

Name of Policy	Performance Recognition and Reward for Academic Staff Policy
Description of Policy	This policy read in conjunction with the Performance Review and Planning Program for Academic Staff, provides for performance related recognition and/or reward based upon the achievement of performance objectives.
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

Human Resources

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice-Chancellor's Approval Date	06 March 2008

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1. Background Information

The Mission of Australian Catholic University embraces “a commitment to quality in teaching, research, and service ... [It] has a primary responsibility to provide excellent higher education for its entire diversified and dispersed student body”. In seeking to realise these goals of its Mission Statement, Australian Catholic University is committed to:

- making a distinctive contribution to the Catholic intellectual tradition;
- excellence in teaching and learning, research and scholarship, and internationalisation;
- community engagement linked to staff’s professional expertise in teaching and learning, and research and scholarship;
- fostering the University community – students, staff, alumni and partners;
- quality and effective governance and administrative processes; and
- optimal utilisation and growth of resources.

2. Policy Statement

The University recognises that one means by which it can enhance performance management is by aligning high level performance with appropriate recognition and/or reward. Performance objectives will be set and assessed through the Academic Staff Performance and Review Planning Program.

The University is committed to operating an effective performance review and development process for academic staff, linked to the achievement of individual School, Faculty and University goals within the overall framework of the *Australian Catholic University Revised Strategic Plan 1999-2008*. The Academic Staff Performance and Review Planning Program provides the principal framework for identifying, developing and evaluating academic performance. For demonstrated excellence in performance, it also provides the means upon which to base a recommendation to the Faculty Executive Dean on performance recognition and reward.

3. Policy Purpose

This Policy, which should be read in conjunction with the Performance Review and Planning Program Policy and Procedures for Academic Staff, provides for performance related-recognition and/or reward based upon the achievement of performance objectives.

4. Application of Policy

All academic staff will participate in a performance planning and review process. For most academic staff, this is the Performance Review and Planning Program for Academic Staff. For academic staff serving a period of probation, the alternative processes are the Academic Staff Interim and Final Probation Reviews. Casual academic staff will have their performance reviewed in line with the Performance Management for Casual Staff Policy.

5. Procedures

Performance Review and Planning Program for Academic Staff

The Performance Review and Planning Program provides academic staff and their nominated supervisor, who is normally the relevant Head of School, with the opportunity to:

- determine work priorities, workload and performance expectations over the next period;
- discuss the staff member’s plans to take annual, long service and other forms of leave;
- provide feedback in relation to performance;
- identify the support that will be provided for professional and career development;
- discuss and identify assistance and support that will be provided to improve performance where performance is assessed as requiring improvement; and
- discuss other personal and work issues that may impact on work performance.

Annual Work and Development Plan

The Performance Review and Planning Program for Academic Staff will require the development of an annual work and development plan incorporating performance expectations linked to University and Faculty plans and development needs. The work and development plan will be prepared, agreed and signed between the academic staff member and the nominated supervisor. The work and development plan will be appropriate for the staff member's Minimum Standards for Academic Levels (MSALs). Neither the nominated supervisor nor the staff member will unreasonably withhold agreement to the work and development plan. In addition the nominated supervisor will provide the staff member with a formal academic workload consistent with the Australian Catholic University Workload Policy.

Informal Process

As well as a formal annual performance review under the Performance Review and Planning Program for Academic Staff, the process also incorporates regular informal discussions between academic staff and their nominated supervisor about matters relating to their work and workplace. Such informal meetings may be initiated at the request of the staff member and/or the nominated supervisor.

Performance Recognition and Reward

The Performance Review and Planning Program for Academic Staff will be integrated with arrangements in relation to performance recognition and/or reward under this Policy and Procedures.

