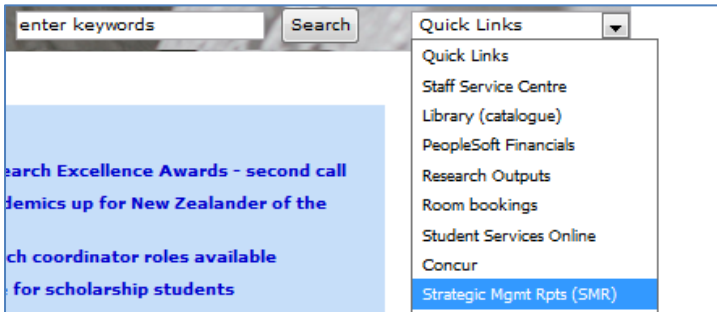


## STRATEGIC MANAGEMENT REPORTS ACADEMIC OUTPUTS SUMMARY QUICK START GUIDE

On the University Staff Intranet, select 'Strategic Mgmt Rpts (SMR)' from the Quick Links menu. From that page, select 'Strategic Management Reports (SMR)'.



Links to reports

Strategic Management Reports (SMR)

[Take me to the PDF reports \(wiki login required\)](#)


### Logging in

Use your University username and password to log in. When you log in, you will be taken directly to the SMR homepage, with links to all the available reports and updates on MicroStrategy development.

Note: The [VPN](#) service is required to access the report from off campus.

### Navigating

From the homepage, click on the **Academic Outputs Page** and open the Academic Outputs Summary dashboard. Use the drop-down list to select the faculty, academic unit, and staff member to see a summary of the staff member's research and scholarly outputs, research awards, research supervision, and course teaching and evaluation.



**Academic Development and Performance Review Summary as at 04 Dec 2018**

[Print](#)

Faculty:

Academic Unit:

Employee Name:

Person ID:

Grade:

PIT FTE:

First SAR Appointment Date:

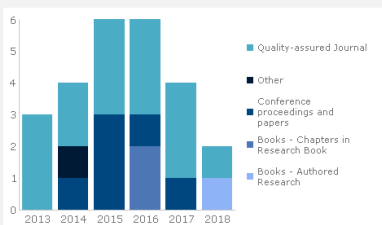
Highest Qualification:

Earliest Doctoral Completion Year:

Workload distribution:


**Research and Scholarly Outputs**

Category	Number of Outputs					
	2013	2014	2015	2016	2017	2018
<b>Total</b>	3	4	6	6	4	2
Books - Authored Research						1
Books - Chapters in Research Book				2		
Quality-assured Journal	3	2	3	3	3	1
Conference proceedings and papers		1	3	1	1	
Other		1				



**External Research Income**

PBRF Category	Contract Awarded \$'000	
	2014	2015
<b>Total</b>	534	172
17 Government Contractible Funds	300	170



Note: To return to the previous page, use the MicroStrategy back button rather than the browser back button. Clicking on the home icon will return you to the SMR homepage.



**Notes on the data:**

Data shown on this report comes from detailed reports on research awards, research and scholarly outputs, research supervision, and course teaching and evaluation. Please check the Quick Start Guides for these detailed reports for more information on the data.

If you have further questions related to the use of the SMR and the information in the graphs and reports, please let us know by submitting a request via the Staff Service Centre portal: Planning and Information Office > Academic Outputs.

**Frequently Asked Questions****What is the purpose of the Academic Outputs Summary?**

The report provides a summary of individual academic staff performance in a range of academic activities that are key inputs to the ADPR process and promotion applications. Not only will it help to reduce workload and preparation time for ADPR, it will also help with quality and reliability of data presented during reviews.

**How frequently is the Academic Outputs Summary report updated?**

The report is updated every working day. Data is live as of the previous working day except for the Course Teaching and Evaluation and the Research and Scholarly Outputs grids; the former is updated after each evaluation period and the latter is updated every week on a Friday.

**What information can I get from the report?**

The report includes summary information of research awards, research and scholarly outputs, research supervision, and course teaching and evaluation for all permanent and fixed term academic staff with a PIT FTE greater than 0.

- Research awards provides the amount awarded on contracts (in the last 5 years and current-year-to-date) where the staff member is or has been the principal investigator.
- Research and scholarly outputs provides information on the number of books, journal articles, creative outputs, etc. produced by the staff member in the last 5 years and current-year-to-date.
- Research supervision provides a headcount of new enrolments or completions (from 2012 onwards) where the staff member is or has been either an associate or principal supervisor or an advisor.
- Course teaching and evaluations provides information on the number of courses where the staff member is or has been a teacher or course coordinator, and enrolment headcount in these courses. This is available for the last 2 years and current-year-to-date. Additionally, there is a section on the evaluations for courses taught by the academic, broken down by Undergraduate and Postgraduate, based on only the Teacher questions. The average is a weighted average of all responses where the least favourable answer is given a value of 1 and the most favourable answer is given a value of 5.

