Transition to online for ASCD, AMRP, ASP & Promotion

(October 2018)
In 2018, the following processes will transition from paper based (submission via PageUp) to ASCD online (PeopleSoft):

- ASCD (Academic Staff Career Development)
- AMRP (Academic Manager Review and Plan)
- Academic Probation and Confirmation for ASCD and AMRP

In 2019, the following processes will transition from paper based (submission via PageUp) to custom built online solutions for (via PeopleSoft):

- Academic Studies Program (ASP)
- Promotion of Academic Staff
ASCD online - Why...

Benefits for moving all processes to online solutions include and in particular for ASCD:

▪ Single integrated online system for all academic processes - one stop shop, access anytime/anywhere (desktop/ipad)
▪ Transparency and line of sight for supervisors, Heads of Element, Deans (A), PVC’s
▪ Electronic workflow for approval and update of work profiles and confirmation of probationary appointments
▪ Access to Staff and Manager Performance Notes
▪ Peer review functionality
▪ Attachment framework (catering for Element specific requirements)
▪ Better management reporting and tracking capability
▪ Sustainable electronic repository and easy access for staff and supervisors/managers to historical documents for ASCD, AMRP, ASP, Promotion

Additional benefits for ASP online

▪ Ability to craft ASP applications in advance of the round
▪ Workflow of ASP applications and variations to Head of Element and Dean (Academic) for approval
▪ Part eligibility checking and auto recording of ASP begin and end dates
▪ Electronic submission of ASP Outcome reports with workflow for approval by Head of Element

Additional benefits for Promotion online

▪ Ability to craft Promotion applications in advance of the round
▪ Auto text limits, improved reporting and workflow for request of Supervisor Reports
# ASCD – transition to online 2018/2019

<table>
<thead>
<tr>
<th>2018/2019</th>
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<tbody>
<tr>
<td>Sep/October</td>
<td>Group Executive briefings</td>
</tr>
<tr>
<td>11 October</td>
<td>Announcement from DVC (A) to commence 2018 round</td>
</tr>
<tr>
<td>12 October</td>
<td>ASCD online templates batch created for all academic staff by HR System Administration</td>
</tr>
<tr>
<td>October/November</td>
<td>• Campus based information sessions for Academic Staff and Heads (<a href="#">link from website</a>)</td>
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<td></td>
<td>• Drop in sessions (Nathan)</td>
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<td></td>
<td>• HR Staff available for individual Element/HOD briefings</td>
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<tr>
<td>Approx. 26 October</td>
<td>• Staff member to complete ‘Goals and Objectives’ step</td>
</tr>
<tr>
<td></td>
<td>• Supervisor to confirm “Goals and Objectives’</td>
</tr>
<tr>
<td>14 November</td>
<td>ASCD documents (self evaluation) completed by staff member ready for supervisor review</td>
</tr>
<tr>
<td>December-February</td>
<td>Group Moderation Committees where relevant</td>
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<tr>
<td>December-February</td>
<td>Performance and Career discussion between staff and supervisor</td>
</tr>
<tr>
<td>February/March</td>
<td>ASP and Promotion modules released for staff prior to 2019 round</td>
</tr>
<tr>
<td>Approx. March</td>
<td>ASCD online templates for 2019 will be batch created by HR System Administration for 2019 review</td>
</tr>
<tr>
<td>Approx. by end April</td>
<td>Supervisor and staff member to confirm ‘Goals and Objectives’ for 2019</td>
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</table>
ASCD – key tips to remember...

- **Always save** your document prior to leaving the page or performing another PeopleSoft related task

- There are **2 steps** that must occur before (as a staff member) you can complete your self evaluation
  1. Staff member to enter the Goals and Objectives, click ‘Save’
  2. Supervisor to confirm Goals and Objectives, click “Confirm Goals and Objectives”

- Don’t forget to **attach the required documents**
  
  *(per the policy or your Elements requirements e.g. Research Plan)*
ASCD – steps in the online process...

Notes:

- Work Profile changes will workflow to Head of Element for approval (or self approve is Supervisor is HOE)
- Confirmation review documents will workflow to the delegated approver along with changes to Work Profile

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Confirmation of Appointment Decision Maker</th>
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</thead>
<tbody>
<tr>
<td>Fixed-Term</td>
<td>Head of Element to forward recommendation for confirmation of appointment to the relevant Dean (Academic) in accordance with the timetables specified above.</td>
</tr>
<tr>
<td>Continuing</td>
<td>Head of Element to forward recommendation for confirmation of appointment to the relevant Group Pro Vice Chancellor in accordance with the timetables specified above.</td>
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</table>
ASCD – steps in the online process... Probation/Confirmation

- Section 8 – Meeting Probationary Standard & Overall Comments
ASCD – steps in the online process… Probation/Confirmation

▪ Section 9 – Confirmation of Appointment

Enter Supervisor Rating.

Enter Supervisor Comments.
AMRP – steps in the online process...

Oct. • ASCD/AMRP template available via ‘Performance and Careers’ in the Staff Portal.