For staff demonstrating outstanding performance, such as exceeding their work and development plan, performance-related remuneration will be recognised and rewarded, as appropriate by, for example:

- subsidising staff attendance at international conferences, scholarly visits to other institutions and study tours;
- supporting attendance at Australian Vice-Chancellors' Committee (AVCC) workshops and other significant leadership training programs;
- nomination as a mentor or senior Faculty representative in recognition of such staff members' performance achievements;
- nomination of staff for senior leadership roles, e.g. as a member of AVCC, government and other significant national or state-based committees, in recognition of such staff members' performance achievements;
- resources allowance for achievements in research and/or teaching and learning activities;
- nomination for consideration for support through the Vice-Chancellor' Initiatives Fund;
- secondment to other academic and professional institutions;
- nomination and institutional assistance in applying for various awards, e.g. Carrick Awards for Australian University Teaching (CAAUT) and Business and Higher Education Round Table (B-HERT) awards; or,
- accelerated incremental progression.

Where this recognition involves financial rewards, indicative levels of funding would be:

- international conference (\$1,000-\$2,000);
- support of teaching and learning activities (such funding could be utilised, in whole or part, to reduce teaching workload) (\$500-\$5,000);
- support of research activities (such funding could be utilised, in whole or part, to reduce teaching workload) (\$1,000-\$5,000);
- staff development activities (\$200-\$2,000).

Outstanding performance is achievement that attains demonstrable excellence in relation to the staff member's Minimum Standards for Academic Level (MSAL) or exceeds the expectations of that MSAL. It is performance that can be readily and fairly differentiated from the normal level of performance expected at the respective MSAL. Such outstanding performance will be identified and documented through the Performance Review and Planning Program for Academic Staff.

Outstanding performance may involve, but is not limited to, one or more of the following elements to an extent beyond normal requirements:

- Innovation;
- Initiative;
- Quality;
- Exceptional productivity, achievement and/or effort;
- Demonstrated exceptional community and/or partner satisfaction; and
- Leadership.

Approvals

Recommendations for recognition of performance will be made by the Head of School to the Faculty Executive Dean using the designated proforma and providing demonstrable evidence of outstanding achievement. Each March the Faculty Executive Deans and the Deputy Vice-Chancellor (Academic) will meet to consider recommendations and determine the allocation of rewards. The office of Academic Affairs will maintain a register of approved rewards.

6. Accelerated Incremental Progression

Conditions

Consideration may be given to granting an additional increment within the relevant level or, if a staff member is at the top incremental level, to the first step of the next level in the salary scales. This may apply in cases where the nominated supervisor has over two successive years assessed the staff member in an annual review under the Performance Review and Planning Program for Academic Staff to be at a level of excellence above a score of 5 indicating that she/he has consistently exceeded expectations.

Recommendation

Recommendations for accelerated incremental progression shall include information that clearly demonstrates the staff member's performance level, using the nominated supervisor's assessment under the Performance and Review Planning Program for Academic Staff annual appraisal/review.

The Head of School shall submit a recommendation for accelerated incremental progression, through the Executive Dean of the Faculty, to the Deputy Vice-Chancellor (Academic) for approval, using the Recommendation for Accelerated Increment form.

Implementation

Staff members will be advised in writing regarding their accelerated increment by staff of the Human Resources.

Effective Date

The effective date of accelerated incremental progression shall be the date of the staff member's performance review, which led to the recommendation for the accelerated incremental progression. This date shall become the staff member's incremental date for future incremental advancement.

7. Regression of Accelerated Incremental Progression

If the performance of a staff member, whose performance has been recognised through accelerated incremental progression, declines such that she/he no longer meets the criteria outlined in section 6.1, then the accelerated incremental progression may, on the recommendation of the nominated supervisor and with the approval of the Executive Dean of the Faculty, be cancelled following an annual performance appraisal/review that does not support continuation of the arrangements.

8. Policy and Procedures Review

The University may make changes to the Policy and Procedures from time to time to improve the effectiveness of their operation. In this regard, any staff member who wishes to make any comments about the Policy and Procedures may forward their suggestions to the Director, Human Resources.

9. Further Assistance

Any staff member who requires assistance in understanding the Policy and Procedures should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, staff members should contact the Human Resources Consultant responsible for their campus.