

# Development, Performance and Review Policy

## Section 1 - Purpose

(1) To specify the requirements for defining, evaluating and developing the performance of academic and professional staff.

### Background

(2) Macquarie University recognises that the achievement of the University's strategic direction depends on the performance and contribution of all staff.

(3) [Development, Performance and Review](#) (DPR) is a transparent system which encourages and develops staff to perform their roles and achieve their work and career goals.

(4) [Development, Performance and Review](#) aims to:

- a. align individual and organisational goals;
- b. ensure staff know what is expected of them in their role and how their performance will be evaluated;
- c. provide opportunities to receive feedback and coaching on performance and work-related issues;
- d. facilitate development through discussing learning goals, career aspirations and establishing individual development plans; and
- e. inform performance based reward and recognition structures.

(5) The key principles upon which this Policy is based are:

- a. clarity with respect to roles and responsibilities;
- b. recognition of staff achievements;
- c. commitment to the development of staff potential;
- d. fairness, transparency, equity and confidentiality;
- e. effective strategic and operational planning; and
- f. commitment to quality enhancement and a culture of continuous improvement which is based on review and reflective learning.

(6) [Development, Performance and Review](#) is linked to a number of career development, reward and recognition processes, including incremental progression, payment of bonuses, probationary reviews, secondment between departments, outside studies program, learning and teaching awards, internal grants and promotion.

### Scope

(7) This Policy applies to all staff employed under the Macquarie University [Enterprise Agreements](#), including continuing and fixed-term staff.

## Section 2 - Policy

(8) The University will:

- a. provide appropriate resources to promote the development of individuals in accordance with the University's strategic goals and Human Resources policies;
- b. establish consistent performance management practices with performance planning, regular informal performance feedback and at least one (1) formal performance review each year; and
- c. maintain confidentiality of performance discussions and documentation.

(9) Senior Management will:

- a. develop and communicate their area's goals, priorities and performance indicators;
- b. provide leadership and commitment to performance management; and
- c. ensure all supervisory staff are trained and competent in performance management processes and techniques.

(10) Supervisory staff will:

- a. assist staff to develop individual performance and development plans which document goals and performance expectations;
- b. approve staff performance and development plans, ensuring they are aligned with strategic and operational needs; and
- c. manage the performance of all staff in accordance with this Policy and the [Development, Performance and Review Procedure](#).

(11) All staff members:

- a. are expected to understand how their role contributes to the achievement of the University's objectives; and
- b. will participate in both ongoing self review and discussions with supervisors regarding performance goals and outcomes.

(12) Human Resources will:

- a. develop and maintain this Policy and the [Development, Performance and Review Procedure](#) in consultation with the University community;
- b. ensure appropriate training, systems and information on DPR is available to enable active participation in the process; and
- c. monitor completion rates and undertake audit and compliance checks.

### Compliance and Breaches

(13) The University may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

## Section 3 - Procedures

(14) Refer to the [Development, Performance and Review Procedure](#).

## **Section 4 - Guidelines**

(15) Nil.

## **Section 5 - Definitions**

(16) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	9th March 2022
<b>Review Date</b>	9th March 2025
<b>Approval Authority</b>	Vice-President, People and Services
<b>Approval Date</b>	7th March 2022
<b>Expiry Date</b>	Not Applicable
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