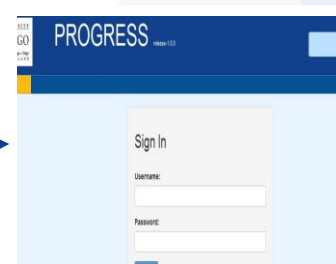


Completing your Academic Performance Review

This sheet provides you with instructions on how to complete your Academic Performance Review on the online system, Progress.

Logging into your review

Log into [Progress](#) with your University credentials.



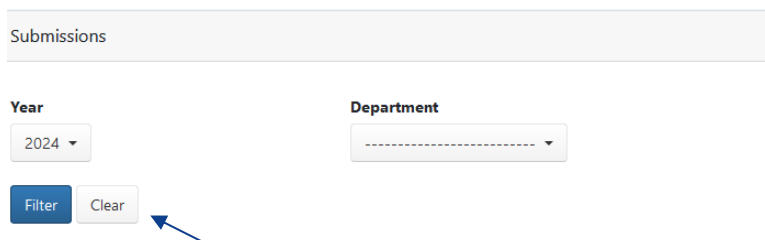
1. Progress dashboard



1. Once you have logged into Progress, the dashboard will be displayed.

To access your Performance Appraisal submissions, click on **Workflow Type** and select the review.

When the review has been selected the workflow type will turn yellow.



2. You will see some drop-down menus in the submission area. Use these filters to view the submissions by year or department. Then click on **filter**.

To access the performance review, under the Actions section on the Progress dashboard, click on the required **Workflow Title**. Your review to complete will then open.

2. Completing your review in Progress



The screenshot shows the top portion of a web-based review form titled 'PROGRESS'. It includes a header with the University of Oxford logo and the text 'Application for Senior Lecturer / Senior Research Fellow Review 2017/2018/2019'. Below the header, there are sections for 'PERSONAL DETAILS' and 'APPLICANT STATEMENT'. The 'PERSONAL DETAILS' section contains fields for Name, Title, and other personal information. The 'APPLICANT STATEMENT' section is currently collapsed.

1. The top of the review will set out your personal details, and who is assessing your review.



This screenshot shows a list of review categories, each with a right-pointing arrow indicating it can be expanded. The categories are: 'TEACHING*', 'RESEARCH/PROFESSIONAL PRACTICE*', 'SERVICE*', 'KEY OBJECTIVES AND ACADEMIC GOALS', and 'MORE INFORMATION'. The 'MORE INFORMATION' category is circled in red.

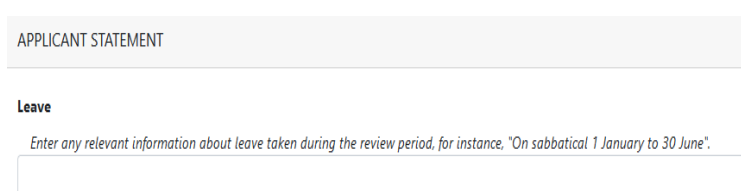
2. To enter your teaching, research, professional practice, service and key objectives details for the review period, click on the arrow at the side of each category. The field will expand, and a box will appear for you to fill in your review.

3. If you wish to submit further information, which does not relate to teaching, research and service, click on the **more information** box.

For the first four boxes text is compulsory in this field.

If you are in a research position and do not teach, under the Teaching box you may state "Not applicable". If you are in a teaching position, but do not do any research, under research/professional practice box, you may state "Not applicable".

3. Applicant Statement



The screenshot shows the 'APPLICANT STATEMENT' section of the form. Under the heading 'Leave', there is a text input field with a placeholder text: 'Enter any relevant information about leave taken during the review period, for instance, "On sabbatical 1 January to 30 June".'

If you have been on leave for a significant amount of time during your review period, please enter the details in this applicant statement section.

4. Uploading CV and Supporting documentation

Documents can be uploaded in the format of doc, docx, xls, xlsx and pdf. The limit of the size each document is 15MB.

