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Background

ANU has an obligation to assist its academic staff to perform at the highest level in their research, teaching, service, administration and public policy activities. It is clear from discussions with staff, unions and surveys that academic staff want and expect development processes to assist them to achieve at the highest level.

As a first step in this process, The ANU is launching a new Performance Development Process (PDP) to shift towards a performance-based approach in managing academic staff, through the development of transparent performance measures. A critical element of any professional development activity is meaningful, two-way engagement between a staff member and their supervisor.

The Statement of Academic Activity is a useful tool to assist as a conversation starter regarding achievements and progress. The Statement of Academic Activity (SAA) is a report that collates the achievements of an academic staff member across a range of academic activities. It is accessible through the ANU Insight tool which provides transparent, up-to-date information that is easy to access in one place.

A working party chaired by the ANU Vice Chancellor was established to oversee the development and implementation of the report. This working party consists of the Vice-Chancellor, three Deans, the Director of Human Resources and the Director of Planning and Performance Measurement. The content and application of the report has been discussed extensively with Deans, Research School Directors and with University Council.

The report contains a summary of an individual’s research and education activities as extracted from a range of ANU administrative systems. The report also includes some contextual human resources information and provides opportunity for staff to capture service and other significant contributions.

Through ANU Insight, the Statement of Academic Activity provides the capability for an individual to drill-down into detailed reports providing a complete list of activities. This allows academic staff to ensure their information is accurate, and provides a clear process to correct information and have records added where required.

The statement currently does not incorporate indicators of activity quality such as citations, impact factors, journal quality, SET Results, HDR completions and other results. The statement also excludes indicators or relative contributions such as number of lectures, hours taught and grant contribution weights.

A key purpose of the first release of the report is to validate and improve the base level data of the University. Quality measures will be considered in future releases of the report for which feedback from staff will be sought as to the best available and comparable measures of quality.

Further information and a range of Frequently Asked Questions about the report and its uses can be found at the ANU Renew website.
Access to the Statement of Academic Activity

In the case of the statement of academic activity, and its associated detail reports each individual will automatically have access to their own report. As a supervisor you will have access to the snapshots of those staff whose position ‘reports to’ your position as detailed in the Human Resource Management System (HRMS).

For more information about how to update your ‘reports to’ position, please refer to the following HR quick guide document.

The Insight system will also recognise those individuals who are formally acting in higher duties (recorded in the HRMS system) and associated supervision permissions.

Accessing the Portal while on campus
The ANU Insight portal can be accessed at the link below.

https://insight.anu.edu.au/

When prompted for a user name and password, please login with your usual UDS password. This password is generally the same as your HORUS password.

| User Name: User ID (e.g. u1234567) | Password: your UDS or HORUS password |

Accessing ANU Insight at home or while travelling
The ANU Insight system utilises a range of sensitive information, as a result it is secured and requires that staff access it using either of the following if they are offsite;

a) Reverse proxy login

https://login.virtual.anu.edu.au/login

b) The ANU VPN


Details of how you can do either of these can be found in the How to log into ANU Insight document.

If you are experiencing issues please contact the ANU Insight team on:

Email: insight@anu.edu.au
Phone: +61 2 6125 8649

The portal is available and has been tested on both Mac and PC, and on many browser versions and mobile devices. The preferred browsers are Chrome or Firefox. Users have reported a slow experience using Safari, it is not recommended due some users experiencing incompatibility errors with JavaScript.

If you are experiencing any issues in terms of how the portal produces reports or functions, please contact us on insight@anu.edu.au.
How to Navigate to the Academic Activity Reports

When you first access the portal you will be directed to the ANU Insight portal home page:

A full step-by-step guide to navigating the ANU Insight portal can be found in the How to navigate the ANU Insight portal document.

Locating the Academic Activity Statement in ANU Insight

- Under the Human Resource menu header Click on Academic Activity.
• This will now change the report options. The Statement of Academic Activity is displayed in the reports list under the heading Reports for Academics.

