



Performance Management policy

Section 1 - Preamble

The [Deakin University Enterprise Agreement 2017](#) came into effect on 6 July 2017. This Policy is currently under review and will be updated as soon as possible to reflect any new changes.

(1) This Policy was approved by the Vice-Chancellor on 28 August 2007 and incorporates all amendments to 13 June 2017.

Section 2 - Purpose

(2) This Policy enables the University to effectively manage the performance of its staff.

(3) The following procedures document how to comply with this Policy:

- a. [Performance Planning and Review procedure](#)
- b. [Probation \(Academic Staff\) procedure](#)
- c. [Probation \(Professional Staff\) procedure](#)

Section 3 - Scope

(4) This Policy applies to all staff of the University.

Section 4 - Policy

(5) Performance management enables staff to contribute the achievement of University goals and their own career development goals.

(6) The University's performance management system will:

- a. provide managers and staff with a formal performance management framework and processes, however, all of these processes require and encourage managers to have regular informal meetings with their staff to provide feedback, review and acknowledgement of staff
- b. provide clarity of roles and responsibilities including through the use of managers setting probationary objectives, the Performance Planning and Review (PPR) process (see [PPR Procedure](#)), position descriptions and more general induction processes
- c. assist staff to contribute to the achievement of the University's strategic goals and to organisational area plans
- d. support staff in identifying and achieving their development goals
- e. enable clear individual performance objectives and standards that are agreed, where possible, between the manager and staff member
- f. provide regular opportunities for staff appraisal and feedback from managers based on performance objectives and standards

- g. provide ways of recognising and rewarding high-performing staff, including the reward mechanisms identified in the University's [Reward and Recognition policy](#)
- h. apply Deakin's equal opportunity and diversity principles, including the [Principles for Assessing Achievement Relative to Opportunity](#)
- i. provide a framework for identifying and handling unsatisfactory performance, including the withholding of increments (see [Salaries Procedure](#)) or disciplinary action (see [Staff Discipline policy](#)).

(7) On appointment, staff will normally be required to complete a probation period in accordance with the [Deakin University Enterprise Agreement 2013 \(EA\)](#) or their contract of employment.

(8) Staff and managers are required to participate in the University's PPR process (see [PPR Procedure](#)), except for casual staff members whose engagement is expected to be for a period of less than 12 months.

(9) New supervisors will undertake PPR training within the first 6 months of their appointment. Current supervisors must undertake PPR refresher training every 3 years.

Section 5 - Procedure

(10) Refer to the [Performance Planning and Review procedure](#); [Probation \(Academic Staff\) procedure](#) and [Probation \(Professional Staff\) procedure](#).

Section 6 - Definitions

(11) There are no definitions arising under this Policy.

Status and Details

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Effective Date	1st February 2016
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