Document Name

ANNUAL PERFORMANCE REVIEW AND DEVELOPMENT PLANNING POLICY AND PROCEDURE

Document Number

PO-STA-11

Document Status

<table>
<thead>
<tr>
<th>Author</th>
<th>Manager Human Resources</th>
<th>August 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Management Committee</td>
<td>November 2012</td>
</tr>
<tr>
<td>Publication</td>
<td>Issue 2E</td>
<td>March 2015</td>
</tr>
<tr>
<td>Review Date</td>
<td>Review of Issue 2E</td>
<td>November 2015</td>
</tr>
</tbody>
</table>
1 Purpose and Scope

The annual Performance Review and Development Planning provides mechanisms for aligning the Excelsia College goals and objectives and for planning the resources and development required to enable them. The Performance Review and Development Planning cycle is a two stage process undertaken over a twelve-month period.

Performance reviews will comply with the Principles in this Policy and will be applied in a manner which conforms with this Policy, the *Educational Services (Post-Secondary Education) Award 2010*, and the Tertiary Education Quality and Standards Agency (TEQSA).

All employees on continuing and permanent contracts greater than twelve months are required to participate in the Performance Review and Development Planning.

2 Objectives

- Assessing performance against objective criteria over the previous 12 months.
- Assessing the acquisition and use of skills, experience and knowledge over the previous 12 months.
- Identifying the individual work objectives that are most important in achieving the department's and the College's strategic goals for the next 12 months.
- Establishing and ensuring a sustainable Workload Plan for the next 12 months.
- Setting development goals that meet the employee's job and career goals and which help to provide the College with a highly skilled and flexible workforce.
- Providing the basis for assessing eligibility for movement in other roles within the College.
- Sharing feedback about achievements and problems so that the employee and their Supervisor can identify and address issues that impede progress.
- Celebrating, and where appropriate rewarding, achievements.

3 Principles

- Performance reviews will be fair and impartial.
- Performance reviews will allow for self-evaluation, as well as supervisor evaluation.
- Performance reviews will assist the employee to know how their position is part of the College’s mission and goals.
- Performance reviews acknowledge the key employee development principles of feedback, growth and accountability.
- Performance reviews contribute to ensuring employees are appropriately skilled to contribute to and support the College in achieving its objectives.
- Performance reviews give employees an opportunity to comment on any College barriers to their performance.
- Performance reviews encourage and recognise employees for high-performance and their work-related achievements.
4 Responsibility
The following people have a responsibility in relation to this procedure:

- Chief Executive
- Manager Human Resources
- Heads of Schools and Departments
- All employees.

5 Procedures

5.1 Performance Review and Development Planning for Permanent Employees
Refer to WP-STA-08 Performance Review and Development Planning Procedure.

5.2 Performance Review and Development Planning for Casual Academic Staff and Contractors
- During the recruitment process, academic employees receive STA-F73 Teaching Quality Performance Review form.
- The employee completes the Beginning of Semester Response section and hand the form to their Head of School.
- The Head of School reviews the form and discuss with the Academic Director for final approval.
- The Head of School confirms back to the employee of the agreement.
- At the end of semester, the employee completes the End of Semester Response with the relevant evidence of support.
- During semester the Head of School would have attended at least one class of the employee and completed the STA-F81 Teaching Quality Evaluation form.
- The Head of School organise a meeting with the employee to discuss the completed STA-F73 Teaching Quality Performance Review form, the STA-F81 Teaching Quality Evaluation form and student feedback.
- Where there is a difference of opinion in relation to aspects of the employee’s performance and agreement cannot be reached between the Head of School and employee, this must be clearly stated on the STA-F73 Teaching Quality Performance Review form.
- Once form has been signed by both Head of School and employee, form is sent to the Chief Executive for final review.
- Once complete and forms have been signed, the STA-F73 Teaching Quality Performance Review form (and relevant form) are to be given to the Manager Human Resources and filed into the employee’s personnel file.
- The Head of School must retain a copy of each document for their own files, which must be kept in a private and confidential area and a copy must also be given to the employee.

6 References and Related Documents
Performance Review and Development Planning Procedure (WP-STA-
STA-F73 Teaching Quality Performance Review
STA-F81 Teaching Quality Evaluation
Planning, Development and Review, University of Adelaide http://www.adelaide.edu.au/hr/performance/pdr/