



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Annual Performance and Development Launch 2021



Resource objectives

The following resources will allow staff to:

- Identify the changes in the refreshed Annual Performance and Development (APD) process
- Confidently engage in the APD process whether as a supervisor/manager or staff member
- Understand your role(s) and responsibilities in the APD process
- Engage in the different APD actions required by your cohort in 2021
- Navigate to additional supporting resources and training.



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Context, changes and responsibilities

Different cohorts within the APD process

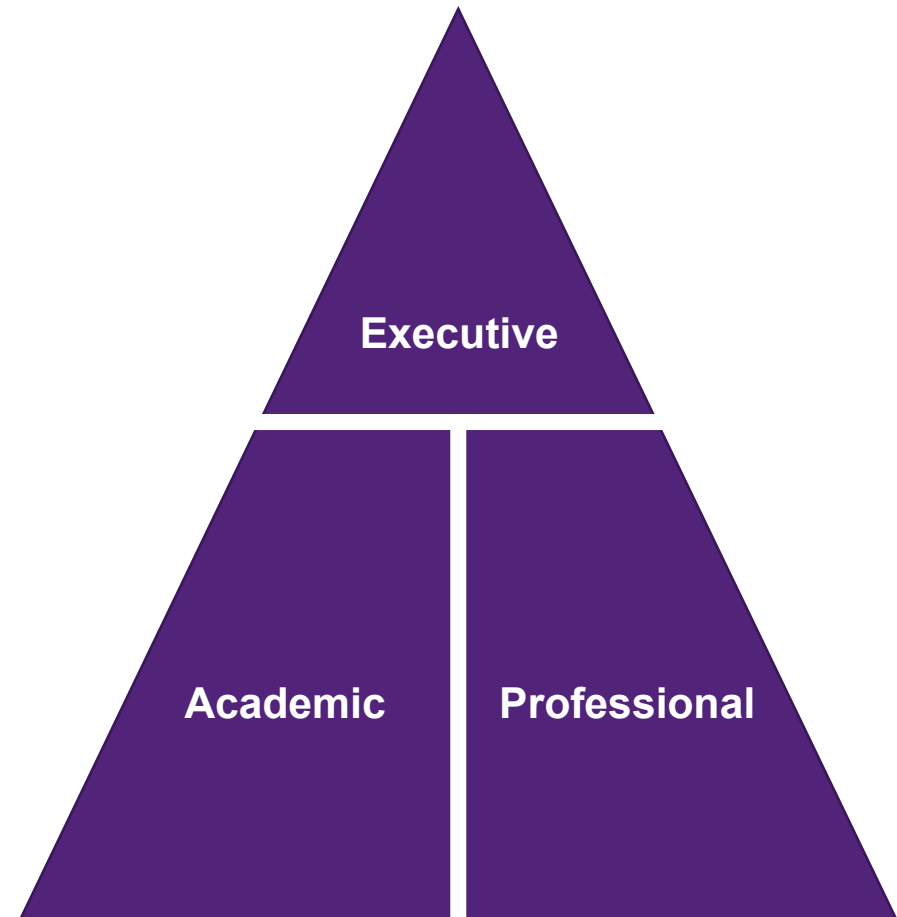
Our revised performance and development processes have been designed around common elements where practical, but will also consider the unique needs of each cohort where required.

Executive applies to Heads of School/Faculty Executive Manager and above (Mgt Level 1 – 4)

Academic applies to Academic Staff (A-E)

Professional applies to Professional Staff (HEW 1-10*)

* HEW 10 staff at Mgmt level 3, 4 will be included in the Executive process



Anticipated benefits of the APD process

- Creates a **streamlined, user-friendly** and **accessible** process for all staff.
- Provides a framework, tools and prompts to support **professional, skill and career development**.
- Allows a flexible approach which works for **all staff irrespective of level and job family**.
- Embeds the **Academic Criteria**, allowing staff and supervisors to align their planned activities and promote consistent evaluations.
- Provides the ability to **easily retain performance and development documentation**, removing the need to retain paper copies from year to year.
- Supports the ability to recognise **outstanding performance** in both delivery and citizenship areas.

