Staff Performance and Professional Development Policy

Responsibility for policy: Director of Human Resource Management
Approving authority: Vice-Chancellor
Last reviewed: November 2014
Next review: November 2019

Application
1. This policy applies to all continuing staff of the University of Waikato, and to fixed-term staff with appointments of more than two years.

Purpose
2. The purpose of this policy is to ensure that:
   a. all line managers properly assess, address and recognise the performance and professional development needs of the staff they manage within available resources
   b. all staff to whom this policy applies participate fully in an annual Professional Goal Setting (PGS) process with their line manager to review performance and achievements over the previous year, consider areas of performance improvement or enhancement, and develop professional goals and personal development plans consistent with the strategic objectives of the University, Faculty, Division or unit
   c. evidence based performance assessment informs reward and recognition processes such as general staff salary review (GSSR) and academic salary advancement and promotion, and
   d. staff performance and professional development across the University is analysed and reported to the Vice-Chancellor on an annual basis.

Related documents
3. This policy should be read in conjunction with the following documents:
   - Academic Workloads Guidelines
   - Continual Professional Development Framework
   - Evaluation of Teaching and Papers Policy
   - Relevant Position Description
   - Staff Code of Conduct
   - Workforce Plan

Responsibilities
4. All staff to whom this policy applies must:
   a. participate in induction programmes as required by the University and their line manager as set out in the Continual Professional Development Framework
   b. participate fully in the University’s PGS process as described in the Continual Professional Development Framework, and
   c. identify and address areas of personal performance improvement or enhancement, and develop professional goals and personal development plans for one to three years consistent with the strategic objectives of the University, Faculty, Division or unit in consultation with their line manager.

5. Line managers must take all reasonable steps to ensure that their staff:
   a. have a personal induction programme when moving onto a new role
   b. have a current and accurate position description and in the case of academic staff that workloads are consistent with University policy
   c. use evidence from a variety of sources to inform personal planning; in the case of academic staff, use their Academic Staff Portfolio to inform their personal planning
d. are familiar with key attributes for staff set out in the Continual Professional Development Framework

e. are provided with regular ongoing feedback and engage in the annual PGS exercise as described in the Continual Professional Development Framework

f. identify and are supported to address any areas of personal performance improvement or enhancement, and

g. implement professional goals and personal development plans within available resources.

6. Line managers must retain a record of the goals and professional development activities agreed as part of each annual PGS exercise; all such records will be made available to the relevant Dean, Director or equivalent on request.

7. Line managers must take all reasonable steps to ensure that reward and recognition processes are informed by evidence from a variety of sources.

8. Deans, Directors and equivalent must:
   a. plan, monitor, manage and enhance performance in their area of responsibility
   b. ensure that an annual PGS process takes place in their Faculty, Division or unit, as described in the Continual Professional Development Framework
   c. ensure that reward and recognition processes are informed by evidence from a variety of sources, and
   d. foster a culture of openness, flexibility, co-operation and excellence.

9. The Human Resource Management Division is responsible for providing advice and support to line managers who believe that a staff member’s performance may be unsatisfactory.

10. The Director of Human Resource Management is responsible for
    a. the development and review of the Continual Professional Development Framework, and
    b. the provision of an annual Performance and Professional Development Report to the Vice-Chancellor, as set out in the Continual Professional Development Framework.

Responsibility for monitoring compliance

11. The Director of Human Resource Management is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.

12. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.