

MEMORANDUM: DCD #6, 2019-20

To: Chairs, Directors, Vice-Deans and Associate Dean

Date: 27 March 2020

From: Professor William Gough, Vice-Principal Academic & Dean



RE: **PTR Assessment**

I am writing to request that you send your [Annual Activity Report](#), current CV, and [Paid Activities Form](#) to me by **Monday, 1 June 2020**.

Annual Activity Report

In line with the [PTR process](#) for academic administrators developed in 2015-16 your administrative and research and teaching activities will be evaluated together, based on the activities you choose to highlight in your [activity report](#).

Please submit your Annual Activity Report and current CV by email to [Rhonda Martin](#).

Paid Activity Report

Please use the [Paid Activities Form](#) to report your paid activities for the year.

For further information on paid professional activity, see the [Policy on Conflict of Interest – Academic Staff](#).