PLANNING, DEVELOPMENT AND REVIEW (PDR) PROCEDURE

1. OVERVIEW

Planning, Development and Review (PDR) supports staff members to perform at a standard expected of a University of international standing by providing a continuous cycle of planning, the setting of individual work and development objectives, two-way feedback, career planning, and performance review.

- This procedure prescribes the process and the responsibilities of Heads of School/Branch, supervisors, and staff members in each part of the PDR process.

- This procedure is consistent with the requirements set out under clause 5.2 of the University of Adelaide Enterprise Agreement 2023-2025 (as amended) and the Staff Development, Performance and Promotions Policy.

2. SCOPE AND APPLICATION

- This procedure applies to all fixed-term and continuing staff.

- This procedure does not apply to casual staff.

3. PRINCIPLES

Success at the University means creating an environment where people can perform at their best to enable the school or branch, and individual to achieve their objectives. It is the role of all people leaders to guide and manage the performance of staff. They must ensure a clear line of sight linking everyone's work to the University's strategy, and convey what contribution is expected, set performance objectives, provide feedback, appraise performance, guide development and ensure staff are recognised for good performance. It is also an important opportunity for two-way feedback to ensure our people have the support they need.

The PDR process is a key focus for the University of Adelaide, and there are clear expectations around the importance and need for PDR conversations to take place for every staff member.

The PDR process is:

- fair to staff members and the University
- positive and transparent
- flexible in resolving problems and responding to changing circumstances
- evidence based
- focused on improving capabilities of staff and the University to meet their interdependent goals and targets
- documented to include development needs and feedback against performance objectives.

4.   PROCEDURE

4.1   Responsibilities

The Executive Director, Human Resources or delegate will ensure information, resources, and learning program/s relating to PDR are available to staff.

The Head of School/Branch Head will:

- refer to the PDR webpage which sets out the responsibilities and detailed guidance for Heads of School/Branch, staff, and supervisors in each part of the PDR process
- establish the appropriate reporting relationships for conducting PDR conversations
- promote PDR within their school/branch and ensure staff and supervisors are made aware of the additional information, resources, and learning program/s that are available
- ensure that supervisors conduct PDR conversations with their staff within the relevant timeframes.

The supervisor or delegate will:

- refer to the PDR webpage which sets out the responsibilities and provides detailed guidance for supervisors at each part of the PDR process
- review the PDR Conversation Record - Academic Staff or PDR Conversation Record – Professional Staff form
- ensure staff are aware of the additional information, resources, and learning program/s that are available.

The staff member will:

- refer to the PDR webpage which sets out the responsibilities for staff in each part of the PDR process
- use the PDR Conversation Record - Academic Staff or PDR Conversation Record – Professional Staff form to document their PDR conversations.

4.2 PDR stages

The staff member will:

- engage with and participate in each stage of PDR as detailed on the PDR webpage and in the online PDR learning program/s

- use the PDR Conversation Record - Academic Staff or PDR Conversation Record – Professional Staff form to document their PDR conversations

- ensure supervisor or delegate commentary is documented as required

- record completion of each PDR stage through Staff Services Online.

The supervisor or delegate will:

- ensure that their staff members engage with and participate in each stage of PDR as detailed on the PDR webpage

- collect and collate evidence of performance to support and inform the PDR conversation

- document PDR conversations as required

- ensure that the completed PDR Conversation Record is accessible to the staff member and their next level manager, and the details remain confidential

- approve the record completion of each PDR stage through Staff Services Online.

The Executive Director, Human Resources or delegate will report periodically to the Vice Chancellor's Executive (VCE), in relation to PDR completion rates.

5. RELATED DOCUMENTS AND POLICIES

Staff Development, Performance and Promotions Policy

The University of Adelaide Enterprise Agreement 2023-2025 (as amended)

Planning, Development and Review webpage

PDR Learning Program

PDR – Conversation Record – Academic Staff

PDR – Conversation Record – Professional Staff