

1. Purpose of the policy

This policy aims to affirm the University's commitment to excellence by creating a positive and stimulating environment in which staff can operate effectively, achieve success and satisfaction in their work, and contribute to the achievement of the University's strategic and operational priorities.

The University provides a comprehensive and transparent performance management framework to support effective performance and encourage excellence while dealing fairly with underperformance, unsatisfactory performance and misconduct.

The University offers a range of relevant professional development programs to educate staff in the following areas, to support staff in the development of knowledge and skills to perform their role, and to actively manage their own professional and career development.

2. Policy scope and application

This policy applies to all staff employed by the University.

3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

4. Performance Management Framework

4.1 Performance comprises two components:

- a staff member's capacity to fulfil the requirements of the position, and
- a staff member's conduct while undertaking the requirements of the position

4.2 To operate effectively in any position, a staff member must:

- have the required knowledge, skills, abilities, experience and qualifications, and
- be prepared to behave in an appropriate manner, to follow instructions, not intentionally harm the business of the University, use skill and care while working and behave in accordance with the Staff Code of Conduct – Governing Policy.

4.3 The performance management framework comprises several key elements including: probation, performance planning and review, staff development, recognising and rewarding exceptional performance, dealing with unsatisfactory performance, misconduct and serious misconduct, and managing ill-health.

4.4 The performance management framework aims to:

- optimise the performance of individual staff and the University;
- align the work of individual staff with the strategic priorities of the University and the work area, and,
- manage underperformance and unsatisfactory performance, misconduct and serious misconduct, and ill-health fairly and effectively

4.5 The University is committed to supporting supervisors in the effective management of their staff and to foster a positive environment that is conducive to elevated levels of performance and engagement.

5. Probation

5.1 All staff employed in ongoing or fixed-term appointments normally undergo a probationary period, during which a probation plan is developed. The probation plan includes a statement outlining appropriate goals, which are based on the requirements of the position as outlined in the position description, and a schedule of formal and informal meetings to monitor and review progress. However, a probationary period is not normally required for a fixed-term staff member on a second or subsequent reasonably contiguous appointment in a position of the same or similar duties.

5.2 For new Academic staff, a three-year probationary period normally applies. To maintain the high quality of teaching at the University, all academic staff, except where approved by the Deputy Vice-Chancellor (Academic), are required to complete the University's Foundations of University Teaching professional development course during their probationary period or demonstrate they have successfully completed a comparable course at another university. An academic appointment will not be confirmed without fulfilment of this requirement.

5.3 For new Professional staff, a probationary period up to 12 months normally applies.

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE OFFICER

Vice-Chancellor and President

DESIGNATED OFFICER

Director, Human Resources

FIRST APPROVED

6 December 2005

LAST AMENDED

11 January 2019

EFFECTIVE START DATE

2 January 2018

REVIEW DATE

28 November 2022

STATUS

Active

Confirmation of an academic appointment rests with the Deputy Vice-Chancellor (Academic) and the confirmation of a professional appointment rests with the relevant member of senior staff.

6. Performance Planning and Review

6.1 Performance Planning and Review (PPR) applies to all Academic staff, and Professional staff classified at Level 5 and above with ongoing appointments and fixed-term appointments of more than twelve months duration. Participation is voluntary for staff classified up to and including Professional Level 4 and Casual Academic staff.

6.2 The principal purpose of PPR is to ensure alignment between the performance and development of individual staff, work area plans and priorities, top level plans and the University's Strategic Plan and to develop an active and constructive partnership between a staff member and their PPR supervisor. Through PPR conversations, direction, guidance and support can be given, goals for individual staff can be set, development needs for the future can be identified and constructive relationships between staff can be fostered.

7. Staff Development

7.1 Staff development plays a significant role in attracting, developing and retaining excellent staff and is process through which staff continue to learn and expand their capability to be effective in their work. Staff development is a responsibility shared by individual staff members and their supervisor, to encourage staff to expand, develop and utilise their skills and abilities for the advancement of themselves and the University.

7.2 Furthermore, increased organisational effectiveness is generated when the capabilities of staff are enhanced and they can better understand, and keep improving, the ways the organisation works – its practices, culture and systems. Supervisors are encouraged to allow access to relevant staff developments activities by staff within their area of responsibility.

8. Recognising and rewarding exceptional performance

The University acknowledges that the achievement of our strategic priorities depends on our staff. The deliberate recognition and reward of the performance of our staff can help build a culture of high performance, increase staff engagement, reinforce positive behaviours, increase retention of key staff, and maintain and enhance equity. Supervisors are encouraged to recognise and reward staff within their area of responsibility that demonstrate sustained exceptional performance.

9. Dealing with Unsatisfactory Performance, Misconduct and Serious Misconduct and Managing Ill-Health

9.1 The University acknowledges that there will be occasions where a Supervisor determines the performance or conduct of a staff falls below expectations. Should this occur the University will apply the relevant process as prescribed in the University Enterprise Agreement as varied from time to time.

9.2 In all cases these will be referred to the Director, Human Resources who will act on behalf of the University and the Vice-Chancellor and President.

END

RELATED DOCUMENTS

Academic Promotion - Operational Policy
Performance, Planning and Review (PPR) - Procedures
Probation for Academic Staff - Procedures
Probation for Professional Staff - Procedures
Professional Development Program (PDP) - Operational Policy
Staff Code of Conduct - Governing Policy
Study Assistance - Operational Policy
Vice-Chancellor and President's Awards for Excellence - Operational Policy

LINKED DOCUMENTS

Performance, Planning and Review (PPR) - Procedures
Probation for Academic Staff - Procedures
Probation for Professional Staff - Procedures

SUPERSEDED DOCUMENTS

Performance Planning and Review (PPR) - Managerial Policy|Staff Development - Managerial Policy|Probation - Managerial Policy

usc.edu.au/policy