Running the Statement of Academic Activity

Each of the reports are run in a similar manner:

1. Chose the report to run
2. Select the criteria for the report
3. View and navigate the report
4. Download or save the report (if required)

Further details on running each report follows. For definitions of report terms, please refer to the Statement of Academic Activity report inclusions, sources and methodologies document.

1) Chose the report to run:
   – To run a report click on the name of the report as seen below.
   – The Prompts page will then open. This page enables the user to limit the results in a report by selecting the required criteria to be shown once the report generates.

2) Select the criteria for the report

You will either search for yourself or one of your staff via the prompt page.

Key Words
In the key words section, enter either the first name, last name or university ID of the staff member you are searching for. Click Search.
Mandatory fields

Prompt values can be either Optional or Required. If a prompt value is Required you will not be allowed to run the report until a value has been entered. Prompt values which are Required can be differentiated in a number of different ways:

1. The word (Required) in brackets may show after the instructions
2. The red * will appear next to the prompt box
3. A red line ---------------- will appear under the prompt until a valid value is entered

3) View and navigate the report

Select yourself and then press Next at the bottom of the page. This will now display information about the statement.

4) Acknowledge and read statement information

An information page about the background and content of the statement has been provided to ensure that all staff are aware of the purpose and limitations of the SAA. Once you have read the supporting information you are able to click Continue to Report.

5) View and navigate the report

The summary report is a one page overview, more information about the overview report is available below. It includes links to drill-through or detailed report pages. To access the drill-through reports simply click on any of the links that look like URLs to a “Detailed Report”.

PUBLICATIONS 2011-2016 [Detailed report]
6) If you have a split appointment

If you have a split appointment you can select the employment record you wish to review once you are inside your statement (after you have acknowledge and read the statement information). Your employment records will display different HR data for each role and a different workload distribution if you have registered one.

7) Download or save the report

**The Run Menu**

The *Run Menu* can be found on the upper left of the screen:

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Reset prompts and run

For more detailed step-by-step instructions on Run Menu, please refer to the [How to run a report in the ANU Insight portal](#) document.

**Drill-through Reports**

The statement of academic activity provides a high-level summary of information across a range of activities. It covers 6 years of data, but also provides links to more in-depth reports covering historical information. These reports can be used to validate the summary data or provide more context around academic activity. The detail reports include the following:
- **Publications Detail** – provides detailed information of an individual's published works for their entire academic career with the ANU.

- **Awarded Funding Detail** – provides detailed information of an individual’s grant applications including successful and unsuccessful submissions covering 2008 to the current period.

- **HDR Supervision Detail** – provides detailed information about the HDR students and the roles the academic contributed to over time.

- **Education Detail** – provides detailed information about all of the courses and academic contributions to along with the role, headcount and SELS of that course.

- **Service and Other Detail** – a report that provides an academic with the ability to list all of their service and other significant contributions to the university and broader industry and community.

The following pages provide an example of the detail reports and step the user through some of the common content available.
The Statement of Academic Activity Report

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<thead>
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<th>PUBLICATIONS 2009-2014</th>
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<tr>
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<td><strong>HERDC Points</strong></td>
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<td><strong>Publication Count</strong></td>
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<td><strong>Publication Type</strong></td>
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<td><strong>Public (Cat 2)</strong></td>
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<td><strong>Indust (Cat 3)</strong></td>
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<td><strong>Office (Cat 4)</strong></td>
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<th><strong>HDR 2008-2014</strong></th>
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<td><strong>Funding approved</strong></td>
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<td><strong>Lecturer</strong></td>
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<th><strong>SERVICE AND OTHER CONTRIBUTIONS</strong></th>
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<td><strong>Type of Activity</strong></td>
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<td><strong>Activity Description</strong></td>
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For support please contact the ANU Insight team: insight@anu.edu.au
## The Publications Report

