

# CNHS Lunch and Learn

## Academic Performance Review & Development (PRD)

August 2023



# WE ARE ON KAURNA LAND

Flinders University acknowledges the Traditional Owners and Custodians of the lands on which its campuses are located, these are the Traditional Lands of the Arrernte, Dagoman, First Nations of the South East, First Peoples of the River Murray & Mallee region, Jawoyn, Kurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders past, present and emerging.

Today, over **400 ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS** are enrolled in courses at Flinders University.



## Overview

- Academic Performance Review & Development (PRD) Process
- Roles and Responsibilities
- Components of PRD – including new Wellbeing & Self-Care Plan
- Support and Further Information

# Academic Performance Review & Development (PRD) Process – Purpose

The PRD Framework for Academic Staff provides the basis for the supervisor and staff member to work together in assessing and developing performance objectives and any associated training and development needs.

Performance review objectives include:

- Assist staff to develop and to provide them with reliable information on the University's expectation of conduct and performance;
- Enable the supervisor to monitor, assess and provide feedback on performance in the reporting period and for work priorities, workload and performance expectations to be set and agreed for the next review period;
- Assess the value of training undertaken in the reporting period and to identify professional training and development needs over the next review period;
- Agree on plans for taking of annual leave, long service leave and any other leave;
- Review the staff member's position description/statement of duties for currency and relevance; and
- For academic staff, ensure reasonable workload requirements are reflected in the academic annual work plan

# Academic Performance Review & Development Process – Overview

## When are PRDs completed?

Performance reviews will normally be conducted annually. The process will commence once supplementary data is available (approx. September) and should be completed within the deadline (approx. November).

## Who completes a PRD?

Supervisors will conduct performance reviews of their academic staff who are employed on a continuing basis or on a fixed-term appointment which exceeds twelve months.

## Where are PRDs completed/saved?

PRDs are completed and saved within Workday. Documentation completed in the course of performance reviews will be retained on a confidential basis.

# Academic Performance Review & Development Process – Updates

Performance Review and Development was identified as a key process requiring improvement in both the 2022 Your Voice Survey, and the recent Process Improvement Survey.

Interim changes have been implemented University-wide however in CNHS we have decided to follow the existing guided workday process due to increased reporting functionality and reducing changes until a final solution is developed.

## How to Complete my Review

You now have a choice for Review completion: \*



Option 1 – Upload the current college template to the Career Section of your Workday profile (New)

- To review the step-by-step process refer to the [Infographic](#)
- Refer to the [‘How to add PRD documents to Workday’](#) guide



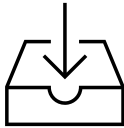
Option 2 – Follow the existing guided process in [Workday](#).

\* These are interim changes and part of a wider PRD improvement review.

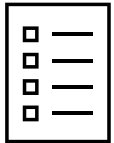
# Academic Performance Review & Development Process – Process



Dean P&R will email supplementary data & templates required to complete your PRD



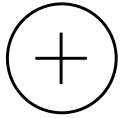
Workday task will appear in your inbox



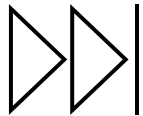
Complete Self Evaluation in workday

- Evaluate progress of previous goals and set any new goals (Teaching/Research/Service & Leadership)
- Evaluate teaching excellence and/or research outputs and achievements, as well as Service & Leadership contributions
- Complete professional development template, and associated questions to identify training & development areas
- Attach supporting documents
  - College supplied performance review data
  - Completed Research Plan (RO & T&R) **OR** Teaching Scholarship Plan (TS)
  - Completed Professional Development Plan
  - Complete Self-Care and Wellbeing Plan (optional)

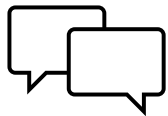
## Academic Performance Review & Development Process – Process



Review additional feedback (if relevant) – this section will include feedback that was provided during the review year if it was requested



Review the summary section, then submit. This will flow to your supervisor in workday



Your supervisor will schedule a time to meet with you to discuss your performance review



Following the conversation, your supervisor will complete the Manager Evaluation in workday  
They may also wish to seek further feedback within workday (e.g., from an old supervisor or peer) (optional)  
If changes are required to goals, they will send it back to you to review within workday

Once your supervisor acknowledges the review, the PRD process is completed until the next year. A copy of your review can be found on workday under the Performance tab and Performance Reviews.



