



# Performance, Development and Recognition procedure

## Section 1 - Preamble

(1) This Procedure is effective from 5 January 2023.

## Section 2 - Purpose

(2) This Procedure outlines the performance development framework and the recognition and reward programs and initiatives to support staff as they contribute to the achievement of the University's strategies and priorities and their own career and development goals.

## Section 3 - Scope

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

## Section 4 - Policy

(4) This Procedure is pursuant to the [Employment of Staff policy](#).

## Section 5 - Procedure

### Performance and Development Framework

(5) The University's performance and development framework known as DeakinAchieve:

- a. provides leaders and staff with a formal performance and development process which also encourages leaders 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 leaders setting probationary objectives in DeakinAchieve, position descriptions and more general induction processes
- c. assists staff to connect and contribute to the achievement of the University's strategies, priorities and 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 leader and staff member
- f. provides regular opportunities for staff appraisal and feedback from leaders based on performance objectives and behavioural standards
- g. provides ways of recognising and rewarding high-performing staff
- 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](#)).

(6) Leaders are responsible for leading the DeakinAchieve process and conversations with all their continuing and fixed-term staff. Where a leader has a casual professional or sessional academic staff member with more than 12 months service, they may use the DeakinAchieve process to facilitate discussions in relation to performance and development as required.

(7) Where a leader has responsibility for more than 10 staff, they may nominate another senior staff member to conduct the DeakinAchieve process with some staff.

(8) Leaders must ensure that staff on probation have probation objectives documented and assessed as part of the DeakinAchieve process, in accordance with the [Probation \(Academic Staff\) procedure](#) or the [Probation \(Professional Staff\) procedure](#).

(9) DeakinAchieve objectives and standards are to be agreed between the leader and the staff member in writing, annually. The staff member will not unreasonably withhold their agreement.

(10) If the staff member and their leader are unable to reach agreement in relation to performance objectives or review ratings and feedback, the staff member may seek further assessment of their performance by the leader of their reviewer. The decision of the leader of the reviewer is final.

## **Recognition and Reward**

(11) The University values the service, positive performance, demonstration of behaviours aligned with the University's values and outstanding achievements of its staff and acknowledges such contributions across a range of recognition and reward programs and initiatives.

(12) Leaders are responsible for identifying high performing staff as assessed through the DeakinAchieve performance and development framework and for Academic staff, through Schedule A: Principles for Applying and Assessing Achievement Relative to Opportunity of the [Diversity, Equity and Inclusion policy](#).

(13) Leaders can nominate or support applications for staff awards, development opportunities, remuneration rewards or other non-monetary recognition programs at a University or local area level.

(14) The University recognises staff for significant achievements and positive contributions to the achievement of the University's strategic, teaching and research goals through promotions, professional support and a range of professional development programs.

(15) Annually the University via People and Culture will advise Heads of Organisational Units of the eligibility criteria and any processes relating to the University's performance bonus program.

## **Vice-Chancellor's Awards**

(16) Staff who have made an outstanding contribution to the University, or to the wider higher education sector, may be nominated for a Vice-Chancellor's Award.

(17) The Vice-Chancellor's Awards Committee (VCAC) will call for nominations. Details of the nomination process will be published widely and will be circulated to Heads of Organisational Units.

(18) The Teaching Awards Subcommittee (TAS) will consider nominations for Teaching and Learning Awards and make recommendations regarding award recipients to the VCAC.

(19) The VCAC will consider the recommendations made by TAS and nominations for other awards and will make

recommendations to the Vice-Chancellor regarding award recipients.

(20) The Vice-Chancellor will determine the award recipients with Awards presented to recipients at a formal ceremony.

### **Achievement awards**

(21) Leaders may recognise the high performance and outstanding contribution of any staff member via an achievement award. Such awards may be led at a Faculty or Portfolio level or by the Head of an Organisational Area.

(22) Such awards can recognise performance and contributions across any area, for example customer experience, innovation in research, teamwork or demonstration of University values.

(23) Awards may include the presentation of certificates, acknowledgement of contribution at appropriate team days and nominal financial rewards such as a gift certificate or voucher. Areas should seek advice from their Finance Partner if they require advice in relation to taxation implications of any financial award.

### **Service awards**

(24) Staff will receive a service award in recognition of reaching significant service milestones at the University. Such awards commence upon the completion of 10 years' service and continue in increments of 10 years and will be provided to staff by the Vice-Chancellor's office.

(25) Staff members may be eligible to receive a service award in a given year, subject to the following conditions:

- a. The service anniversary must occur prior to 31 December of the year of the presentation.
- b. At the discretion of the Chief People and Culture Officer, casual and sessional service may be recognised as part of the service period when it is followed by consistent fixed-term or continuing employment.
- c. At the discretion of the Chief People and Culture Officer, periods of service by a staff member on secondment to another organisation may be recognised for the purposes of service awards.

### **Professional Development Awards**

(26) The Vice-Chancellor's Professional Development Award is available to Professional staff for professional development purposes (refer [Professional Development \(Professional Staff\) procedure](#)).

## **Section 6 - Definitions**

(27) There are no definitions arising under this Procedure.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	5th January 2023
<b>Review Date</b>	21st June 2027
<b>Approval Authority</b>	Council Secretary
<b>Approval Date</b>	22nd December 2022
<b>Expiry Date</b>	To Be Advised
<b>Responsible Executive</b>	Kerrie Parker Deputy Vice-Chancellor, University Services dvc-us@deakin.edu.au
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