Interim

Academic Staff Performance, Planning & Review

Developed by Human Resources
December 2005 – Revised 22 May 2007
INTRODUCTION

The performance planning and review process is intended to assist academic supervisors to review the performance of academic staff during a given period (at least annually) and develop agreed performance plans based on workload agreements and the strategic direction of the School or Unit. This document should be read in conjunction with the UWS Academic Staff Agreement 2006-2008 – Clause 28 - Performance Planning and Review, and Clause 39 - Workloads.

The Performance Planning and Review system covers both results (what was accomplished), and behaviours (how those results were achieved). The most important aspect is what will be accomplished in the future and how this will be achieved within a defined period. The process is continually working towards creating improved performance and behaviours that align and contribute to the mission and values of the University:

To be a University of international standing and outlook, achieving excellence through scholarship, teaching, learning, research and service to its regional, national and international communities, beginning with the people of Greater Western Sydney.

Responsibilities of Academic Supervisors

The UWS Academic Staff Agreement 2006-2008 (CA) commits supervisors and employees to the enhancement of performance through clear employee accountabilities, a supportive and collegial working environment that promotes an effective balance of individual feedback and peer interaction.

Supervisory responsibilities include guidance on career development and feedback on performance. To assist supervisors carryout these responsibilities the Academic Staff Performance Planning & Review scheme has been developed to guide both supervisors and academic staff through the process.

Responsibilities of Academic Staff

Academic staff members will:

- Participate in the Academic Performance Planning and Review scheme.
- Have a completed workload agreement.
- Make student evaluation outcomes available for discussion with their supervisor.
- Be accessible to their colleagues and their students during the sessions in which they are teaching.
- Notify their supervisor of plans to be absent from the University.
- During teaching sessions, make time available to students for consultation in the units in which they are teaching and consultation times must be made known to students.
- Inform their supervisor of any changed circumstances, which may impact on the workload.
**Application**

All ongoing employees and all employees employed on a fixed-term contract for 12 months or more will participate in the University’s Academic Performance Planning and Review scheme.

**Requirements**

An employee who does not participate in the Academic Performance Planning and Review scheme cannot be:

- confirmed for appointment during a probationary period;
- promoted, or receive salary increments; or
- receive ‘recruitment and retention’ loading.

**Composition of the Performance, Planning & Review System**

**Section A: Summary Report** – to be completed by the supervisor and sent to the Executive Dean at the completion of the review.

**Section B: Performance Review** – the academic supervisor lists the key areas of responsibility using the previous Performance Plan and Workload Agreement and reviews performance with the staff member for the period under review.

**Section C: Performance Plan & Development** – completed in consultation with the staff member. The plan includes major responsibilities/goals for the next 12 months under the relevant headings. The Workload Agreement and School/Unit plans form the foundation of this document and should be closely consulted.
PERFORMANCE PLANNING & REVIEW
FOR ACADEMIC STAFF

Summary Report

Name: ______________________________
Position: ____________________________

Full Time ☐ Part Time ☐ Fixed Term Contract (over 12 months) ☐

School/Unit: _________________________
E-mail Address: ______________________
Internal Telephone Ext: _______________

Name of Supervisor: _____________________________

Section A

The following section is to be completed by the Academic Supervisor and forwarded to the Executive Dean/Deputy Vice Chancellor. Please tick the appropriate box in each category and provide attached comments where necessary.

Teaching Activities

☐ Performance exceeds requirements
☐ Performance satisfactory
☐ Overall performance satisfactory with certain criteria requiring improvement (reasons must be given)
☐ Performance unsatisfactory (reasons must be given)
☐ Not applicable

Research and Scholarly Activities

☐ Performance exceeds requirements
☐ Performance satisfactory
☐ Overall performance satisfactory with certain criteria requiring improvement (reasons must be given)
☐ Performance unsatisfactory (reasons must be given)
☐ Not applicable
Administration and Governance