# Roles in the PRD process

## Supervisor

- Provide sufficient notice of review meeting
- Read and comment on review documentation before meeting
- Conduct meeting in a positive and constructive manner
- Discuss performance based on template and evidence
- Maintain a collaborative approach throughout
- Arrange follow up meetings if required, and continue providing regular feedback throughout the year
- Report on review process to Dean P&R
- Facilitate staff member development to meet goals

# Roles in the PRD process

## Staff member

- Reflect on progress, achievements and challenges for previous 12 months
- Reflect on aspirations and plans for career development
- Review PD activities from previous 12 months
- Complete review templates prior to meeting
- Participate actively in review meeting with supervisor
- Request or participate in follow up meetings

## Planning the review meeting – Supervisors

- Things to consider before setting up the meeting:
  - Is this the first review for you or the staff member?
  - Is the staff member on probation?
  - Are there any challenges which require consultation with the Dean P&R?
- Set meeting date, allowing at least 1 hour
- Request workday process completed 1 week before meeting
- Prepare notes for the meeting, use specific examples and evidence to support comments
- Check alignment of proposed goals and development plans with College strategy and workload model
- Identify additional / revised goals if needed

### *Useful References*

- Strategic plan
- College culture statement
- Research performance guidelines
- Workload equalisation model
- SETs

## Conducting the review meeting – Supervisors

- Focus on collaborative approach
- Provide opportunity for free and open discussion
- Use the template to structure and guide conversation
- Use open questions and attentive listening
- Invite self-assessment
- Share own observations
- Acknowledge achievements
- Explore any mitigating factors or challenges
- Check goals and expectations are appropriate
- Discuss future development plans
- Explore aspirations / academic promotion planning



## Conducting the review meeting – Staff member

- Be prepared to freely discuss your work and its progress
- Seek to clarify expectations which are not clear
- Ask for help, training and resources where needed
- Identify issues which may impact on performance in future
- Provide open and honest feedback to your supervisor
- Accept and discuss any feedback in a non-defensive way
  - Listen to understand
  - Take time to reflect if needed before responding
  - Ask clarifying questions and for examples

## Components of PRD

- Self-evaluation & goal setting (Workday template based on role type)
- Professional Development plan (University-wide template)
- Teaching Scholarship Plan - Teaching Specialists (College template)
- Research Plan – Research Only, Teaching & Research (College template)
- Self-care & wellbeing plan (\*new\* College template)

Long-term career goal	Capabilities to work on	Actions for staff member	Actions for supervisor	Due date
<b>Teaching</b>				
<b>Research</b>				
<b>Research Leadership and Excellence</b>				
<b>Service and Leadership</b>				
<b>Currency of practice / membership of professional association (where relevant)</b>				
<b>Other</b>				

Nursing and Health Sciences  
**TEACHING AND SCHOLARSHIP PLAN**

STAFF DETAILS	
FIRST / SURNAME:	
TEACHING PROGRAM:	
TEACHING SECTION:	
ACADEMIC LEVEL:	
EMPLOYMENT FRACTION (FTE):	
YEAR OF ACTIVITIES/PROJECTS:	
DETAILS OF TEACHING SCHOLARSHIP ACTIVITIES/PROJECTS (Please note generally there would be 1-3 activities/projects annually)	
<b>TEACHING SCHOLARSHIP ACTIVITY/PROJECT #1:</b> What is the educational issue and underlying pedagogy that you wish to investigate?  What is the key question and plan to address it?	
How does this scholarship activity align with the <a href="#">University</a> and <a href="#">College</a> strategic goals and expectations?  Also consider how the activity aligns with your teaching experience and expertise and career development goals and provide a brief summary of key literature in the area that has assisted you to identify a gap in knowledge.	
Who would you identify as being critical for you to achieve your teaching scholarship activity and what is your plan for engagement with these potential stakeholders/advisors/collaborators within the College and elsewhere?	



