



Performance and Development policy

Section 1 - Preamble

(1) This Policy is effective from 17 May 2019.

Section 2 - Purpose

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

Section 3 - Scope

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

Section 4 - Policy

(4) A performance and development framework enables staff to contribute to the achievement of University goals and their own career and development goals.

(5) The University's formal performance and development process is known as DeakinAchieve.

(6) The University's performance and development framework:

- a. provides managers and staff with a formal performance and development process, DeakinAchieve, which also encourages managers to have regular informal meetings with their staff to provide feedback, review and acknowledgement of staff
- b. provides clarity of roles and responsibilities including through the use of managers setting probationary objectives in DeakinAchieve ([DeakinAchieve - Performance and Development Program procedure](#)) position descriptions and more general induction processes
- c. assists staff to contribute to the achievement of the University's strategic goals and to organisational area plans
- d. supports staff in identifying and achieving their development goals
- e. enables clear individual performance objectives and standards that are agreed, where possible, between the manager and staff member
- f. provides regular opportunities for staff appraisal and feedback from managers based on performance objectives and behavioural standards
- g. provides ways of recognising and rewarding high-performing staff, including the reward mechanisms identified in the University's [Reward and Recognition policy](#)
- h. applies Deakin's diversity and inclusion principles, including the [Principles for Assessing Achievement Relative to Opportunity](#)
- i. provides a framework for identifying and handling unsatisfactory performance, including the withholding of increments (see [Remuneration procedure](#)) or disciplinary action (see [Staff Discipline procedure](#)).

(7) On appointment, staff will normally be required to serve a period of probation in accordance with the [Deakin University Enterprise Agreement 2017](#) or their contract of employment.

Section 5 - Procedure

(8) The following Procedures document how to comply with this Policy:

- a. [DeakinAchieve - Performance and Development Program procedure](#)
- b. [Probation \(Academic Staff\) procedure](#)
- c. [Probation \(Professional Staff\) procedure](#)
- d. [Academic Promotion procedure](#).

Section 6 - Definitions

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

Status and Details

Status	Historic
Effective Date	17th May 2019
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Approval Date	17th May 2019
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Responsible Executive	Kean Selway Chief Operating Officer evpfutures@deakin.edu.au
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