# Academic Staff Supervision and Performance Review Policy

| Version number | 4 |
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| Approved by | Academic Board |
| Date of approval | 31/12/2021 |

## Purpose

Sydney Institute of Higher Education (**SI**) is committed to promoting and protecting academic excellence and integrity in its higher education operations and acknowledges that an essential part of achieving this is maintaining an effective academic staffing complement appropriate to SI's academic and strategic objectives.

This *Academic Staff Supervision and Performance Review Policy* establishes the principles of robust supervision and performance review for academic staff at SI, including the sources of feedback used to evaluate staff performance. It then outlines the responsibilities of supervisors, the process of annual performance reviews for all academic staff, and the potential outcomes of reviews.

## Scope

This policy applies to all academic staff and their managers at SI.

## Principles

Effective supervision of academic staff activities is essential to the quality and outcomes of all teaching and scholarship conducted at SI.

Part of effective supervision is annual performance reviews, which allow academic staff to receive feedback and plan strategies to maintain and improve their performance, including professional development strategies.

SI will use the following data to guide reviews of academic staff member performance:

- Student feedback surveys, including the *Unit and Teaching Evaluation Survey* (**UTES**)
- Progress against key performance indicators and chosen goals for the year
- Feedback from colleagues and mentors

## Procedures

*Workforce Planning*

SI engages in workforce planning on an annual basis in order to ensure that it staff can fulfil the educational, support, and administrative needs of students for the duration of their studies.

SI Dean will ensure that its academic staff complement is sufficient to engage students in intellectual inquiry and provide students with the necessary support to achieve academic success.

Planning occurs through the annual review of staffing requirements, and the development of the *Workforce Plan* every five years.

### *Supervision*

All academic staff members will have a supervisor. The supervisor will:

- Ensure that all new staff undergo induction
- Be available to mentor, give advice, and provide feedback to academic staff members
- Conduct annual performance reviews of academic staff members
- Keep records of the performance reviews that they carry out, including forms and plans generated during the reviews.

Any staff member who does not fully meet the requirements for academic staff (outlined in the *Workforce Policy)* will be supervised at all times by a staff member who does meet the requirements.

### *Workload management*

Workload management for academic staff will factor time in for research and development, in addition to contributions to SI's external engagement activities and service to academic committees or the work of the *Academic Board*, as necessary.

Supervisors will regularly review staff workloads and report where workloads become excessive. This will occur through regular meetings with staff throughout the year in which priorities and issues are discussed.

It is expected that peak periods during the academic cycle each year will result in higher than normal workload expectations from staff. However, these should be off-set by regular quieter periods outside of these times.

When supervisors observe high-intensity workloads continuing after an expected peak period and continuing through the rest of the term or year, they should report this to the relevant member of *Executive Management Team* and may submit a recommendation for the recruitment of additional staff to meet expectations.

Proposed staffing expansion should be submitted to the *Corporate Governance Board* for review where multiple positions are proposed.

Academic staff who feel at risk of taking on excessive teaching loads at the expense of research output will report this to the Dean.

### *Annual planning day*

In accordance with the *Academic Staff Performance Review and Development Policy*, SI will hold an

annual planning day for all academic staff in which the following will be shared:

- Teaching resources
- Developments in teaching and learning best practice
- Reports from Program Directors on the strengths and weaknesses of their programme
- Changes in SI policies and procedures or in any aspect of programme design
- Feedback on academic staff performance
- Data and information collected on student progression and student access to support services.

*Annual performance review*

Full time, part-time and casual staff members will have a performance review each year.

Performance review attendance is compulsory for all academic staff.

The schedule for performance reviews shall be distributed at least one month prior to the performance review period. Staff members may reschedule their performance review twice at maximum.

Before each performance review, staff members are asked to complete a self-assessment and supervisors will compile notes on the staff member's performance. These will form the basis of the discussion during the annual performance review.

Annual performance reviews are an opportunity for academic staff to:

- Reflect on their performance, both strengths and weaknesses
- Receive feedback on their performance, including student feedback survey results
- Establish goals and key performance indicators for the next year in their position at SI.
- Recommend professional development activities for the upcoming year

Supervisors will:

- Discuss the above topics with academic staff
- Inform academic staff of any upcoming changes in SI operations that may affect them
- Re-iterate the roles and responsibilities of academic staff members to ensure clarity
- Collaborate with staff in identifying goals and KPIs over the forthcoming period
- Help the staff member identify any professional development that would add value to their performance, and support them in undertaking that professional development

*Outcomes*

Staff members who show outstanding performance may be recommended for a promotion or pay increment.

Professional development activities scheduled for the year will be chosen based on staff suggestions during performance reviews.

Any disputes arising from the annual review will be referred to the Dean, or if the Dean is the supervisor, the President

# Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the <u>Dean</u> and other supervisory staff.

The Academic Board will review all periodic reports from relevant staff members, in accordance with the *Compliance Calendar*.

Additionally, the Academic Board will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct on an ongoing basis.

Based on these monitoring activities, the Academic Board, in line with the Compliance Calendar, shall provide a report to the Corporate Governance Board and ensure that findings are taken into account in planning, quality assurance and improvement processes.

# Definitions

**Academic Board:** the governing body responsible for academic matters, including teaching and learning, programme approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* reports to the *Corporate Governance Board*.

**Academic staff:** staff employed at SI in a learning and teaching or research capacity.

**Dean:** the most senior member of academic staff at SI who is the principle point of contact between the *Corporate Governance Board*, the *Academic Board*, and academic staff.

**Key Performance Indicator (KPI):** a measurable value that demonstrates how effective an academic staff member is in achieving key responsibilities of their role.

**Performance review:** a management activity carried out annually between the nominated supervisor and the academic staff member, to assess the performance of the academic staff member and identify any potential areas for improvement. Professional development plans are created and updated as part of the annual review process.

**Professional development:** role-related learning and development opportunities that broaden the scope of an employee's professional capabilities in their role. Professional development may include formal activities such as academic programmes, seminars, workshops, industry accreditation, or informal learning such as on-the-job training.

**Student feedback survey:** a survey completed by students at the end of each term, used by SI to determine student satisfaction with regards to all learning and teaching processes.

# Review schedule

This policy will be reviewed by the *Academic Board* every three years.

| Version History | | | | |
|---|---|---|---|---|
| Version number: | Approved by: | Approval date: | Revision notes: | Next review date: |
| 1 | Academic Board | 11/04/18 | Approved | |
| 2 | Academic Board | 5/9/18 | Minor definition changes | |
| 3 | Academic Board | 28/01/2019 | Revised position titles | 28/01/2021 |
| 4 | Academic Board | 31/12/2021 | No change. Periodic Review. | 31/12/2024 |

## Related Documents

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|---|---|---|
| ➡ | 🗋 | Unit and Teaching Evaluation Survey (UTES) |
| ➡ | 🗋 | Academic Staff Supervision and Performance Review Policy |
| ➡ | 🗋 | Professional Development Policy |
| ➡ | 🗋 | Workforce Policy |
| ➡ | 🗋 | Unit and Teaching Evaluation Methodology |
| ➡ | 🗋 | Workforce Plan |
| ➡ | 💼 | Dean |
| ➡ | 💼 | President |
| ➡ | 🗋 | Academic Board - Terms of Reference |
| ➡ | 🗋 | Corporate Governance Board - Terms of Reference |