

PLANNING, DEVELOPMENT AND REVIEW (PDR) PROCEDURE

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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.

- 1.1. This procedure prescribes the process and the responsibilities of Heads of School/Branch, supervisors and staff members in each part of the PDR process.
- 1.2. This procedure is consistent with the requirements set out under clause 5.2 of the [University of Adelaide Enterprise Agreement \(as amended\)](#) and the [Staff Development, Performance and Promotions Policy](#).

2. SCOPE AND APPLICATION

- 2.1. This procedure applies to all fixed-term and continuing staff.
- 2.2. This procedure does not apply to casual staff.

3. PRINCIPLES

PDR is:

- 3.1. fair to staff members and the University;
- 3.2. positive and transparent;
- 3.3. flexible in resolving problems and to respond to changing circumstances;
- 3.4. evidence based;
- 3.5. focused on improving capabilities of staff and the University to meet their interdependent goals and targets;
- 3.6. documented to include development needs and feedback against performance objectives
- 3.7. not a punitive process.

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4. PROCEDURE

4.1. Responsibilities

- 4.1.1. The Executive Director Human Resources (or delegate) will ensure [information, training and resources](#) relating to PDR are available to the University.

The Head of School/Branch Head will:

- 4.1.2. 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.
- 4.1.3. Establish the appropriate reporting relationships for conducting PDR conversations.
- 4.1.4. Promote PDR within your School/Branch and ensure staff and supervisors are made aware of the additional [information, resources and training](#) that is available.
- 4.1.5. Ensure that supervisors conduct PDR conversations with their staff within the relevant timeframes.

The supervisor (or delegate) will:

- 4.1.6. Refer to the PDR webpage which sets out the responsibilities and provides detailed guidance for supervisors at each part of the PDR process;
- 4.1.7. Undertake the [PDR online modules](#) (as required);
- 4.1.8. Ensure staff are aware of the additional information, resources and training that is available.

The staff member will:

- 4.1.9. Refer to the PDR webpage, which sets out the responsibilities for staff in each part of the PDR process.
- 4.1.10. Undertake the [PDR online modules](#)

4.2. PDR Stages

The staff member will:

- 4.2.1. Engage with and participate in each stage of PDR as detailed on the PDR webpage and in the online PDR modules;
- 4.2.2. Use the [PDR Conversation Record- Academic Staff](#) or [PDR Conversation Record – Professional Staff](#) to document their PDR conversations;
- 4.2.3. Record completion of each PDR stage through [Staff Services Online](#).

The supervisor (or delegate) will:

- 4.2.4. Ensure that their staff members engage with and participate in each stage of PDR as detailed on the [PDR webpage](#);
- 4.2.5. Collect and collate evidence of performance to support and inform the PDR conversation;
- 4.2.6. Ensure that the completed PDR Conversation Record is accessible to the staff member and their next level manager and the details remain confidential.
- 4.2.7. Ensure staff members have recorded their PDR in [Staff Services Online](#).

The Head of School/Branch Head will:

- 4.2.8. Collate and report on staff development needs identified through the PDR process to inform the School/Branch staff development program planning.

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

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5. DEFINITIONS

Supervisor

Means the person who is responsible for the day-to-day supervision of a staff member, as nominated by the University.

6. RELATED DOCUMENTS AND POLICIES

[Staff Development, Performance and Promotions Policy](#)

[The University of Adelaide Enterprise Agreement \(as amended\)](#)

[Human Resources, Planning, Development and Review webpage](#)

[PDR Learning Program](#)

[PDR – Conversation Record – Academic Staff](#)

[PDR – Conversation Record – Professional Staff](#)

[Staff Services Online](#)

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