### Publication Details Drill-through

- **Publication Details Drill-through**
  - **Title:** The Malaria Parasite’s Lackadaisical Transporter PiRINT Is the Target of Antimalarial Compounds Identified in White Cell Phenotypic Screens
  - **Category:** Journal Article
  - **ARIES Category:** C1: journal article meeting HERDC requirements
  - **Year of publication:** 2017
  - **ANU authors:** 6
  - **Non-ANU authors:** 2
  - **Collab. details:** 
  - **Outstanding modifications proposed by co-authors:**
  - **Proposed changes:**

### Collaboration Details Drillthrough

- **Propose a change, tick here, then click Submit at the bottom**

### Report Filters

- **Filter options:**
  - Name: Karan Kirk (US60579)
  - Publication year:
    - 2017
    - 2016
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011
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    - 1972
    - 1971
    - 1970

### Publication Details

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<td>US59579</td>
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The Publication Detail Drill-through Report

**The Malaria Parasite’s Lactate Transporter PIFNT Is the Target of Antiplasmodial Compounds Identified in Whole Cell Phenotypic Screens**


**Organisations**
- College of Science
- Research School of Biology
- Division of Pharmaceutics and Clinical Pharmacology
- ANU
- Non-ANU institution

**Fields of Research**
- Biological Sciences
  - Malaria, Parasites
  - Parasites, Parasitology

**Collaboration Detail Drill-through**

**Publication Collaborators**

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<th>Collaborator Surname</th>
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<td>Kirk</td>
<td>Karen</td>
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<td>Liuia</td>
<td>Hanuel</td>
<td>International research in universities and research institutions</td>
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### The Awarded Funding Report

#### GRANT FUNDS AWARDED

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## HDR STUDENTS SUPERVISED

**Supervisor: Kieran Kirk (U9608579)**

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<th>Supervisor roles</th>
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</tbody>
</table>
The Contributions to Teaching Report

CONTRIBUTIONS TO EDUCATION

Name: Kieran Kirk (U9608679)

Please note: this report includes 2014-2016 data only

Please only report missing or incorrect data for teaching sessions in 2014, 2015 and 2016.

When the University began work on the Statement of Academic Activity (SAA) there was no reliable central source of teaching contributions. Work was undertaken with College and School ADEs to capture and upload data into the student administration system. The Service Improvement Group are working on a process for capturing teaching data.

<table>
<thead>
<tr>
<th>Course</th>
<th>Mode of delivery</th>
<th>Total enrolments</th>
<th>SELS overall satisfaction % annual time-series</th>
<th>Teaching role</th>
<th>Modifications requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1004 - Biology 2: Mol &amp; Cell Biol</td>
<td>In Person</td>
<td>383</td>
<td>79%, 82% - 88% - 70% - 81%</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIOL 2174 - Cell Phys Health Disease</td>
<td>In Person</td>
<td>123</td>
<td>85%, 94% - 67% - 84% - 85%</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIOL 6174 - Cell Physiology</td>
<td>In Person</td>
<td>13</td>
<td>100%</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIOL 1004 - Biology 2: Mol &amp; Cell Biol</td>
<td>In Person</td>
<td>376</td>
<td>79%, 82% - 88% - 70% - 81%</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
# SERVICE AND OTHER CONTRIBUTIONS

**Academic:** Kieran Kirk (U9608579)

<table>
<thead>
<tr>
<th>Contribution type</th>
<th>Activity</th>
<th>Year(s)</th>
<th>Modify</th>
<th>Show on front page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Roles</td>
<td>Dean, College of Medicine, Biology &amp; Environment</td>
<td>2014-2019</td>
<td>[Edit]</td>
<td>✔️</td>
</tr>
<tr>
<td>Lecture</td>
<td>The Gall and Eiken Blout Lecture, Woods Hole Marine Biology Laboratory (USA)</td>
<td>2014</td>
<td>[Edit]</td>
<td>✔️</td>
</tr>
<tr>
<td>Lecture</td>
<td>ANU 'Last Lecture'</td>
<td>2013</td>
<td>[Edit]</td>
<td>✔️</td>
</tr>
<tr>
<td>Leadership Roles</td>
<td>Director, Research School of Biology</td>
<td>2009-2014</td>
<td>[Edit]</td>
<td>✔️</td>
</tr>
<tr>
<td>Leadership Roles</td>
<td>Head, Dept of Biochemistry &amp; Molecular Biology, Faculty of Science</td>
<td>1996-2009</td>
<td>[Edit]</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- Report a missing contribution

## FORM ACTIONS

No additions or modifications reported.
Select additions or modifications to submit.

