



DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ADMINISTRATIVE	5	
GOVERNANCE	1	
GOVERNANCE	3	
NUMBER	005	
Policy Database Document Reference Number 513005D		

PERFORMANCE MANAGEMENT PROCEDURE - VICE-CHANCELLOR

Parent Policy Title	Performance Management Policy																
Associated Documents	<p>Procedure for Performance Management – Senior Appointments</p> <p>Procedure for Performance Management – Academic Staff</p> <p>Procedure for Performance Management – Administrative Staff</p>																
Preamble	<p>Under the La Trobe University Act (1964) Council has the responsibility for appointing and monitoring the performance of the Vice Chancellor as chief executive officer of the University. The Chancellor takes advice from and acts on behalf of Council in the formal performance review.</p>																
General	<p>The performance of the Vice-Chancellor is reviewed against the University Strategic and Operational Plans and his/her role description as outlined in Statute 12 and the contract of employment. The formal meetings described in this procedure for performance management do not preclude other more frequent meetings between the Chancellor and Vice-Chancellor.</p>																
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1. Goal setting meeting	<p>The Chancellor and Vice-Chancellor will meet in January to set goals and targets for the forthcoming year, against the University Strategic and Operational Plans, the role description from Statute 12 and any other duties detailed in his/her contract of employment.</p>																
2. Mid term review	<p>The Chancellor and Vice-Chancellor will meet in June to monitor progress towards the goals specified in the goal setting meeting. Events that affect the progress towards these goals will be noted and documented and any revisions to goals will be specified.</p>																
3. Evaluation meeting	<p>The Chancellor and Vice-Chancellor will meet in December prior to the final Council meeting for the year to review success in achieving the goals and targets outlined in the goal setting meeting and as revised in the mid term review. The Vice-Chancellor will produce evidence relevant to the goals.</p>																

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4. Council evaluation	At its December meeting Council holds an 'in camera' session to provide input to the performance review of the Vice-Chancellor. The Chancellor collates the Council input and the results of the evaluation meeting with the Vice-Chancellor.
5. Satisfactory Performance	If the Chancellor is satisfied that the performance of the Vice-Chancellor warrants a performance bonus, a recommendation is made by the Chancellor to the Remunerations Committee that a bonus proportionate to the degree of satisfactory performance should be awarded.
6. Unsatisfactory Performance	If the Chancellor determines that the performance of the Vice-Chancellor is unsatisfactory, the Vice-Chancellor is formally advised, with the substantive matters of concern clearly identified and documented, and a process is instituted to manage the unsatisfactory performance. The procedures to be followed in addressing these matters, including specific goals and timelines to be met by the Vice-Chancellor, and the range of possible future actions by Council in response to the Vice-Chancellor's progress towards these goals are also to be documented.
7. Right of appeal	If the Vice-Chancellor regards the process described above to have not been appropriately followed, he/she has the right to have the matter referred to the University Ombudsman.
Status	New documentation of existing procedures
Approval Body	Council
Initiating Body	Chancellor
Definitions	
Date Effective	December 2008
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Keywords	Vice-chancellor, performance review, performance management
Owner/Sponsor	Chancellor
Author	Pro Vice-Chancellor (Quality Enhancement)
Contact person or unit	Executive Director, People and Culture