



PERFORMANCE MANAGEMENT TIMELINE 2009 / 2010

2009

SEPTEMBER

- HR will meet with Deans/Executive Directors/DVC's to discuss Performance Management (PM) for 09/10. Deans will identify new Heads of School who require training from HR.
- HR will hold 2 information sessions via videoconference for Academic Staff new to PM. (i.e. recently completed probation).
- HR will train designated PM officers to use spreadsheets for recording Academic PM data.
- HR will distribute spreadsheets to designated PM officers, who will check spreadsheets prior to distribution within their areas.
- Faculties/ Centre's/ Divisions will hold meetings to undertake **moderation** process. PM supervisors will meet to discuss allocation of performance ratings to ensure they are applied consistently and fairly in alignment with University standards. This process occurs *prior to* commencement of annual PM meetings for Academic Staff and again in January for General Staff.

Moderation is the process by which CSU ensures consistency and equity in the way the scheme is applied across the Faculties/Divisions. Deans and Executive Directors have oversight of the effectiveness and application of the Performance Management Scheme in their Faculty/Division which includes:

- ***planning at the Faculty/Divisional level about the expectations of performance to achieve operational and strategic objectives***
- ***reporting on the outcomes of the annual performance management process***
- ***approving the recommendations from supervisors about appropriate actions associated with outstanding performance***
- ***managing any disputed assessments and***
- ***approval of assessment of those cases that do not meet performance expectations.***

OCTOBER

- **Academic Staff Performance Meetings commence 1/10/2009.**
- HR will conduct PM training for General staff and commence rollout of online PM module.

NOVEMBER

- **Academic Staff Performance Meetings conclude 30/11/2009.**
- HR will continue PM training and development for General staff and rollout of online module.

DECEMBER

- Heads of School/ Centre Directors/ Executive Directors will send completed academic spreadsheets to their designated PM officer, who will forward on for approval where applicable.

2010

JANUARY

- Designated PM officers return Academic spreadsheets via email to HR@csu.edu.au by 31/1/2010 to enable salary progression and reporting to be completed by end of February.
- Faculties/ Divisions will again meet to undertake the **moderation** process. PM supervisors will meet to discuss allocation of performance ratings to ensure they are applied consistently and fairly in alignment with University standards. The process occurs *prior to* commencement of annual PM meetings for General Staff.

<p>FEBRUARY</p>	<ul style="list-style-type: none"> • <u>General Staff Performance Meetings commence 1/3/2010.</u> • HR will continue PM training and development for General staff and rollout of online PM module. • HR provides report to SEC based on PM outcomes of Academic Staff. • Dean/Executive Director/DVC issue letters of congratulations to Academic Staff rated as “Exceeds” or “Outstanding”. Workplace recognition of these staff occurs i.e. morning tea, staff lunch etc. • Dean/Executive Director/DVC select and notify recipients of Academic Awards – from those who receive a rating of “outstanding”. HR will request notification and will organise internal funds transfers for the professional development of the award recipients.
<p>MARCH</p>	<ul style="list-style-type: none"> • Common Anniversary Date for salary progression for Academic Staff <u>1/3/2010.</u> • Vice-Chancellor’s Award nominations will be invited from 1/3/2010. • <u>General Staff Performance Meetings conclude 31/3/2010.</u>
<p>APRIL</p>	<ul style="list-style-type: none"> • HR provides report to SEC based on PM outcomes of General Staff. • Dean/Executive Director/DVC issue letters of congratulations to General Staff rated as “Exceeds” or “Outstanding”. Workplace recognition of these staff occurs i.e. morning tea, staff lunch etc. • Dean/Executive Director/DVC select and notify recipients of General Staff Awards – from those who receive a rating of “outstanding”. HR will request notification and will organise internal funds transfers for the professional development of the award recipients.
<p>MAY</p>	<ul style="list-style-type: none"> • Vice-Chancellor’s Award nominations will close <u>31/5/2010.</u> • <u>Executive Staff PM Meetings conclude 31/5/2010.</u>
<p>JUNE</p>	<ul style="list-style-type: none"> • Common Anniversary Date for salary progression for General Staff <u>1/6/2010.</u> • Vice-Chancellor’s Awards selection committees meet to select award recipients.
<p>JULY</p>	<ul style="list-style-type: none"> • Common Anniversary Date for salary progression for Executive Staff <u>1/7/2010.</u> • Vice-Chancellor’s Award recipients announced via What’s New. HR will coordinate combined Faculty/Division/ Vice-Chancellor’s Awards ceremonies to be held at Bathurst, Wagga, Thurgoona and Orange/Dubbo campuses. • HR will publish annual PM report by <u>31 July 2010</u> and undertake a review of the PM Scheme.