55. WORK PLANNING AND PERFORMANCE REVIEW

55.1 This Clause 55 does not apply to Casual Staff Members or Staff Members on a Fixed Term Appointment of less than 12 months.

55.2 Staff Members and their Line Managers will work cooperatively to develop and implement annual work plans.

55.3 All Staff Members will complete an annual work plan, setting out details of current activities and development needs.

55.4 The work plans will normally take account of the following:

a) the strategic goals and outcomes that reflect individual, team and organisational needs;

b) how progress towards these goals will be monitored;

c) how the results and outcomes of these goals will be assessed;

d) how the University will support the ongoing professional and career development of the Staff Member;

e) how the University will give the Staff Member opportunity to access appropriate career development and training support as may be necessary for their role and responsibilities;

f) the expectations of the Staff Member and their Line Manager about professional responsibilities and the role the Staff Member plays in the University;

g) in the case of an Academic Staff Member, the workload allocation plan developed in accordance with Clause 22, Hours of Work and Workload (Academic Staff).

55.5 These plans may form the basis for coaching/mentoring and for reviewing individual performance, and may be used for performance bonuses.

55.6 The University may use data generated through the process of student evaluation of teaching and learning for the purposes of assessing an Academic Staff Member’s performance only in conjunction with other sources of information which will also be considered for the assessment purpose.

55.7 Any process for dealing with Unsatisfactory Work Performance will be formally separate from those relating to work planning and performance review and will ensure that Natural Justice and Procedural Fairness is observed and practised.
Issues of Unsatisfactory Work Performance will be addressed by Line Managers in accordance with Clause 73, Management of Unsatisfactory Work Performance.

[Comments]

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<td>14/10/jv</td>
<td>Moved text from clause 57 Student Evaluation of Teaching and Learning to 55.6</td>
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