

Academic Performance Review Timetable

2025

Activity	Dates
Self-reflections available in AC@M for staff completion	Early December each year
Completed staff self-reflections submitted in AC@M	By end of February each year
<p style="text-align: center;">Triennial only TPR advisory panels meetings:</p>	Wednesday 12 March – Friday 4 April
Supervisors meet with staff <u>and</u> complete staff PDR form with final supervisor comments in AC@M	<p style="text-align: center;">Levels A to B* By Friday 11 April (5:00 pm)</p> <p style="text-align: center;">Levels C to E By Wednesday 30 April (5:00 pm)</p>

Notes:

1. Dates are indicative in line with the University PDF cycle and [promotion dates](#)
2. Information on the Academic Performance Development Framework, [click here](#)
3. Guidance material on using the Academic Career's @ Melbourne system is located within the following [KBA](#)

For technical support

Please contact HR Assist via phone: 8344 0888, by submitting an [online request](#) or via their [chat](#) channel.