
Human Resources Policies & Procedures

5.20.03 Staff Review – Academic & Professional Staff

Policy Number: 5.20.03

Responsibility: Executive Director, Human Resources

Date approved : October, 1999

Date last amended: October, 2007

Date for next review: October, 2012

Reference: *Staff Policy Committee, August, 1999*

Senate, August, 1999

Council - October, 1999

Staff Policy October 2004

Council 2006, 2007

1. Overview

All Academic and Professional staff are subject to the formal performance review procedures of the University.

A **Staff Review Committee** has been established to make decisions on the performance of staff members.

2. Policy

2.1 Objectives

- Heads of School/Sections will be responsible for reviewing the performance of members of staff as set out in the Performance Management System (**Section 5.20.01**).

2.3 Reports will be made to the Staff Review Committee, which will determine

- renewal of contracts;
- promotion from one grade to another (Academic staff only);
- the award of salary increment or cash bonus;
- the termination of service on grounds of unsatisfactory performance; and
- such other action as it may think fit.

2.4 Composition of the Staff Review Committee

2.4.1 The Committee will comprise

Professorial and Associate Professor Positions in the Faculties and Professional positions at Bands 5 and 6:

- **Vice-Chancellor to Chair**
- **Deputy Vice-Chancellors;**
- **Pro Vice-Chancellors;**
- **Deans of Faculties**
- **One staff member (elected from amongst the Academic and Professional staff in these levels to serve a two year term)**

**Secretary
Human Resources Office**

**In Attendance
Executive Director Human Resources**

Deans of Faculties

2.4.2 Heads of Sections or Directors of the Institute in which the staff member under discussion is located, will be invited for the duration of that discussion, to assist the Committee in its review of performance of those staff members for whom the Head is responsible, including a comparative assessment of those staff recommended for promotion.

2.4.3 All Faculty positions from the level of Senior Lecturer and below:

- **Vice Chancellor or nominee to chair**
- **Dean of Faculty**
- **Associate Deans**
- **Heads of Schools**
- **One staff member (elected from Academic staff members of the Faculty)**

2.4.4 Professional positions from Band 1 to Band 4

- **Nominee of the Vice-Chancellor to chair**
- **University Librarian**
- **Director Finance**
- **Director CFDL**
- **Director ITS**
- **One staff member(elected from Professional staff in Bands 1-4)**

2.4.5 The Manager Human Resources Services or nominee will be in attendance at Committee meetings. The Human Resources Office will provide administrative support to the process. For the Faculty, the Human Resource Officer assigned to the Faculty will be responsible for servicing the Committee.

2.5 Who Should Complete The Staff Review Form?

2.5.1 The Committee will review those members of staff

- who have 18 months or less to complete their three year contract;
- who have been recommended or who apply for promotion;
- who have been recommended or are applying for incremental progression or cash bonus;
- who have been called for review by a previous decision of the Committee;
- whose performance is considered unsatisfactory; and/or
- who are being reviewed due to special circumstances as determined by the Vice-Chancellor.

SOURCES OF INFORMATION USED BY THE COMMITTEE

2.5.2 Information and comments are supplied in writing by the staff member as well as by the Head of School/Section. The staff member will see the comments, and will have the opportunity to respond to them in writing.

2.5.3 Where appropriate, Heads of School will arrange for the Teaching Evaluation process to be carried out as outlined in **Section 5.20.06**. It will be incumbent on them to obtain a more direct knowledge of the performance of staff within their unit e.g. through attendance at classes, tutorials and demonstrations, professional assessment of teaching techniques and student evaluations. External Assessors' reports might also be used in this regard.

2.5.4 The Chairperson will put before the Committee any other relevant information, provided that the staff member has been made aware of any matter of an adverse nature.

RENEWAL OF CONTRACTS

2.5.5 Staff members who have served 18 months or more of a three year renewable contract are eligible to be considered for a further contract period. The criteria and procedures are set out in **Section 5.18.02** Renewal of Contract Staff.

PROMOTION

2.5.6 The criteria and procedures are set out in **Section 5.21.01** Promotion Procedures – Academic Staff.

2.5.7 The Committee will consider promotions on the basis of comparative merit in relation to staff in all parts of the University, and within the overall prior limits laid down by the Finance and Investments Committee.

2.5.8 Recommendations for promotion will not normally be considered:

until the staff member has served in his/her current position for a period of two academic years immediately prior to the meeting of the Staff Review Committee; or

if the staff member has been promoted within the previous three years.

2.5.9 Any promotion will become effective from 1 January of the year following the Staff Review meeting.

2.5.10 The successful staff member will be placed on Point 1 of the salary scale of the level to which the staff member has been promoted.

2.6 INCREMENTAL PROGRESSION AND CASH BONUSES

Incremental Progression

2.6.1 A member of staff may be considered for the award of salary increments, based on performance, as set out in **Section 5.20.08** Incremental Progression – Academic and Professional Staff.

Cash Bonus

2.6.2 The Staff Review Committee may consider applications for the award of a cash bonus as follows:

- where staff members who have reached the top of their salary scale have demonstrated excellence in performance; in exceptional cases double cash bonuses may be awarded.
- Where staff members have achieved a performance rating of excellent and the staff member has exceeded performance expectation; this maybe awarded together with an increment;
- Where a staff member has achieved a performance rating of good but does not merit the award of an increment, a cash bonus maybe awarded.

This bonus will be equal to the equivalent of the standard incremental value within the staff member's own salary scale, and is also based on performance.

3. Procedures

3.1 Refer to Staff Review Procedure

SOURCE OF INFORMATION

Human Resources Office

Web Link