CONFIRMATION OF CONTINUING ACADEMIC APPOINTMENT

PLEASE COMPLETE AND FORWARD TO:
Human Resources Branch
Division of Services and Resources

This pro forma is to be used by Academic staff members seeking confirmation of their continuing appointment by end of the period of academic probation.

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Title:..... Family name:..... Given names (in full):.....

Classification:.....

School: .....

Faculty:.....

Date of commencement:.....

HOW TO USE THIS FORM

1. A formal review is undertaken six (6) months prior to the end of the probation period for Academic staff members seeking confirmation of a continuing appointment.

2. An Application for Confirmation of Continuing Appointment is be to submitted in advance of the review using this pro forma.

3. This pro forma is to be completed taking into consideration:

   a. Clause 2.5.2 Academic Staff - Probation, Tenure and Confirmation of the University of Adelaide Enterprise Agreement 2014-2017

   Schedule 6 Classification Standards (Academic and Research Only Staff) of the University of Adelaide Enterprise Agreement 2014-2017

4. The following supporting documentation is to be attached to this form:

   ☐ Curriculum Vitae

   ☐ Student Evaluations

   ☐ Teaching Development Program attendance certificate (or documentation of having obtained formal exemption)

   ☐ Other (please specify) .....

5. The completed form will need to be submitted to your Head of School or Supervisor to be processed.

1. PERFORMANCE IN TEACHING

Please refer to the relevant Classification Standards for further information.

2. PERFORMANCE IN RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

Please refer to the relevant Position Classification Standards for further information.

3. PERFORMANCE IN ADMINISTRATION AND SERVICE TO THE UNIVERSITY

Please refer to the relevant Position Classification Standards for further information.

4. PERFORMANCE OF PROFESSIONAL ACTIVITY INCLUDING SERVICE TO THE COMMUNITY

Please refer to the relevant Position Classification Standards for further information.

5. SUMMARY