022 to 31/12/2022. The email content includes the heading "2022 Academic Goal Setting" and the instruction "Please attach your Appraisal documentation from 2021 and include your proposed goals for 2022". Under the heading "Next Steps", it states: "Once this template is completed and submitted by the staff member, it will be sent to the supervisor for review. Following submission by the staff member, it is recommended that they book time with their supervisor to discuss and refine their goals as necessary." At the bottom of the email, there is a yellow button labeled "Get Started" which is highlighted with a red rectangular box.

Commence the Workday goal setting process by selecting 'Get Started'.

APD 2021: Upload Form A, B & C



Search



Complete Self Evaluation |+

Self Evaluation: Academic
Staff Goal Setting for 2022:

Actions

01/01/2022 - 31/12/2022



2021 Performance Appraisal Document...

2022 Teaching Goals

2022 Research Goals

2022 Supervision & Researcher Develo...

2022 Citizenship and Service Goals

Review and Submit

2021 Performance Appraisal Documentation

Please upload an electronic copy of your performance appraisal documentation (Form A, B, C) for 2021 here.

Employee

Drop files here

or

Select files

Back

Next

Save for Later

Close

Upload a copy of your
completed Form A, B & C.

APD 2021: Add additional commentary



Search



Complete Self Evaluation

Self Evaluation: Academic
Staff Goal Setting for 2022:

Actions

01/01/2022 - 31/12/2022



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2022 Teaching Goals

2022 Research Goals

2022 Supervision & Researcher Develo...

2022 Citizenship and Service Goals

Review and Submit

2021 Performance Appraisal Documentation

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Employee



Example Form A template.pdf

✓ Successfully Uploaded!

Comment

Upload

Back

Next

Save for Later

Close

A free text comment box
is available for further
information.

APD 2021: Set goals to each domain



Q Search



Complete Self Evaluation |<

Self Evaluation: Academic
Staff Goal Setting for 2022:

Actions

01/01/2022 - 31/12/2022



2021 Performance Appraisal Document...

2022 Teaching Goals

2022 Research Goals

2022 Supervision & Researcher Develo...

2022 Citizenship and Service Goals

Review and Submit

2022 Teaching Goals

Please enter your Teaching-related goals for 2022 below.

Key areas of activity within the Teaching domain include:

- Teaching profile
- Curriculum and assessment design
- Pedagogies
- Engagement
- Leadership

Where possible, you should ensure your goals align with the expectations for your academic level as outlined in the [Academic Performance Framework](#) and are specific, measurable, attainable, relevant and time-bound.

Further resources to support goal setting can be found in the [Academic Goal Library](#) and the [Guidelines for Evidencing Academic Achievement](#).

Supervisors

Please ensure that any changes or additions to goals are discussed with the staff member as part of a goal setting discussion.

Add

Back

Next

Save for Later

Close

A goal can be added for
Academic domain.



Search



Complete Self Evaluation

Self Evaluation: Academic
Staff Goal Setting for 2022:

Actions

01/01/2022 - 31/12/2022



2021 Performance Appraisal Document...

2022 Teaching Goals

2022 Research Goals

2022 Supervision & Researcher Develo...

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Review and Submit

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Add Existing

Goal **B** **I** **U**

Description **B** **I** **U**

Category

Status

Add the goal, description (optional), category and status of the goal.



Search



Complete Self Evaluation

Self Evaluation: Academic Staff Goal Setting for 2022:

Actions

01/01/2022 - 31/12/2022



- 2021 Performance Appraisal Document...
- 2022 Teaching Goals
- 2022 Research Goals
- 2022 Supervision & Researcher Develo...
- 2022 Citizenship and Service Goals
- Review and Submit**

2021 Performance Appraisal Documentation

Employee



Example Form A template.pdf
Uploaded by Professor Tyler Okimoto

4 minutes ago

Upload Date 01/09/2021 11:15 PM

Comment (empty)

2022 Teaching Goals

Goal Lead development and redesign on online component of 1st year course to be completed for delivery in Semester 2.

Description

- Review student feedback to enhance student experience and learning outcomes
- Complete online teaching workshop through ITaLJ
- Collaborate with Professor X on design of XXX content
- Engage with School Leadership to establish objectives for improving the online experience.

Category Academic - Teaching

Status Not Started

2022 Research Goals

Goal Submit application for ARC Linkage grant in 2023

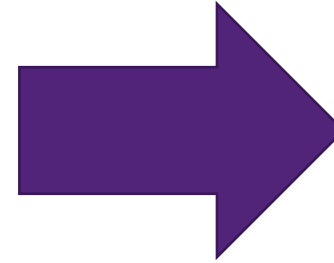
Description

- Collaboration with Professor X
- Reach out for advice from Research Management Partner
- Seek feedback on application from mentor and grant review panel

Submit

Save for Later

Review all documents and goals before submitting.



Supervisor will receive
a notification outlining
goals have been
submitted.



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Thank you