
Human Resources Policies & Procedures

5.20.03 Staff Review – Academic and Professional Staff

Policy Number:	5.20.03
Responsible Officer:	Executive Director People and Workforce Strategy
Policy Editor Contact:	Executive Director People and Workforce Strategy
Approving Authority:	Vice-Chancellor and President
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Reference: *Staff Policy Committee, August 1999*
Senate, August 1999
Council, October 1999
Staff Policy Committee, October 2004
Council 2006, 2007
Staff Policy Committee, November 2024

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

2.2 Heads of School/Sections will be responsible for reviewing the performance of members of staff as set out in the Performance Management System.

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 increments 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

2.4.2 Professorial and Associate Professor Positions in the Schools and Professional positions at Level 5:

- **Vice-Chancellor and President to Chair**
- **Deputy Vice-Chancellors**
- **Pro Vice-Chancellors**
- **Heads of Schools**
- **Executive Director Finance**
- **Executive Director People and Workforce Strategy**
- **One Staff Representative (elected from the Academic and Professional staff in these levels to serve a term of two years)**
- In attendance: Human Resources nominee of the Executive Director People and Workforce Strategy
- Secretary: Human Resources nominee of the Executive Director People and Workforce Strategy

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 School Academic positions from the level of Senior Lecturer and below & School Professional Staff:

- **Vice-Chancellor and President or nominee to Chair**
- **Head of School**
- **Deputy Heads of School**
- **Executive Director Finance**
- **Executive Director People and Workforce Strategy**
- **One Staff Representative (elected from the Academic and Professional staff in these categories of the School to serve a term of two years)**
- In attendance: Human Resources nominee of the Executive Director People and Workforce Strategy
- Secretary: Human Resources Officer

2.4.4 Non-School Professional Positions from Level 1 to Level 4

- **Vice-Chancellor and President or nominee to Chair**
- **University Librarian**
- **Executive Director Finance**
- **Director Centre for Flexible Learning**
- **Director Information Technology Services**
- **Executive Director People and Workforce Strategy**
- **One Staff Representative (elected from Non-School Professionalstaff in Levels 1-4 to serve a term of two years)**
- In attendance: Human Resources nominee of the Executive Director People and Workforce Strategy
- Secretary: Human Resources Officer

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 **1.6.2.24 Quality of Teaching Policy**. 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 **Policy 1.6.4.44: Renewal of Contract**.

PROMOTION

- 2.5.6 The criteria and procedures are set out in **the respective** Promotion Procedures for 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 Resources 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 ANNUAL PROGRESSION PAYMENTS

- 2.6.1 Subject to 2.6.3. below, staff holding full time academic positions in the grades of Teaching Assistant and Assistant Lecturer and above will progress in single steps through the steps in their grade on an annual basis. Progressions will be effective from either 1 July or 1 January dependent on the nearest date after which the staff member will have been employed continuously for a period of at least 12 months. This annual progression is subject to the University implementing a performance review which is part of the Performance Management System.
- 2.6.2 Subject to 2.6.3. below, full time staff in the Administrative & Support staff category and Professional staff category will progress in single steps through the steps in their current Level on an annual basis. Progressions will be effective from either 1 July or 1 January depending on the nearest date after which the staff member has been employed continuously for a period of at least 12 months. This annual progression is subject to the University implementing a performance review which is part of the Performance Management System.
- 2.6.3 The Head of Department, or the Head of Section, in which a staff member is employed, may after a review of a staff members performance, recommend to the appropriate

Head of School or Manager that the annual progression be withheld for 12 months, pending agreed and documented improvements in performance to be achieved. The Head of School or Manager will make the final decision on withholding an annual progression payment. Progression Payments may be withheld for two consecutive years. There would be no retrospective payment of withheld Progression Payments.

- 2.6.4 In circumstances where a Staff member has reached the top step for their current Level, and when their current position does not provide an opportunity for progression to another level, a bonus payment, equivalent to the amount of one step on their current scale may be paid. The recommendation for such a payment will be based on documents that record consistently “above expectations” performance as agreed by the relevant Head of Department/Section. Any bonus payment will be subject to an approval by the VCP on the recommendation of the EDPWS.
- 2.6.5 Any performance payment including bonus and annual progression will be subject to the University’s financial situation and reported to the Remuneration and People Committee.

3. | Procedures

3.1 Refer to Staff Review Procedure

SOURCE OF INFORMATION

Human Resources Office Web Link