

# Performance, Planning and Review (PPR) - Procedures

## 1. Purpose

1.1 These procedures outline the process for participation in the annual Performance, Planning and Review (PPR) process. PPR provides a framework for regular, accurate and constructive information and feedback to staff about their performance and can identify areas for future development and improvement.

## 2. Scope and application

2.1 These procedures apply to all ongoing and fixed-term staff, and those Casual Academic staff who choose to participate in the PPR process as per the University of the Sunshine Coast Enterprise Agreement.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Overview

4.1 PPR is a three-stage, cyclical process:

- Stage one: Preparation
- Stage two: PPR discussion
- Stage three: Follow up

## 5. Nomination of PPR supervisor

5.1 When a staff member is appointed to an ongoing or fixed-term position, the staff member's supervisor is nominated in the letter of offer or confirmation and on the position description/role statement.

(a) For Academic staff, the supervisor may be a senior staff member within a discipline group. Where a supervisor is a senior staff member within a discipline group, the PPR outcomes will be signed off by the Head of School.

(b) For Professional staff, the PPR supervisor is normally the person to whom the staff member reports in the organisational structure.

(c) The roles of the PPR supervisor include:

- (i) fostering the staff member's success at work;
- (ii) ensuring the expectations and priorities of the position the staff member holds are clear, and for Academic staff, reflect the expectations of the Academic Performance Standards;
- (iii) establishing performance and development goals in consultation with the staff member;
- (iv) ensuring that performance and development goals are developed within the context of the work area's plans and priorities, top level plans and the University's Strategic Plan;
- (v) mentoring and providing advice and support, including staff development;
- (vi) monitoring and reviewing performance;
- (vii) providing and receiving constructive feedback; and
- (viii) maintaining records of PPR meetings, including PPR goals.

## 6. PPR training

6.1 All staff undertake relevant PPR training prior to participating in a PPR discussion.

APPROVAL AUTHORITY

Chief Operating Officer

RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

DESIGNATED OFFICER

Director, People and Culture

LAST AMENDED

16 February 2022

REVIEW DATE

28 November 2022

STATUS

Active

(a) Each staff member participates in general PPR training, which is available online, to ensure the principles, purposes and practice of PPR are understood prior to commencement of the first PPR cycle.

(b) PPR supervisors participate in PPR supervisor training prior to commencing PPR discussions with staff.

## 7. The PPR cycle

### 7.1 Stage one: Preparation

7.1.1 The staff member and the PPR supervisor prepare separately for the annual PPR discussion.

7.1.2 To prepare, the staff member establishes or updates their PPR portfolio.

7.1.3 A staff member who is serving a period of probation will participate in a probation meeting in lieu of PPR during the probation period.

7.1.4 A PPR portfolio aims to provide a structured framework that encourages the staff member to reflect systematically on their work and career. It is a collection of documents which includes:

(a) a work profile which comprises a current curriculum vitae and a current position description/role statement for the position the staff member holds;

(b) a self-evaluation statement, in which the staff member reflects on their performance and development. The level and complexity of the position the staff member holds often influences the length of the statement;

(c) analysing feedback from a comprehensive and balanced range of sources can be useful in the preparation of a self-evaluation statement; and

(d) a record of the goals from the last PPR discussion or the probation plan.

7.1.5 The staff member gives their PPR supervisor a copy of the PPR portfolio, allowing enough time for the PPR supervisor to read and reflect on it before the PPR discussion.

7.1.6 The PPR supervisor ensures the staff member understands the requirements of the position they hold and how it relates with other positions in the organisational unit and the University more broadly and is able to review the staff member's performance and development and give constructive feedback.

### 4.2 Stage two: PPR discussion

7.2.1 Any review of performance is based on the current position description, and the achievement of performance and development goals from the last PPR discussion or the probation plan, and for Academic staff, the Academic Performance Standards.

7.2.2 The PPR discussion will occur at least once each calendar year.

7.2.3 The PPR supervisor and the staff member meet formally to:

(a) review and discuss achievement of the performance and development goals from the last PPR discussion or the probation plan;

(b) reach agreement on specific and measurable goals and priorities for performance and development; and

(c) discuss and determine the support required to achieve the agreed goals.

7.2.4 For Academic staff, work allocation and the balance between teaching, research and engagement activities within the work allocation are discussed during the PPR discussion.

7.2.5 The taking of recreation leave is an important aspect in maintaining an appropriate work-life balance and leave plans should be developed and agreed during PPR discussions.

7.2.6 At the completion of the PPR discussion, there is a clear understanding between the staff member and the PPR supervisor about the performance and development goals to be achieved and the actions to be initiated by both to achieve the goals.

7.2.7 Once a PPR is signed off by all parties, a copy of each staff member's PPR is to be kept with the PPR Supervisor and for Academic staff, a copy provided to the Head of School as appropriate.

### 7.3 Stage three: Follow up

7.3.1 Following up to ensure the PPR goals are achieved is an essential characteristic of the PPR process.

7.3.2 The staff member and the PPR supervisor continue to work together to implement and monitor the achievement of the PPR goals and meet as often as needed throughout the PPR cycle to discuss progress and review and/or modify goals, if circumstances require.

## 8. Relationship to the University's Enterprise Agreement

8.1 PPR derives from the University's Enterprise Agreement. PPR is not the process by which a supervisor deals with unsatisfactory performance. If a staff member's performance is considered unsatisfactory, the Unsatisfactory Performance provisions in the Enterprise Agreement are implemented, and the supervisor should contact People and Culture as soon as practicable. This process is separate from PPR.

END

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### RELATED DOCUMENTS

- Academic Position Classification - Guidelines
- Performance Management - Operational Policy

### LINKED DOCUMENTS

- Performance Management - Operational Policy

### RELATED LEGISLATION / STANDARDS

- University of the Sunshine Coast Enterprise Agreement