

# Casual Teaching Staff Performance Planning and Review Policy (GC)

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ABN 38 076 195 027

## Document

<b>Document Name</b>	Casual Teaching Staff Performance Planning and Review Policy (GC)
<b>Brief Description</b>	This Performance Planning & Review Policy for casual teaching staff facilitates discussions between a staff member and supervisor in order to ensure expectations of both are being met and that outcomes contribute to achieving the objectives of the College in providing quality education for students.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	25/02/2008
<b>Authorising Body</b>	Management Committee

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
10/08/2022	3	Updated to reflect new form for casual staff PPP	Academic Director

## Related Documents

Name	Location
Professional Development Policy	<a href="#">Policy HUB</a>
Professional Practice Plan Questionnaire 2022	<a href="#">PDF</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Casual Teaching Staff Performance Planning and Review Policy sets out the approach of Griffith College relating to the management of staff performance.

## 1.2 Purpose

The purpose of this Policy is to facilitate discussions between a staff member and supervisor in order to ensure expectations of both are being met and that outcomes contribute to achieving the objectives of the College in providing quality education for students. This Policy also provides the opportunity to promote and monitor professional development and succession planning and to recognise achievements.

## 1.3 Scope

This Policy applies to all Griffith College Casual Staff.

# 2 Policy Statement

## 2.1 Frequency

A formal performance review meeting will be conducted with each teaching staff member on an annual basis.

Ongoing discussions between teaching staff and the Program Convenor, Director, Student and Academic Services and the Academic Director will occur throughout the year.

Interim reviews can be held during the year where requested by the staff member or Program Convenor, to ensure progress towards objectives.

## 2.2 Process

The Professional Practice Plan Review Form is suggested as the tool to assist staff prepare for the annual review meeting. Through a consultative approach, performance objectives and plans will be developed. Discussions will include reference to:

- Student Evaluation of Courses and Teaching
- Learning and Teaching Plan
- Professional Development/Scholarship Log
- Course Outline (for Course Coordinators)
- Formal Review of Courses outcomes (for Course Coordinators)
- Any unsolicited student / staff feedback / student survey recommendations

# 3 Responsibilities

Responsibility	CDP	QCM	AD	DSA S	PC	AB	L&T	All
Maintain currency of policy	A	C	R					I
Conduct PPP interviews and monitor PD log engagement on an annual basis		C	A		R	I	S	
Ensure ongoing monitoring and evaluation of		C	A			I	R	

planned activities recorded in ROAD for teaching staff								
Ensure qualifications align to HES requirements								
<p>CDP = College Director &amp; Principal, QCM = Quality &amp; Compliance Manager, AD = Academic Director, DSAS = Director, Student &amp; Academic Services, DMA = Director, Marketing &amp; Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee, L&amp;T = Learning &amp; Teaching Committee</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>								

## 4 Compliance

### 4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications and through staff inductions.

### 4.2 Relevant Legislation

Higher Education Standards (Threshold Standards) 2021:

- 3.1.2: Course Design
- 3.2.3: Staffing - Scholarship directly associated with informing teaching and learning, including disciplinary scholarship.

### 4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

### 4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive

### 4.5 Process Flowchart for Professional Practice Plan (Academic Staff)

## Professional Practice Plan (PPP) Workflow

