

# Performance Management, Development and Review Procedures

## Section 1 - Purpose and Scope

(1) These procedures are intended to give effect to the uniform implementation of the [Performance Management, Development and Review \(PMDR\) Policy](#).

## Section 2 - Procedures

### PMDR

(2) Supervisors should advise employees of the timing of the PMDR cycle for their Work Unit and inform those employees who will be required to participate in a PMDR meeting.

(3) Supervisors should be aware of the link between the PMDR process, Academic Promotion, Special Studies Leave, the [Rewards Program for Professional Staff](#), Incremental Progression and the Procedure for Managing Unsatisfactory Performance.

### Academic Employees

(4) PMDR for academic employees is documented as part of their Academic Staff Portfolio (AP). In preparation for their PMDR meeting employees should:

- a. include the activities they have undertaken and their achievements during the previous 12 months in Folios 2-5 of their AP;
- b. draft their annual performance goals in the following sections in Folio 7 of their AP:
  - i. 2b Scholarship of Teaching;
  - ii. 3b Scholarship of Discovery, Application and Integration; and
  - iii. 4b Service;
- c. include anticipated leave, career development and outside work plans in section 7.5 of the AP; and
- d. prepare a draft professional learning plan (7.6 of the AP).

(5) Employees are required to forward their updated AP to their supervisor at least two weeks before the agreed time for their PMDR meeting.

(6) PMDR discussion will focus on the employee's self-assessment, achievements, work performance, feedback from the supervisor, planning objectives and performance criteria for the year ahead.

(7) Following the PMDR meeting:

- a. folio 7 of the AP is amended to reflect agreed work expectations and performance criteria for the year ahead;
- b. the supervisor completes the PMDR Summary in section 7.7.2 of the AP and ensures the employee is given the opportunity to include their comments; and

c. both the employee and supervisor sign the PMDR Summary in section 7.7.2 of the AP.

(8) If the PMDR summary is disputed by the employee, the matter is to be referred to the relevant Executive Member. If the Executive Member is the supervisor, the matter will be referred to the Vice Chancellor.

## **Professional Employees**

(9) Professional employees are to complete a draft PMDR plan each year in consultation with their supervisor. The draft should include:

- a. a self-assessment of achievements during the past year consistent with the employee's classification level and requirements of their job;
- b. the employee's key objectives for the year ahead and the criteria (qualitative and/or quantitative as appropriate) by which achievements will be assessed;
- c. proposed performance indicators; and
- d. any proposals for career and professional development.

(10) The PMDR discussion will include feedback on performance against the established goals, objectives and performance indicators and planning for the year ahead. Work expectations and performance criteria for the next 12 month period are to be set at each annual PMDR.

(11) Following the formal PMDR discussion, an agreed PMDR plan is prepared, including:

- a. the employee's achievements during the past year;
- b. the objectives and performance criteria for the following year; and
- c. any developmental requirements.

(12) In preparing the [PMDR plan](#), supervisors should be aware of the link between the PMDR process, the [Rewards Program for Professional Employees](#), incremental progression and the procedures for managing unsatisfactory performance.

(13) The employee must be provided with a copy of the supervisor's signed plan and be given the opportunity to sign the original plan and attach any comments. Should the employee not sign the plan the matter will be referred to the relevant Executive Member. If the Executive Member is the supervisor, the matter will be referred to the Vice Chancellor.

## **Monitoring**

(14) By the end of December each year, Head of Work Units are to provide HR with:

- a. a list of employees who have completed the PMDR process; and
- b. a written declaration that the PMDR process has been completed for areas within their responsibility.

## **Professional Learning**

### **Academic Employees**

(15) Academic professional learning needs and opportunities, including training and professional activities, identified through the PMDR process are to be categorised and dealt with in the following manner:

- a. individual academic professional learning is to be negotiated, prioritised and resourced within the relevant work unit; and

- b. professional learning needs of an administrative/managerial nature are to be aggregated and prioritised by the Head of Work Unit and communicated to the Manager, Organisation Development by the end of December each year for inclusion in SCU professional learning plans. These activities will be funded centrally and the conduct of professional learning activities will be subject to the availability of funds.

### **Professional Employees**

(16) Professional employee professional learning needs and opportunities identified through the PMDR process may be addressed within the Work Unit or through activities coordinated centrally by HR Services.

(17) Where development and training needs cannot be met within the Work Unit through activities such as on-the-job training, the Head of Work Unit is to aggregate and prioritise the needs and communicate them to the Manager, Organisation Development by the end of December each year for inclusion in training plans for the following year. The aggregated corporate professional learning needs will be funded centrally subject to the availability of funds.

### **Record Keeping**

(18) Professional employees are to retain a copy of their completed [PMDR plan](#). Academic employees are to retain a copy of their completed Academic Staff Portfolio for a minimum of three years.

(19) Copies of completed [PMDR plans](#) and Academic Staff Portfolios are also retained in the work unit and are required for organisation development purposes such as Professional [Staff Rewards](#), Classification, Academic Promotion and Special Studies Leave. Other access to these plans is restricted to the employee's line managers and HR Services staff.

(20) Work units are required to provide a completed Work Unit PMDR & Professional Learning Summary to HR Services by the 31 December each year.

## Status and Details

|                           |  |
|---------------------------|--|
| <b>Status</b>             | Historic                               |
| <b>Effective Date</b>     | 13th August 2012                       |
| <b>Review Date</b>        | 13th April 2015                        |
| <b>Approval Authority</b> | Vice Chancellor                        |
| <b>Approval Date</b>      | 10th August 2012                       |
| <b>Expiry Date</b>        | 9th October 2017                       |
| <b>Head of Work Unit</b>  | Kath Drew<br>Director, Human Resources |
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