**Where does the information in the report come from?**

- Research Supervision is sourced from the research module in Student Services Online.
- Research Awards is sourced from InfoEd, PeopleSoft Finance (PSF), Technology One (T1), and T1 converted to PSF. T1 converted to PSF covers the list of UniServices contracts that got migrated to PSF on 4 April 2018.
- Research and Scholarly Outputs information is sourced from Symplectic Elements.
- Course Teaching and Evaluations information is drawn from the University's Summative Evaluation Tool (SET), using the eXplorance Blue system.

- Some additional information comes from the HR system (PeopleSoft HR) such as grade, first SAR appointment date, highest qualification attained, and earliest doctoral completion year.

**The information is wrong or information is missing. How can I get this corrected?**

Incorrect data needs to be corrected at source. If you notice incorrect or missing data, please let us know by submitting a request via the Staff Service Centre portal: Planning and Information Office > Academic Outputs.

**Who has access to the report and what are the access restrictions?**

All staff will have access to the report with the following conditions:

- Academics can only see themselves
- Heads of department can see all the academics in their department
- Deans can see all the 'academics' (including heads of department), belonging to the faculty
- HR can see all 'academics'
- Planning and Information Office staff can see all 'academics'

## Academic Outputs Summary Dashboard



### Academic Development and Performance Review Summary as at 04 Dec 2018

Select faculty → Faculty:

Select academic unit → Academic Unit:

Select staff → Employee Name:

Person ID:

Grade: **Current grade of the staff member's primary**

PIT FTE: **The full-time equivalence of the position(s) held at the compilation of the**

First SAR Appointment Date: **Earliest date that the staff member was appointed to a significant academic role at the**

Highest Qualification: **The staff member's highest qualification as recorded in the HR**

Earliest Doctoral Completion Year: **Earliest date that the staff member completed a doctoral**

Workload distribution: **Teaching and/or research duties**

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#### Research and Scholarly Outputs

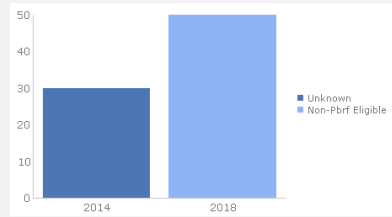
Category	Number of Outputs					
	2013	2014	2015	2016	2017	2018
<b>Total</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>2</b>
Books - Authored Research						1
Books - Chapters in Research Book				2		
Quality-assured Journal	3	2	3	3	3	1
Conference proceedings and papers		1	3	1	1	
Other		1				

#### External Research Income

PBRF Category	Contract Awarded \$'000	
	2014	2015
<b>Total</b>	<b>534</b>	<b>172</b>
NZ Government Contestable Funds	300	170
NZ Public Sector Contract Research	95	
NZ Non-Government Income	139	
Overseas Research Income		2

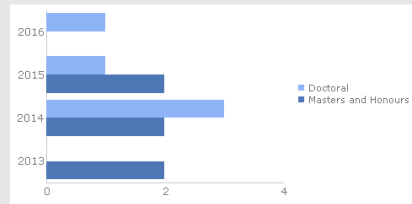
Internal Research Income

PBRF Category	Contract Awarded \$'000	
	2014	2018
<b>Total</b>	<b>30</b>	<b>50</b>
Non-Pbrf Eligible		50
Unknown	30	



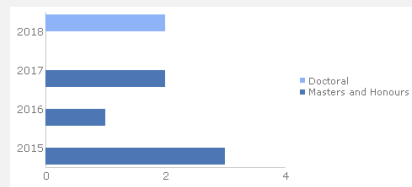
Research Supervision - Commencing

Programme Level	Role	Number of New Enrolments			
		2013	2014	2015	2016
<b>Total</b>		<b>2</b>	<b>5</b>	<b>3</b>	<b>1</b>
Doctoral	PRNC		1		1
	ASSC		2	1	
Masters and Honours	PRNC		2	1	
	ASSC	2		1	



Research Supervision - Completed

Programme Level	Role	Number of Completions			
		2015	2016	2017	2018
<b>Total</b>		<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>
Doctoral	PRNC			1	
	ASSC				1
Masters and Honours	PRNC	1		2	
	ASSC	2	1		

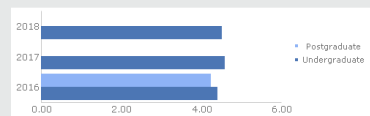


Course Teaching and Evaluation

Course Level	Role	Number of Courses		
		2016	2017	2018
<b>Total</b>		<b>11</b>	<b>14</b>	<b>14</b>
Undergraduate	Course Coordinator	2	3	3
	Teacher	3	6	6
Postgraduate	Course Coordinator	3	2	1
	Teacher	3	3	4

Course Level	Role	Headcount - Enrolled		
		2016	2017	2018
<b>Total</b>		<b>85</b>	<b>213</b>	<b>238</b>
Undergraduate	Teacher	65	192	215
Postgraduate	Teacher	20	21	23

Course Level	Average Evaluation		
	2016	2017	2018
Undergraduate	4.41	4.58	4.52
Postgraduate	4.24		



Definitions

[How to request a correction to your records](#)