Key Changes from existing processes

Academic Staff

- Revised Criteria for Academic Performance
- Enhanced focus for Performance Discussion – more goal orientated, less retrospective

To apply from 2022

- Refreshed approach to the presentation of the Academic Portfolio/Form A
- New 4 point rating scale – ability to recognise performance above “Satisfactory” (below)
- Significantly different timeframe – process to launch in October and be completed by January

Professional / Executive Staff

- Performance review template is streamlined, removing unnecessary sections from the current process
- Distinct goal categories to be introduced – ‘Delivery’, ‘Citizenship & Leadership’ and ‘Development’
- Modified approach to ratings – Rating will apply to ‘Delivery’ and ‘Citizenship and Leadership’ goal categories and include an ‘Overall’ rating
- New rating scale – 4 point scale (below)
- Goal setting process for the following year can be completed separately to the annual review process, if necessary

Revised ratings approach for all UQ staff cohorts

4
Exceeds
Expectations

3
Performing Well

2
Some Gaps

1
Unsatisfactory

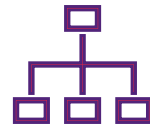
N/A
Not Applicable

Roles and responsibilities



Staff member

- Engage with new APD process
- Ensure documentation is up to date via Workday according to revised cycle timelines



Appraiser / Manager (if not HoS)

- Support performance development and career planning of staff
- Attend relevant training and development activities



Head of School / Executive Dean

- Cascade communication regarding APD
- Coordination of supervisory staff to ensure consistency for goal setting and ratings
- Review goals (2021)
- Review ratings (2021/ 2022 onwards)



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

2021 Process

2021 APD Activities – Academic Staff

- Staff will finalise their 2021 appraisal using existing annual process (Forms A, B and C), against the existing Criteria for Academic Performance and using the current 3 point rating scale
- From 18 October 2021, the new APD cycle will begin with goal setting for 2022 in Workday
- Goals for 2022 will be set against the new academic domains contained in the updated Criteria for Academic Performance
- This process will be supported by materials including a Goal Library and should involve a conversation between staff and their supervisor/appraiser

October 2021

-

January 2022



2021 Academic Goal Setting (4:32)

[UQ Academic Staff - Goal Setting in Workday for 2022 - YouTube](#)

2021 APD Activities – Professional/Executive Staff

- From November 2021, the new APD cycle will begin with the launch of the new template in Workday
- Staff will transfer the goals set in their R&D form for 2021 into Workday and provide commentary on progress against those goals. Other achievements from 2021 can also be included here.
- There will only be one rating required for 2021 as we transition to the new process. The new four point rating scale will be used.
- Goals for 2022 will be set against the new categories ('Delivery', 'Citizenship & Leadership', and 'Development').

November 2021

-

February 2022



2021 Professional & Executive Staff APD process for 2021 (10:23)

[UQ Professional & Executive Staff - Annual Performance
Development \(APD\) process for 2021 - YouTube](#)



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Training and Resources

APD Training

To support effective engagement in the APD process there will be a new staff development offering, available to all Supervisors / Managers.



APD Skills

- Required training for all Supervisors/Managers
- Focused on the behavioural skills to effectively implement APD process (e.g. feedback, coaching, goal setting etc.)
- Face-to-face learning environment
- Peer mentoring
- Deliberate practice via role play
- 75 – 80 sessions available from January 2022 across the coming 18 months
- Designed and developed with the support of a committee with Academic and Executive representation

Resources and support

Performance toolkit



Training



[Academic](#), [Professional](#) & [Executive](#)
Goal libraries



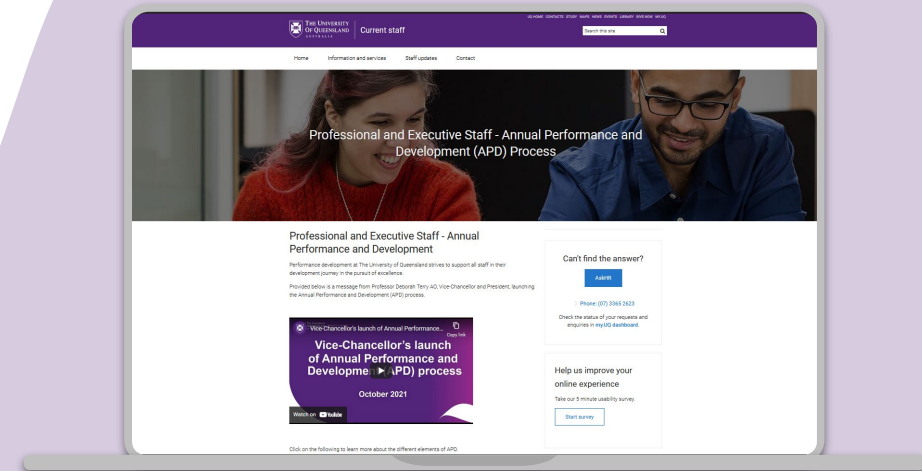
[Frequently Asked Questions](#)



Supporting guides and videos



Roadshow materials



[Academic Staff APD Website](#)

[Professional and Executive Staff APD Website](#)



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Thank you