

When to use this form

This form must be completed where there is a Student Evaluation Record.

How to complete this form

- The applicant must list all teaching responsibilities (including teaching responsibility outside of the University) over the last 5 years or during the relevant promotion period, whichever is the lesser.
- Use one line for each unit unless roles were identical across several years but indicate which years are bundled.
- How to complete the following columns:
 - Academic roles undertaken:** Identify all roles undertaken e.g. Chief Examiner/ Unit Coordinator/ Educator (actively contributing to synchronous and/or asynchronous learning and teaching)
 - Indicate responsibility for each area undertaken:** Select the range of contribution that most reflects your involvement in the unit across a teaching period.
 - Unit management** – includes co-ordination of delivery, student liaison and results management
 - Unit design** – includes curriculum and assessment design
 - Teaching** – asynchronous and/ or synchronous teaching
 - Marking and feedback** – assessing work and assigning grades
- Save the document as a PDF and upload it along with your case for promotion.

Unit code and name	Course name(s)	Teaching period and year sessions taught	Campus	Number of students in the unit	Academic role(s) undertaken	Indicate responsibility for each area undertaken
BMS1200	Biomedicine Chemistry 1	Sem 1, 2024 Sem 2, 2024 Sem 1, 2025	Parkville	150 157 114	Chief Examiner, Unit Coordinator, Educator	Unit management: All
						Unit design: All
						Teaching: All
						Marking and feedback: Some
CMD1101	Computational medicine design 2	Sem 2, 2024 Sem 2, 2025	Parkville Online	70 60	Chief Examiner	Unit management: All
						Unit design: All
						Teaching: None
						Marking and feedback: None
BPM4030	Bachelor of Pharmaceutical Medicine	Sem 1, 2025	Parkville Malaysia	45 30	Chief Examiner, Educator	Unit management: Some
						Unit design: Most
						Teaching: Most
						Marking and feedback: Some