1. Click on the arrow on the right-hand side of CV and Supporting Material to expand the section.

2. To attach documents, click on **Browse**. This takes you through to the drives where your documents are located. Select the document you wish to upload.

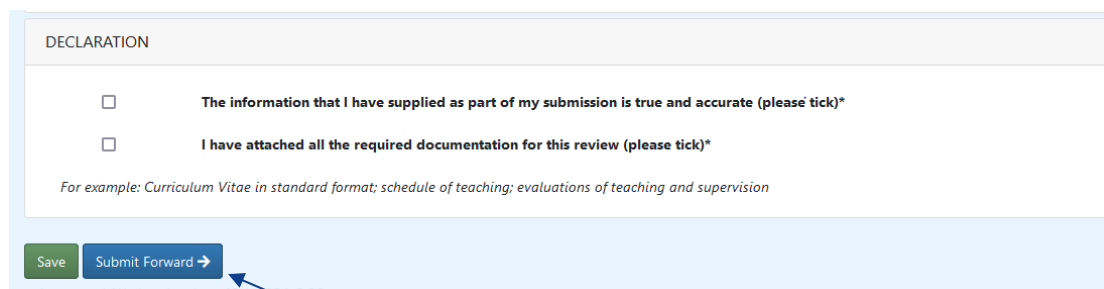
3. When the document appears in **File**, click on it, then **Open** and **Upload File**.

If you want to remove a document after you have saved it, click on the **X** button beside the file name in the Reviewer Supporting Materials area.

5. Declaration

Once you have uploaded your documents, click on the **Declaration box** to declare the information supplied is true and accurate and then save.

6. Submitting your review



DECLARATION

The information that I have supplied as part of my submission is true and accurate (please tick)*

I have attached all the required documentation for this review (please tick)*

For example: Curriculum Vitae in standard format; schedule of teaching; evaluations of teaching and supervision

Save Submit Forward →

1. When you are ready to submit your review to your Reviewer, click on the **Submit Forward** button found at the bottom of the page.

2. Once submitted a message will appear at the top and bottom of the screen Submitted successfully.

3. On your Dashboard, the status will change from **Draft** to **First Review**. Your review will be accessible to your reviewer.

Adding documents after you have submitted your review to your Reviewer

It is not possible to change your review or upload documents when your review is in any other status apart from Initiated or Draft.

However, your reviewer can change the status back to Draft, which will allow you make changes to the review or updated documents. Please contact your reviewer if you need to make amendments to your review.

Top Tips

Saving the document

You can save your review form at any time by clicking the **Save** button at the bottom of your review.

Reviewing your submission



Submission for Senior Lecturer / Senior Research Fellow Review 2016 01/04/2015

Dashboard **Preview**

* Indicates required fields in order to Submit

PERSONAL DETAILS

Name: [Redacted]
Position Title: [Redacted]
Step: [Redacted]
Department: SLM02
School: Preventive and Social Medi
Division: Dunedin School of Medicine
Health Sciences Division
Review Period Start Date: 01/04/2015

You can preview your review prior to sending it to the Reviewer. On the dashboard click on the **Preview button**

Making changes to the review

If you wish to make any changes to the review, click on the **Preview** button and then click on **Edit**.

If you make any changes, you will need to reconfirm the information is true and accurate by ticking the **"declaration"** box.

Removing supporting documents



CV AND SUPPORTING MATERIAL

You may attach additional material related to this submission. Maximum 10 attachments.

File
x application.pdf

Upload File +

Crowse ...

To remove a document after you have saved it, click on the "X" button beside the file name in the CV and Supporting Materials area.

Exporting your submission to a PDF document



Dashboard Edit **Export to PDF**

PERSONAL DETAILS

Name: Kenny SenResFellow2
Position Title: Senior Research Fellow
Step: SLM02
Department: Preventive and Social Medicine (DS
School: Dunedin School of Medicine
Division: Health Sciences Division
Review Period Start Date: 01/04/2015

Click on the **Preview button** and then click **on export to PDF**. The PDF document excludes CV and other supporting documents.