The Head of School report is confidential and must be returned directly to [academicpromotions@newcastle.edu.au](mailto:academicpromotions@newcastle.edu.au), Human Resource Services.

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| **Section 1: Candidate Information** |

Candidate name:

College: School:

Applying for promotion to Academic Level:

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| **Section 2: Head of School report** |

The Head of School report provides an assessment of the candidate’s performance and leadership in the key academic domains of Research, Teaching and Engagement. For each specific domain, please provide commentary on the candidate’s performance, relative to the academic level being applied for and with particular note on achievements since appointment of last promotion or commencement in relation to:

* The candidates’ contributions benchmarked across the School and/or discipline;
* The candidate’s standing in their field; and
* Peers working in other institutions, particularly those which may be considered of comparable or higher standing than the University of Newcastle.

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| 1. **Research**   Where applicable, comment on the following key points:   1. The candidate’s research involvement and output as expected in their discipline; 2. The quality of research outputs and standing of outlets as expected in their discipline; 3. Expectations in the discipline in terms of HDR supervision and timely completions, and how the candidate has performed; 4. Expectations in the discipline in terms of research grant funding and how the candidate has performed; 5. The candidate’s contributions to collaborative team efforts in regards to joint publications, research grants and postgraduate supervision; and 6. The candidate’s contribution to building research capacity, outside their own research team. |
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| 1. **Teaching**   Where applicable, comment on the following key points:   1. The candidate’s contributions to teaching and curriculum development activities, including course design and assessment, formalised peer review, innovation and use of technology; 2. The impact and effectiveness of the candidate’s teaching on student learning, skill development, overall student experience and graduate outcomes; 3. The impact of the candidate’s teaching on the teaching and learning environment of the School and/or discipline; and 4. Expectations in the discipline in terms of teaching-focused grants and funding and how the candidate has performed. |
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| 1. **Engagement and Leadership**   Where applicable, comment with a focus on impact, on the following key points:   1. The candidate’s engagement with the School, College (or equivalent), University, discipline/profession and the broader community; 2. The candidate’s contributions to the strategic direction and planning of the School/College or equivalent; 3. Community engagement through significant contributions to business, government and community through building partnerships both globally and in Australia; and 4. Include any governance roles performed, including any significant change as a result of a leadership or service role. |
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| **Section 3: University of Newcastle Values and Code of Conduct** |

If a Head of School is aware of any relevant information in respect to the candidate’s non-adherence to University values and the Code of Conduct, then they have a responsibility to inform the promotions committee of any such matters in their report.

In providing such information, only those matters that have already been raised with the candidate should be included in this report. The report should include information as to how these matters have been raised with the candidate and what measures have been taken to resolve such issues.

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| **Section 4: Academic Planning and Performance (APP)** |

Is the candidate’s participation in APP up to date? Yes / No

Goals for 2023 should be entered in SuccessFactors. If a Head of School is aware that a candidate has chosen not to participate in the University’s Academic Planning and Performance (APP) program, then they should make further comment below.

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| **Section 5: Head of School sign-off** |

I have validated the candidate’s CV (Achievements and Evidence of Impact) Pro forma and can confirm that to the best of my knowledge the information contained within the document is a true and accurate record of achievements.

Head of School name:

Head of School signature: Date: