



Staff Performance Monitoring Policy and Procedure

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1 PURPOSE

- 1.1 The aim of this policy and procedure is to ensure that staff at the Polytechnic Institute Australia ('PIA') are provided with ongoing support and appropriate opportunities to develop and advance in their field.

2 SCOPE

- 2.1 This policy and procedure applies to all PIA's staff, both academic and administrative; to all permanent, casual and contract (sessional) staff; and to all staff involved in the processes of performance monitoring, professional development and promotion.

3 POLICY STATEMENT

- 3.1 This policy and procedure acknowledges the value of professional and engaged staff, and the advantages of ongoing staff development to the standing of PIA, as well as the integrity of its operations and mission.
- 3.2 PIA aims to develop its staff to adapt to the significant changes that continue to occur in the higher education sector. Professional development will be a catalyst for ongoing self-improvement throughout a staff member's career.

4 PROCEDURES

Staff Performance Appraisal

- 4.1 All full-time and part-time ongoing employees and employees on fixed term contracts of 12 months or more will undergo a formal performance appraisal at the end of their probation period and at least annually thereafter as part of their continuous professional development.
- 4.2 Staff performance appraisal is a process that allows a staff member and their manager to review past performance, and to make joint plans that will enhance and support future performance. An effective staff performance appraisal is predominantly future focused.
- 4.3 The performance appraisal provides an opportunity to review the staff member's position description and where necessary make any necessary adjustments to align the position description to the actual tasks that the staff member performs.

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- 4.4 Staff appraisal is also an opportunity to identify any barriers that may have prevented the staff member from realising their potential. Strategies can be put in place to ameliorate these barriers and thereby enhance the staff member's ability to achieve their full potential.
- 4.5 The outcome of the staff appraisal process is a shared understanding of how the staff member will focus their performance in the following 12 months and what professional development opportunities might be appropriate in this context.
- 4.6 Staff appraisals must not substitute for regular ongoing communication between staff members and their managers with respect to positive or negative day-to-day experience.
- 4.7 During the staff appraisal the effectiveness of professional development plans from the previous appraisal will be reviewed and, based on that review and the staff member's individual needs, a professional development plan for the upcoming year will be developed.
- 4.8 Staff appraisals are not to be used as part of a disciplinary process. If a staff member is underperforming, the specific issues need to be addressed in a timely manner as part of an ongoing process of mentoring, counselling and training where appropriate.
- 4.9 If a staff member has engaged in inappropriate behaviour, the specific behaviour should be addressed at the time it occurs and appropriate investigation and/or disciplinary action taken. The inappropriate behaviour should not be raised in the first instance at staff appraisal time.
- 4.10 Records of staff appraisals will be maintained on the staff member's personnel file.

Grievances and Disputes

- 4.11 It is the policy of PIA to address and resolve issues or concerns at the earliest opportunity. If an applicant, staff member or other party wishes to lodge a grievance or complaint, they may either report the matter to the appropriate Manager or to any member of the Executive Management Committee, or avail themselves of the grievance process as outlined in the *Staff Grievance Policy and Procedure*.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the PIA glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Documents

Scholarship and Professional Development Policy and Procedure
Staff Grievance Policy and Procedure
Staff Handbook
Staff Qualifications, Recruitment and Appointment Policy and Procedure

Higher Education Standards Framework

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- 6.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 3.2, which states:
3. Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having:
 - a. knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice.

7 FEEDBACK

- 7.1 PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Management Committee
Administrator	CEO

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