

Performance Review for Staff Policy and Procedure

1. Purpose

EIA is committed to supporting a high performance of academic staff and general staff through teaching, professional development, engaging in scholarship and enhancing student learning experiences in order to achieve its strategic objectives and in accordance with the national regulatory framework and guidelines and EIA Workforce Plan.

The Performance review will enable both academic and general staff members and their Manager/s to:

- Affirm staff contributions to EIA;
- Provide feedback on performance and contributions regarding the scholarship of EIA;
- Discuss annual workloads;
- Assess whether staff have met academic or general staff performance objectives and indicators;
- Discuss professional development;
- Discuss areas for improvement and further assistance required;
- Set work priorities and performance expectations.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically Standards 3.2, 6.1 and 6.3.

2. Scope

This policy applies to all EIA's academic staff.

3. Responsibility

The Academic Director and academic staff member/s in a leadership position are responsible for conducting a performance review of academic staff supervised by them.

The General Manager is responsible for appraising the Academic Director.

The Board of Directors are responsible for the development and approval of this policy.

The Executive Manager of Operations is responsible for initiating and facilitating the annual performance review process and maintaining records in a timely manner.

General staff employed on a full-time basis, continuing or fixed-term period greater than six months are reviewed by the Manager on a formal performance annually.

The Manager is responsible for ensuring role clarification, goal setting and clear responsibilities and accountabilities, as well as performance expectations.

General staff and the Manager are encouraged to discuss general staff roles, duties, performance expectations and development.

This will be an annually reviewed policy for both academic and general staff members; amendments will be made to improve the efficiency of the procedures and processes.

4. Definitions

Performance: Tasks and outcomes that staff need to achieve to fulfil their duties and responsibilities.

Performance indicator: Involves management plans used to determine whether performance objectives have been achieved.

Manager: A Manager is a staff member in a leadership role who is responsible for conducting a performance review of another staff member supervised by them.

5. Requirements

This policy and procedure applies to full-time, continuing or fixed-term basis academic or general staff employed for a period longer than six months.

A performance review is to be conducted on an annual basis.

This policy will be reviewed annually, and amendments will be made to improve the efficiency of the procedure and processes.

6. Procedure

6.1 Academic Staff

- 6.1.1 Throughout the year the Human Resource Manager is required to initiate, facilitate and finalise the annual performance review process and to maintain records promptly.
- 6.1.2 Throughout the year academic staff are required to keep an academic profile to document their achievements consistent with their performance objectives and their career goals.
- 6.1.3 For new staff members, a performance plan should be completed within four weeks of commencing their role.
- 6.1.4 Each year, EIA academic staff will follow a performance work planning and review cycle:
 - The Manager will initiate a meeting with staff starting from January 15th each year to commence a performance work plan. Before the meeting, a Performance Work Plan that details clear objectives, goals and professional development suitable for the supervised staff's position level will be set by the supervised staff and discussed and finalised with the Manager before January 30th of the same year.
 - The Manager will initiate a mid-term performance review with academic staff for up- to-date progress and make any adjustments to the work-plan to reflect any changes to the staff's roles and responsibilities between June 15th – July 15th each year.

- During the November 15th – December 15th period, the Manager will initiate the end-of-year-performance review with academic staff. Before a meeting between the Manager and the academic staff takes place, the supervised academic staff will complete a Performance Review and Development Form accompanied by a self-evaluation report and will forward them to the Manager. This report will inform the Performance Work Plan for the following year.

6.1.5 During the meetings the Manager and the academic staff will:

- Discuss and review academic staff performance in achieving performance objectives and career goals;
- Affirm efforts of the academic staff and their contribution to EIA;
- Identify areas in need of improvement and where assistance and support are required;
- Plan professional development activities;
- Discuss workloads;
- Check if a minimum of 25% weight on keeping knowledge up-to-date with the teaching discipline is maintained in the academic staff workload;
- Plan for the next year, including professional development;

The academic staff will have the opportunity to express any areas of concern or reasons why certain performance objectives were not achieved.

6.1.6 The meeting should be recorded by both the Manager and the academic staff, and the Performance Review and Development Form signed by both.

6.1.7 A copy of the Performance Review and Development Form will be kept by the Manager and the academic staff. The original document will be passed to the HR department for record.

6.1.8 The discussion will be kept confidential.

6.1.9 In addition to the annual performance review, informal discussions should occur regularly between the Manager and the academic staff regarding issues that may arise concerning work and the workplace.

6.2 General Staff

6.2.1 Each year, the Manager will initiate a meeting with the general staff. Before the meeting, a Performance Review and Development Form accompanied by a self-evaluation report should be provided to the Manager by the general staff members.

6.2.2 For new staff members, a performance plan should be completed within four weeks of commencing their role.

6.2.3 During the meeting, the Manager and the general staff member/s will:

- Review the general staff's position description;
- Assess the general staff's performance in relation to their position description, and their performance plan objectives/goals set at the previous performance review meeting (if applicable);
- Affirm efforts of the general staff and their contribution to EIA;
- Identify areas in need of improvement and where assistance and support are required;

- Plan any professional development activities;
- Discuss workload;
- Plan for the next year including performance objectives and goals.

The general staff will have the opportunity to express any concern regarding their work, management or reasons as to why certain performance objectives were not achieved.

6.2.4 The meeting should be recorded by both the Manager and the general staff members, and the Performance Review and Development Form should be signed by both.

6.2.5 A copy of the Performance Review and Development Form will be kept by the Manager and the general staff members. The original document will be given to the HR department for the record.

6.2.6 The discussion will be kept confidential.

6.2.7 In addition to the annual performance review, informal discussions should occur regularly between the Manager and the general staff members, to discuss any issues that arise regarding their work or workplace.

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