☐ Performance exceeds requirements
☐ Performance satisfactory
☐ Overall performance satisfactory with certain criteria requiring improvement (reasons must be given)
☐ Performance unsatisfactory (reasons must be given)
☐ Not applicable

Service to Community

☐ Performance exceeds requirements
☐ Performance satisfactory
☐ Overall performance satisfactory with certain criteria requiring improvement (reasons must be given)
☐ Performance unsatisfactory (reasons must be given)
☐ Not applicable

Workload Agreement completed:

Yes ❑       No ❑

Application for Additional Work and Disclosure Form completed:

Yes ❑       No ❑

Academic Supervisor’s General Assessment regarding staff member’s performance:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Signature of Supervisor:……………………………..     Date: ……………………..

I have been informed of the level of performance designated by my nominated supervisor

Signature of academic staff member:…………………..     Date:……………………………..
### Section B

**PERFORMANCE REVIEW**

**Year 200_**

<table>
<thead>
<tr>
<th>KEY AREAS OF RESPONSIBILITY</th>
<th>ACHIEVEMENTS</th>
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<tbody>
<tr>
<td>Please write the key responsibilities/initiatives undertaken in the current year by the academic staff member that will be reviewed.</td>
<td>Staff Member’s Comments</td>
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<tr>
<td>Did the staff member meet the agreed outcomes and timetable?</td>
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</tbody>
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- **Teaching Activities**
  1. 
  2. 
  3. 

- **Research & Scholarly Activities**
  1. 
  2. 
  3. 

Staff Member’s Initials:…………………………. Date:……. Supervisor’s Initials:……………………………… Date:…….
RESEARCH OUTCOMES

Please list the research activities and the resultant outcomes for the past 3 years.

1. Undertaking and publishing research

2. Writing articles

3. Preparing research grant proposals, and submitting grant applications

4. Approved consultancy and associated

5. Presenting and/or publishing scholarly papers, addresses to conferences and the like
**KEY AREAS OF RESPONSIBILITY** | **ACHIEVEMENTS**
---|---
Please write the key responsibilities/initiatives undertaken in the current year by the academic staff member that will be reviewed. | **Staff Member's Comments**
| | **Supervisor Comments**

- **Administration & Governance**
  1. 
  2. 
  3. 

- **Service to Community**
  1. 
  2. 
  3. 

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Staff Member’s Initials: …………………….   Date: ………   Supervisor’s Initials:…………………………….   Date: ………
### Key Areas of Responsibility

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<tr>
<th>KEY AREAS OF RESPONSIBILITY</th>
<th>PERFORMANCE PLAN</th>
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| Please write the key responsibilities/initiatives to be undertaken during the review period. | **Achievement Criteria**

- **Teaching Activities**
  1. Student evaluations
  2. 
  3. 

- **Research & Scholarly Activities**
  1. 
  2. 
  3. |

- **Agreed Outcomes**

  Quantitative & qualitative information including action dates where appropriate.

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**Staff Member’s Initials:**

**Date:**

**Supervisor’s Initials:**

**Date:**
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<td>2.</td>
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<tr>
<td>• Service to the Community (relevant to the work of the University).</td>
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<tr>
<td>1.</td>
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<td>2.</td>
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</table>

Staff Member’s Initials:……………………… Date:………

Supervisor’s Initials:……………………………… Date:………
DEVELOPMENT PLANS

What specific work experience, training, educational or other development plans do you think are appropriate for the next 12 months?

Proposed development needs (completed by the academic staff member):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Agreed Development Plan

Please list the agreed development plan

1.

2.

3.

The agreed development plan may require the approval of the Dean where costs exceed delegations.

COMMENTS AND REPORT

Comments – Academic Supervisor

Supervisor’s evaluation against workload agreement and performance plans.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
ACADEMIC SUPERVISORS REPORT

Teaching Activities

- Performance exceeds requirements
- Performance satisfactory
- Performance unsatisfactory (reasons must be given)
- Overall performance satisfactory with certain criteria requiring improvement (reasons must be given)
- Not applicable

Research and Scholarly Activities

- Performance exceeds requirements
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