

Quick Guide for Academic Supervisors

Academic Staff Career Development (ASCD) and Academic Manager Review and Plan (AMRP)

All ASCD and AMRP Plans are to be submitted online via My Staff Page. Refer to the steps below to review and finalise your staff member's submission online.

Reviewing the staff member's ASCD/AMRP

1	Navigate to: My Staff Page > Performance and Careers > Team Performance > My Team's Performance Click in the row where your staff member's ASCD/AMRP appears.
2	In the Attachments section, click on the ASCD/AMRP which has been uploaded by the staff member. This page and the Plan can be bulk compiled in a pdf and printed by clicking on the Print icon in the top right corner.
3	Complete the Supervisor Evaluation sections and save in doc or docx format.
4	Click on Add Attachment and upload the updated ASCD/AMRP. Provide a description, eg. Updated 2019 ASCD.
5	Select Save to keep the document with you or select Share with Employee to allow the staff member to access the updated Plan. If you have shared the document but you wish to make amendments, click Reopen to pull the document back.
6	Schedule a review meeting time with the staff member to discuss the content of the Academic Staff Career Development Review.

A face-to-face meeting should take place at this point.

Where a change of work profile is recommended, approval by the Head of Element (if not the academic supervisor) will be required, and the new profile provided to your HR Adviser to update the system. The effective date of any change should coincide with the commencement of a new trimester.

For continuing probationary staff (final year of probation), the ASCD/AMRP should be emailed to the Dean (Academic) for their signature, and then the Pro Vice Chancellor for approval of confirmation of appointment. Fixed term probationary staff may be confirmed by the Dean (Academic).

Where performance may be considered unsatisfactory, you should contact your HR Business Partner to discuss next steps.

Finalising the ASCD/AMRP after the meeting

1	Navigate to: My Staff Page > Performance and Careers > Team Performance > My Team's Performance Click in the row where your staff member's ASCD/AMRP appears.
2	In the Attachments section, click on Add Attachment and upload the final Plan (with all signatures as required). Provide a description, eg. Final 2019 ASCD
3	Click Share with Employee. The Plan will now be back with the staff member to Acknowledge. If the staff member is not available to acknowledge (eg. they are on extended sick leave or LSL), you may click the Override Acknowledgement in the top right corner.

If you have any questions about this process, please contact your HR Adviser in HR Advisory Services.