1. **Purpose**

The intent of this Policy and the associated Procedure is to promote a fair process in evaluating and managing employee performance and to provide appropriate opportunities for professional development and recognition at the Australian Institute of Higher Education Pty Ltd (‘the Institute’).

2. **Principles**

Key principles informing this Policy are:

- The Institute is committed to cultivating an environment which upholds and values the performance of all its employees;
- The Institute ensures staff have a clear and agreed sense of their work, role and individual performance objectives and how these fit within the organisational objectives and the overall planning framework of the Institute;
- The Institute will ensure a process is in place for monitoring and recognising the achievements of individual staff; and
- That the Institute actively fosters and supports a culture of continuous development and improvement.
3. **Context**

This Policy and the associated Procedure have been developed to ensure there are consistent, fair and systematic processes in place when addressing performance issues and recognising achievements. It covers the rules, standards and guidelines of the Institute’s philosophy in recognising achievement, managing performance of employees, providing performance feedback and establishing a performance improvement plan.

4. **Scope**

This Policy applies to all academic (permanent and casual/sessional) staff, and all administration (permanent and casual) staff employed by the Institute.

5. **Definitions**

See the AIH Glossary of Terms for definitions.

6. **Policy Details**

The performance review process is a joint responsibility between an employee and their Manager. Performance reviews provides an opportunity for employees and Managers to work together in a structured way.

Performance reviews will:
- Assist employees to be fully aware of their responsibilities and duties and the effect these have on the Institute’s operations;
- Allow for the provision of feedback to individual employees on their performance;
- Allow for the identification of employees who continue to have high quality performance enabling them to be recognised and rewarded;
- Allow for the identification of employees whose performance is of concern and may require improvement or remedial action; and
- Allow for the provision and discussion of professional development and/or scholarship. Refer to the Scholarly Activity Policy and associated Procedure and the Staff Professional Development Policy and associated Procedure for further information.

6.1 **Appeals**

Any appeals in relation to the performance management and recognition process will be addressed in accordance with the Staff Grievance Policy and associated Procedure.

7. **Version Control**

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at April 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website [http://www.aih.nsw.edu.au/](http://www.aih.nsw.edu.au/) under ‘Policies and Procedures’.

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