



DOCUMENT TYPE	D	 <b>LA TROBE</b> UNIVERSITY
ADMINISTRATIVE	5	
GOVERNANCE	1	
GOVERNANCE	3	
NUMBER	006	
		Policy Database Document Reference Number <b>513006D</b>

## PERFORMANCE MANAGEMENT PROCEDURE– SENIOR APPOINTMENTS

<b>Parent Policy Title</b>	Performance Management Policy															
<b>Associated Documents</b>	Procedure for Performance Management – Vice-Chancellor Procedure for Performance Management – Academic Staff Procedure for Performance Management – Administrative Staff															
<b>Preamble</b>	In order to ensure that the work of its Senior Appointments appropriately reflects and supports the University’s strategic directions, the performance of Senior Appointments will be monitored against the Strategic and Operational plans and the duties and responsibilities in individual position descriptions as outlined in their contract of employment.															
<b>General</b>	The formal meetings described in this procedure for performance management do not preclude other more frequent meetings between the Senior Appointee and their Senior Line Manager															
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<b>1. Goal setting meeting</b>	The Senior Appointee and his/her Line Manager will meet before the end of February each year to finalise goals and targets for the forthcoming year, against the University Strategic and Operational Plans and any other duties detailed in his/her contract of employment.															
<b>2. Mid term review</b>	The Senior Appointee and his/her Line Manager 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.															
<b>3. Evaluation meeting</b>	The Senior Appointee and his/her Line Manager will meet in December to review success in achieving the goals and targets outlined in the goal setting meeting and as revised in the mid term review. The Senior Appointee will produce evidence relevant to the goals.															
<b>4. Satisfactory</b>	If the Senior Line Manager is satisfied that the performance of the Appointee															

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<b>Performance</b>	warrants a performance bonus, a recommendation is made via the Vice-Chancellor to the Remunerations Committee that a bonus proportionate to the degree of satisfactory performance should be awarded.
<b>5. Unsatisfactory Performance</b>	If the Senior Line Manager determines that the performance of the Appointee is unsatisfactory, the Appointee 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 Appointee, and the range of possible future actions by the University in response to the Appointee's progress towards these goals are also to be documented.
<b>6. Right of appeal</b>	If the Appointee 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.
<b>Status</b>	New documentation based on existing procedures
<b>Approval Body</b>	Council
<b>Initiating Body</b>	Vice-Chancellor
<b>Definitions</b>	Not applicable
<b>Date Effective</b>	Formally approved December 2008, based on existing procedures.
<b>Next Review Date</b>	December 2011
<b>Keywords</b>	Performance management, senior appointment, performance review,
<b>Owner/Sponsor</b>	Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
<b>Contact person or unit</b>	Executive Director, People and Culture