

Academic Annual Performance and Development Policy

Section 1 - Purpose and Scope

- (1) The University of Queensland (UQ) is committed to recruiting, developing and retaining appropriately skilled, experienced and motivated employees.
- (2) The Annual Performance and Development (APD) process is a review and an assessment of performance in the preceding period, a goal-setting exercise for the coming year and an opportunity to discuss career and development aspirations. The [Criteria for Academic Performance Policy](#) and the expectations outlined within each Domain provide the basis for assessment of performance for the five academic categories of Teaching and Research, Teaching Focused, Research Focused, Clinical Academic and Teaching Associate.
- (3) Academic employees, other than casual employees, employed for more than one year consecutively will participate in the APD process. All academic employees completing the APD process will have their performance assessed against relevant Domains: Research, Teaching, Supervision and Researcher Development, and Citizenship and Service.
- (4) The APD process is comprised of regular discussions about performance between supervisors and their employees and an annual review. This review will assist in employee development and career planning, assessment of achievements and performance, and recommendations relating to the formal processes at UQ, including Continuing Appointment, Promotion, Special Studies Program and incremental progression.

Section 2 - Principles and Key Requirements

- (5) The APD process provides an opportunity for employees and their supervisors to:
- summarise the employee's performance, propose objectives for the next year, discuss development, career aims and advancement, including promotion;
 - discuss key objectives with probationary employees during their probationary period and towards their mid-term and final reviews;
 - align individual objectives with the strategic objectives of the Organisational Unit, and workload requirements;
 - exchange effective feedback about performance;
 - clarify expectations of the employee's duties and performance;
 - enhance individual and organisational performance;
 - discuss UQ's direction and any operational changes so that individuals are clear how they contribute to the effectiveness and efficiency of the organisation; and
 - support UQ's equity, diversity and inclusion objectives.
- (6) Each academic employee is to have a nominated supervisor who is responsible for assessment of their performance.

(7) The whole process, from the completion of the documentation to the conduct of the APD meeting and at conclusion, the formulation of recommendations that have been generated, should be dealt with through an open and transparent process.

Section 3 - Roles, Responsibilities and Accountabilities

Supervisor

(8) All supervisors should undertake relevant training with respect to performance development and assessment techniques as well as the relevant policies, procedures, and Enterprise Agreement clauses.

Executive Dean, Institute Director or Deputy Vice-Chancellor

(9) Any disputes about the process or outcomes of the APD process can be referred to the employee's relevant Executive Dean, Institute Director or Deputy Vice-Chancellor for resolution, in order that an agreed program of action for the coming year can be determined.

Chief Human Resources Officer

(10) The Chief Human Resources Officer is responsible for ensuring systems are in place for delivery of performance processes, supervisors are provided with training and development opportunities in support of the APD process and that process and timing requirements are communicated to employees.

Section 4 - Monitoring, Review and Assurance

(11) The Chief Human Resources Officer, in consultation with the Provost, will be responsible for the continual monitoring of the effectiveness and application of this Policy.

Section 5 - Recording and Reporting

(12) All documentation associated with the Annual Performance and Development process will be retained within the Human Capital Management System (Workday) in the relevant employee's record.

(13) Reports to assess annual process completion rates will be produced by the Human Resources Division to assist with monitoring, review and quality assurance.

Section 6 - Appendix

Definitions

Term	Definition
Domains	The four areas of performance expectation: Research, Teaching, Supervision and Researcher Development, and Citizenship and Service.
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026 , or as amended or replaced.

Status and Details

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Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division