Submit

Track the status of your submitted modifications/additions in the [My modification requests](#) report.
Proposing a Modification to the Statement of Academic Activity

There are several ways an individual can propose modifications or additions to their own data. Only an academic can propose changes to their own statement and associated drill-through reports.

Within a drill-through report

Within a drill-through report academics can either propose changes to an existing record, or identify missing records.

Propose a Modification - In each drill-through report there is the option to propose modifications to the records that already exist in source systems. The last column on the right of each of the drill-through report will be called "Modifications Requested".

1) Select the propose modification checkbox.

Once the checkbox has been selected a text box will appear for the user to provide more information.

2) Enter information about the modification in the text box.

Once the text box has appeared provide information for your local administrators to verify and update. Depending on the type of data being corrected ensure you provide as much information as possible to reduce the amount of follow-up and additional validation required.
3) Submit modification request

Once you have provided information for your local administrators scroll to the bottom of your report. The *Form Actions* section will have changed to identify the actions being saved. In this instance you have proposed a modification. Click the submit button once you are satisfied.

4) Validate submission

Once you have pressed submit you will receive the following comment to confirm that your modification has been submitted. You will also be able to see that your comments are now set to "Pending" in the modification requested column.

**Propose an Addition** - At the bottom of each detail report there is an option to identify a missing record.

Review your report to ensure the record you are looking for is missing, change some of the report filters to ensure it is not recorded under a different category that is currently hidden.

1) Select the propose modification checkbox

Once the checkbox has been selected a text box will appear for the user to provide more information. Guidance will be provided in the grey box to assist with the provision of information for local administrators.
2) Enter information about the addition into the text box.

Once the text box has appeared provide information for your local administrators to verify and update. Depending on the type of data being corrected ensure you provide as much information as possible to reduce the amount of follow-up and additional validation required.

3) Submit addition request

Once you have provided information for your local administrators scroll to the bottom of your report. The Form Actions section will have changed to identify the actions being saved. In this instance you have proposed an addition. Click the submit button once you are satisfied.

4) Validate submission

Once you have pressed submit you will receive the following comment to confirm that your modification has been submitted. You will also be able to see that your comments are now set to “Pending” in the modification requested column.

Thank you.

Your modification requests have been submitted.

The requested modifications will be processed by the relevant administrative officers. If you notice something you missed, you can come back to this page to request additional modifications or report missing publications.
On the Summary report

Academics are able to report a problem from the front page of their Statement of Academic Activity by using the report a problem functionality.

When selecting this option proposed issues are not linked to an existing record. Therefore academics must provide as much information as possible to ensure the administrator is able to assist in updating their data.

Report a Problem – from the front page of the activity report academics are able to report an issue.

1) Select report a problem

On the front page of the report select the URL link called *Report a Problem* as seen in the image below.

![Statement of Academic Activity](image)

This will take an academic staff member to a form where they can propose modification, additions or errors.

2) Select the data type

A required field of this form is the data type. An academic must select the data that they are reporting a problem with from the drop down menu provided. This will ensure that it is provided to the correct administrative area for validation and inclusion into the correct administrative system.

![Modification or Addition](image)

3) Enter information into the text box

Once the data type has been selected the academic is able to provide the relevant information for the error they have identified.
4) Select submit

Once you are happy with the information provided select the submit button at the bottom of the form.

5) Validate submission

Once you have pressed submit you will receive the following comment to confirm that your modification has been submitted. This request will be identified as an addition request in your detail.
6) Return to your summary report

Once your submission has been validated you are able to select the link at the bottom of the form to return to your Statement of Academic Activity.