



Performance Review, Management and Recognition Policy

Policy Category	Administration
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Policy owner	Chief Executive Officer
Responsible Officer	Chief Executive Officer
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Contact Officer	Registrar
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Related Documents	Performance Review, Management and Recognition Procedure Staff Grievance Policy Staff Grievance Procedure Scholarly Activity Policy Scholarly Activity Procedure Staff Code of Conduct Staff Professional Development Policy Staff Professional Development Procedure Diversity and Equity Policy Management of Personal Information Policy Management of Personal Information Procedure Professional Development Schedule

1. Purpose

The intent of this Policy and the associated Procedure is to promote a fair process in evaluating and managing employee performance and to provide appropriate opportunities for professional development and recognition at the Australian Institute of Higher Education Pty Ltd ('the Institute').

2. Principles

Key principles informing this Policy are:

- The Institute is committed to cultivating an environment which upholds and values the performance of all its employees;
- The Institute ensures staff have a clear and agreed sense of their work, role and individual performance objectives and how these fit within the organisational objectives and the overall planning framework of the Institute;
- The Institute will ensure a process is in place for monitoring and recognising the achievements of individual staff; and
- That the Institute actively fosters and supports a culture of continuous development and improvement.

3. Context

This Policy and the associated Procedure have been developed to ensure there are consistent, fair and systematic processes in place when addressing performance issues and recognising achievements. It covers the rules, standards and guidelines of the Institute's philosophy in recognising achievement, managing performance of employees, providing performance feedback and establishing a performance improvement plan.

4. Scope

This Policy applies to all academic (permanent and casual/sessional) staff, and all administration (permanent and casual) staff employed by the Institute.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

The performance review process is a joint responsibility between an employee and their Manager. Performance reviews provides an opportunity for employees and Managers to work together in a structured way.

Performance reviews will:

- Assist employees to be fully aware of their responsibilities and duties and the effect these have on the Institute's operations;
- Allow for the provision of feedback to individual employees on their performance;
- Allow for the identification of employees who continue to have high quality performance enabling them to be recognised and rewarded;
- Allow for the identification of employees whose performance is of concern and may require improvement or remedial action; and
- Allow for the provision and discussion of professional development and/or scholarship. Refer to the *Scholarly Activity Policy* and associated Procedure and the *Staff Professional Development Policy* and associated Procedure for further information.

6.1 Appeals

Any appeals in relation to the performance management and recognition process will be addressed in accordance with the *Staff Grievance Policy* and associated Procedure.

7. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at April 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template Restructured document, added box at beginning Revised/edited content	6 July 2016	6 August 2016
2017-1	Registrar	Updated content.	19 April 2017	20 April 2017