What is an Individual Academic Profile (IAP)?

The Individual Academic Profile (IAP) is a record of existing information from University systems that specifically relates to a staff member's academic achievement in a range of areas including teaching activity, HDR supervision and completion, in addition to publications and research grants. The IAP is not a scorecard of performance; it is a report of individual contributions and achievements, which are intended to provide evidence in support of Planning, Development and Review (PDR) conversations regarding the progress of individual work objectives.

Where does the information shown in the IAP come from?

The information captured in IAPs is predominantly sourced from University systems such as:

- Teaching: Student System (PeopleSoft and eSELT)
- HDR Supervision, Completions and Internships: Student System (PeopleSoft)
- Publications: AURORA
- Research Funding: ResearchMaster
- Consultancies: ResearchMaster
- Leave Balances, Excess Leave and Booked Leave: PeopleSoft

As many of these data sources are reliant on the information which individuals contribute to University systems, in some circumstances the information in a staff member's IAP may be incomplete or staff may identify errors or omissions. The definitions included in the IAP provides instructions on how to make any necessary amendments. Any corrections to the IAP will need to be made in the relevant system.

How is the IAP used?

The IAP is used to support PDR conversations by providing a collation of information held in University systems in relation to academic achievements to assist in more efficiently assessing progress of a staff member's individual PDR objectives. There will be other evidence that a staff member will bring to the PDR conversation, however the IAP provides a core of information that is consistent across the University. Any anomalies with the data in the IAP can be discussed at the PDR meeting and subsequently updated.

How and when will I gain access to my IAP?

Planning and Analytics will send to each academic staff member by email their IAP in February and July. Heads of School will access all reports through SharePoint.

What resources are available to support the PDR process?

The [PDR webpage](#) provides detailed guidance for staff and supervisors on each component of PDR, including information about the PDR cycle, online learning modules and support resources, and additional information related to process requirements such as how to record a PDR conversation in Staff Services Online.

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For more information regarding Individual Academic Profiles, please email panda@adelaide.edu.au.