

Staff Development, Performance and Promotions Policy

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OVERVIEW

The University aims to:

- build the knowledge, skills and capabilities of its staff in support of the University's world class research and excellent student experience;
- enable all staff to be and perform at their best; and
- ensure that development, performance and promotions processes are inclusive, fair, respectful of diversity and promote equitable access for staff.

Development, performance and promotions processes will be informed by the University's strategic and operational requirements and legislative obligations.

SCOPE AND APPLICATION

This Policy applies to all staff at the University of Adelaide unless otherwise excluded in the scope of an associated procedure.

This Policy is intended to operate in conjunction with the University of Adelaide's Code of Conduct, the University of Adelaide Enterprise Agreement (as amended), and with related policies, procedures and the relevant legislation.

POLICY PRINCIPLES

Development Principles

1. The University aims to provide staff with opportunities to develop the knowledge, skills and capabilities, that will:
 - a) contribute to the achievement of the University's strategic priorities;
 - b) meet their professional, occupational and legislative responsibilities of their employment; and
 - c) contribute to individual aspirations.
2. The University aims to provide staff with the appropriate support, time and encouragement to undertake induction and ongoing professional development activities.
3. Managers and staff will identify development needs primarily through the Planning, Development and Review (PDR) process.
4. Managers will consider the following criteria when identifying development solutions.
 - a) The most effective activities for enabling development.
 - b) Other staff needs.
 - c) Available funds.
5. Staff members will be proactive and take responsibility for their own professional development and strive to attain their full potential.

Performance Principles

6. All staff are employed at the University in accordance with the Classification Standards in the University of Adelaide Enterprise Agreement (as amended) which reflect the work performed by staff in their position, as outlined in the Position Description or Role Statement.

7. Staff members and their supervisors will participate in the Planning, Development and Review (PDR) process as specified in the [University of Adelaide Enterprise Agreement](#) (as amended) and in accordance with the relevant procedure.
8. The PDR process will be:
 - a) fair to staff members and the University;
 - b) positive, transparent and accountable;
 - c) flexible in resolving problems and to respond to changing circumstances;
 - d) evidence based;
 - e) focused on improving capabilities of staff and the University to meet their interdependent goals and targets; and
 - f) documented to include development needs and feedback against performance objectives.
9. The University aims to ensure that staff are informally and formally rewarded in a fair and consistent manner for outstanding contributions and performance that support its goals and objectives.
10. Instances of unsatisfactory performance will be managed in accordance with the University of Adelaide Enterprise Agreement (as amended).

Promotions (Academic Staff and Titleholders) Principles

11. The University's promotions process (academic staff and titleholders) recognises and rewards evidenced and consistent outstanding achievement and performance.
12. The University aims to ensure that the promotions process (academic staff and titleholders) is transparent, merit-based, equitable and managed in accordance with the relevant procedure.

AUTHORITIES

Key	Authority Category	Authority	Delegation Holder	Limits
Human Resources	Staff Development	Approval of time off with pay for study purposes (Professional staff)	Supervisor	
Human Resources	Staff Development	Approval of time off without pay for study purposes (Professional staff)	Area Manager	
Human Resources	Academic Promotions	Approve Academic Promotions to Level B and C	Executive Dean	On the recommendation of the Faculty Promotions Committee
Human Resources	Academic Promotions	Approve promotions for Titleholders at all levels other than Level E	Executive Dean	At the time of the Titleholder's renewal
Human Resources	Academic and Titleholder Promotions	Approve Academic promotions to Level D and E Approve Titleholder promotions to Level E	Vice-Chancellor and President	<u>For Level D</u> On the recommendation of the University Promotions Committee. <u>For Level E</u> On the recommendation of the Vice-Chancellor's Professorial Promotions Committee. <u>For Level E Titleholders (excluding visitor Titleholders)</u> On the recommendation of the Titleholder Promotion Committee
Human Resources	Academic Promotions	Authorise an out of round academic promotion application and promotion for all academic levels	Vice-Chancellor and President	On request by the Executive Dean through the DVC(A) or DVC(R) or on the recommendation of a specially convened Out of Rounds Promotions Committee

Human Resources	Unsatisfactory Performance	Determine the action to be taken in relation to Unsatisfactory Performance Process. (Excluding termination)	Deputy Vice-Chancellor and Vice-President (Academic) Deputy Vice-Chancellor and Vice-President (Research) Chief Operating Officer and Vice-President	
Human Resources	Unsatisfactory Performance	Termination of employment for unsatisfactory performance	Vice-Chancellor and President	

Procedures

1. Planning, Development and Review Procedure
2. Time Off for Study Procedure (Professional Staff)
3. Academic Promotions Procedure

DEFINITIONS

Refer to the [University Policy and Procedures: Glossary of Terms](#).

RMO File/Document Number	2015/4394
Policy Custodian	Chief Operating Officer and Vice-President
Responsible Officer	Executive Director, Human Resources
Endorsed by (Academic Board or VCE)	VCE on 23 September 2015
Approved by	Vice-Chancellor and President on 6 October 2015
Related Documents and Policies	University of Adelaide Enterprise Agreement (as amended) Code of Conduct Behaviour and Conduct Policy Recruitment Policy Remuneration and Employment Benefits Policy Workforce Management Policy Leaving the University Policy Health, Safety and Wellbeing Policy
Related Legislation	Fair Work Act 2009 (Cth)

Superseded Policies	Performance, Development and Promotions Policy Staff Development Policy Staff Planning, Development and Review Policy and Guidelines Staff Development Secondment and Exchange Policy and Guidelines Staff Development Time Off for Study for General Staff Policy and Guidelines Reward and Recognition Framework Policy
Effective from	6 October 2015
Next Review Date	6 October 2018
Contact for queries about the Policy	HR Service Centre 8313 1111.