Mid Oct. • Enter your Goals and Objectives for the current review period (2018), click Save
• Let your supervisor know that you have completed this step and discuss where relevant
• Nominate Participants (optional) to comment on your documents (e.g. Research Centre Director, PhD Supervisor)

Mid Oct. • Supervisor to review the Goals and Objectives and click Confirms Goals and Objectives
• Supervisor to approve staff members request or nominate additional Participants

Nov. • Complete the Self Evaluation step by documenting your progress and outcomes for the current review period and drafting your Goals and Objectives for the forthcoming review period (2019)

Dec-Jan • Supervisor to review the Self Evaluation, recommend work profile and submit for approval if required
• Supervisor and staff member meet for the annual discussion
• Supervisor shares documentation with Employee

Jan/Feb • Review your supervisors comments and Acknowledge that you have met and discussed your progress for the current review period and plans for the forthcoming review period

By end Feb. • The AMRP documents are now complete and accessible via “Historical Documents”
ASCD – resources available...

**Websites**
- ASCD – Staff
- ASCD – Supervisor
- Academic Manager Review
- Probation and Confirmation page (linked from ASCD - Staff page)
- Academic Promotion
- Academic Studies Program
- Academic Equity Development Program

**HR User Guides**
- ASCD – Staff Member Guide
- ASCD – Supervisor Guide
- AMRP – Staff Member Guide
- AMRP – Supervisor Guide
## ASCD – responsibilities in online process...

<table>
<thead>
<tr>
<th>Who..</th>
<th>Responsible for...</th>
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</table>
| Academic Staff Member       | • Enter the ‘Goals and Objectives’ and advise Supervisor  
• Complete ‘Self Evaluation’  
• *Meet with your supervisor to discuss you achievements and career and development goals*  
• ‘Acknowledge’ the document to complete the process  |
| Academic Supervisor         | • Complete the ‘Goals and Objectives’ step to enable the staff member to complete the Self Evaluation  
• Review the ‘Self Evaluation’, request any additional information  
• Participate in moderation meeting if required  
• Schedule a discussion with the staff member  |
| Peer reviewer               | • You will be provided with a link to the Performance template to be able to view and provide comments on the staff members documentation.  
• Most likely use of the Peer Review functionality may be Research Centre Directors  |
| Head of Element             | • Approve Work Profile when required through the Approvals tile. You will be notified by email of this action  |
| Dean – Academic             | • Approve Confirmation of Appointment where required (fixed term staff)  |
| Group Pro Vice Chancellor    | • Approve Confirmation of Appointment where required (continuing staff)  |
Access - My Staff Page...
Access – ASCD, Promotion and ASP online...

Click on:
1. My Performance
2. My Performance Review
3. Document Type

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Status</th>
<th>Period Begin / Period End</th>
<th>Next Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career Development</td>
<td>Evaluation in Progress</td>
<td>08/30/2018 - 08/31/2018</td>
<td>08/30/2018</td>
</tr>
</tbody>
</table>
The document will be available for editing:

- Long-term Goal/s
- Objectives
- Professional Development

In future years, goals and objectives will clone across.

The document will need to be shared with the supervisor to confirm the goals and objectives.

Following this step, the document is available for completion by the staff member.
Employee view of ASCD online...self evaluation
The Head of Element/Supervisor can view all staff reporting to them both directly and indirectly.

First step for the supervisor is to confirm the Goals and Objectives. When this action has been completed the staff member will be able to complete their self evaluation and attach documents.
Supervisor view of Peer comments…

- Supervisor can view Peer comments by each area:
  - Learning & Teaching
  - Research/Scholarship
  - Engagement & Engagement
Attachment framework...

- Ability to add multiple attachments. Supervisor can review attachments and also add.

Example attachments:
- SET/SEC
- Research Profile
- Research Plan
- Element specific requirements
Accessing performance notes functionality…
Online applications for ASP...

Staff member can view all ASP applications (current and historical)

Create an online ASP application (save and return, submit)

Ability to submit ASP Outcome report – workflow to Head of Element
Create a new promotion application and view historical applications

Create an online promotion application (save and return, submit)
ASCD/AMRP online – Contacts

Sandy Tacey – Senior Consultant, Performance
- Ext – 58813
- Email – s.tacey@griffith.edu.au

Shane Pitman – Associate Director, HR Client Services
- Ext – 57872
- Email – s.pitman@griffith.edu.au

<table>
<thead>
<tr>
<th>HR Advisory Services (policy, process enquiries)</th>
<th>AEL</th>
<th>GBS</th>
<th>Health</th>
<th>Science</th>
</tr>
</thead>
</table>
| Adam Campbell, 57830
Sky D’Antoni, 54060 | Wayne Beech, 57360
Nicola Cutts, 56617 | Renee Patta, 54299
Sam Byrnes, 55305
Teagan Brown, 56551 | Ingrid Wright, 55907
Theresa Burke, 56549
Jess Smith, 54062 |

<table>
<thead>
<tr>
<th>HR Business Partners (advice and support on performance related issues)</th>
<th>AEL</th>
<th>GBS</th>
<th>Health</th>
<th>Science</th>
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</table>
| Erin Thompson, 55881
Marlo Biddle, 56801 | Jelena Dekker, 57788 | Andrea Lerche, 27128
Amy Atfield, 28907
David Hallam, 28334 | Deb Fraser, 55452
Natalie Dickson, 28294 |

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<thead>
<tr>
<th>HR Systems (technical assistance)</th>
<th>Extension 54011, Option 4</th>
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ASCD online – system demonstration


<table>
<thead>
<tr>
<th>sim360126</th>
<th>s360126</th>
<th>Abdul Sattar</th>
</tr>
</thead>
<tbody>
<tr>
<td>sim106441</td>
<td>s106441</td>
<td>Bela Stantic</td>
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