

19/07/2011

TPI Update



From the Office of Assessment, Teaching and Learning

The **Teaching Performance Index (TPI)** system is open and will close at 5pm (WST) **12th August 2011**. After this time, it will not be possible to edit or input claims. Please ensure you print and sign your claim form and send with required evidence to:

TPI Officer
Office of Assessment, Teaching and Learning,
Level 1: Building 105.

Individual Claims - FAQs

My A1 claim is showing on the tool, but I have not been awarded points?

Points are awarded from the 2nd TER up to a maximum of seven claims, as the university's minimum requirement is 1 per annum. The TER must have at least 10 student responses to be eligible.

What evidence do I need to submit?

All supporting evidence is required upon submission of your claim. Should this evidence not be provided, claimed points cannot be awarded. *Please refer to the [TPI guidelines](#) for the required evidence.*

I have submitted my TPI claims but want to make changes, what do I do?

Email tpi@curtin.edu.au quote your staff ID or claim number and request your claim be rolled back to 'draft' status. After you have made the changes, don't forget to re-submit your claim, print off your new claim form and send it through (with evidence) to TPI Officer, Office of Assessment, Teaching and Learning, Level 1: Building 105.

I am claiming a paper/grant/award that I collaborated on with a Curtin colleague, do we both need to provide evidence?

You may submit one set of evidence, however please clearly note who evidence was submitted through on your Claim Form and include the name, staff ID and claim number. It is the claimant's responsibility to ensure all evidence is submitted.

I read in the guidelines that points for Categories E1-6, F1-4, G1-3 and H1-7 will be prorated equally between Curtin claimants, but the TPI Claiming Tool has awarded me full points. What should I do?

The TPI team will be prorating points during the verification process. Please be aware that your claimed points and awarded points may be significantly different because of this.

Owning Organisation Claims - FAQs

Who can submit the Owning Organisation claim for the School/Department/Area?

Owning Org claims should be claimed by the Head of School/Department/Area, or their nominee. If you do not have permission to submit on behalf of your area, please do not create a 'draft' claim, as it will block others from being able to generate the claim.

Further assistance

TPI Support Officer - Andrea Johnson

Telephone	9266 7582
Email	tpi@curtin.edu.au
Location	Building 105, Level 1

Manager - Beatrice Tucker

Telephone	9266 1092
Email	b.tucker@curtin.edu.au
Location	Building 105, Level 1

Useful Links

[TPI Guidelines](#)
[Teaching Performance Index](#)
[Office of Assessment, Teaching and Learning](#)

For more information on TPI please visit the OATL website: <http://otl.curtin.edu.au/>