## SIGNATURE PAGE

- I confirm that the information supplied is correct
- I understand the requirement to provide regular updates and progress reports to my academic supervisor and Dean (Education)
- I acknowledge that any workload allocation may be adjusted where there is insufficient evidence of progress

Signature of Staff Member

Print Name

Date

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### Supervisor Supporting statement:

Teaching Scholarship Plans must be supported by the supervisor who must be satisfied that the teaching scholarship plan is of value to the staff members' academic pursuits and the College overall. Please include a brief statement in support of this requirement and submit application to [cnhs.deaneducation@flinders.edu.au](mailto:cnhs.deaneducation@flinders.edu.au):

Signature of Supervisor

Print Name

Date

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### Dean (Education) Recommendation to Dean P&R:

Teaching Scholarship Plans must be endorsed by the Dean (Education) who must be satisfied that the teaching scholarship plan is of strategic value to the staff members' academic pursuits and the College's strategic priorities and recommend a WAU allocation to undertake the proposed activities. Submit the application to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au):

Recommended WAU Allocation:

Signature Dean (Education)

Print Name

Date

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### Dean (P&R) Approval:

I agree this application is of strategic value to the College's strategic priorities and staff members' academic pursuits and agree to allocate the recommended WAU allocation:

Signature Dean (P&R)

Print Name

Date

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SECTION 1: ABOUT YOU	
NAME:	
POSITION TYPE:	<input type="checkbox"/> Teaching and Research <input type="checkbox"/> Research-only
ACADEMIC LEVEL:	
EMPLOYMENT FRACTION (FTE):	
CAREER STAGE:	<input type="checkbox"/> PhD candidate <input type="checkbox"/> ECR (0 to 8 years post PhD conferral) <input type="checkbox"/> MCR (9 to 15 years post PhD conferral) <input type="checkbox"/> Senior researcher (> 15 years post PhD conferral) <input type="checkbox"/> Other (please specify below):  <i>Add any further detail / justification here:</i>
RESEARCH AREA of FOCUS (select all that apply):	<input type="checkbox"/> Healthy start to life <input type="checkbox"/> Ageing and aged care <input type="checkbox"/> Fundamental care <input type="checkbox"/> Cardiac and stroke care <input type="checkbox"/> Cancer care <input type="checkbox"/> Disability and Community Inclusion <input type="checkbox"/> Palliative care and end of life <input type="checkbox"/> Health emergencies and health security <input type="checkbox"/> Health and social care economics <input type="checkbox"/> Knowledge translation <input type="checkbox"/> Technology and digital health <input type="checkbox"/> Other (please specify below):
FLINDERS RESEARCH CENTRE MEMBERSHIP / AFFILIATION:	<input type="checkbox"/> Caring Futures Institute (CFI) <input type="checkbox"/> Research Centre for Palliative Care, Death, and Dying (RePaDD) <input type="checkbox"/> Torrens Resilience Initiative (TRI) <input type="checkbox"/> Digital Health Research Centre <input type="checkbox"/> Sport, Health, Activity, Performance and Exercise (SHAPE) <input type="checkbox"/> Other (please specify below):

## SIGNATURE PAGE

STAFF MEMBER		
<ul style="list-style-type: none"> <li>I confirm that the information supplied is correct.</li> <li>I understand that I may be asked to provide regular updates and progress reports to my academic supervisor and Dean (Research).</li> <li>I acknowledge that any workload allocation may be adjusted where consistent with the College Workload.</li> <li>I understand that I am required to obtain my supervisor's statement and signature before sending this document to <a href="mailto:cnhs.deanresearch@flinders.edu.au">cnhs.deanresearch@flinders.edu.au</a></li> </ul>		
<i>Signature of Staff Member</i>	<i>Print Name</i>	<i>Date</i>
SUPERVISOR		
<b>Supervisor Supporting statement:</b> <ul style="list-style-type: none"> <li>Research Plans must be supported by the supervisor who must be satisfied that the research plan is of value to the staff members' academic pursuits and the College overall. Please include a brief statement in support of this requirement:</li> </ul>		
<i>Signature of Supervisor</i>	<i>Print Name</i>	<i>Date</i>
CFI DIRECTOR AND DEAN OF RESEARCH		
<b>Dean (Research) Recommendation to Dean P&amp;R:</b> Research Plans must be endorsed by the Dean (Research) who must be satisfied that the research plan is of strategic value to the staff members' academic pursuits and the College's strategic priorities.		
<i>Signature Dean (Research)</i>	<i>Print Name</i>	<i>Date</i>
DEAN P&R (APPROVAL)		
<b>Dean (P&amp;R) Approval:</b> I agree this application is of strategic value to the College's strategic priorities and staff members' academic pursuits:		
<i>Signature Dean (P&amp;R)</i>	<i>Print Name</i>	<i>Date</i>

# Research Planning

- Achieved the CNHS Research Performance Expectations?
- Email us with your information to be recognised with Full Membership of the Caring Futures Institute
- *Note:* you can be a member of more than one Institute and/or Centre

[caringfutures@flinders.edu.au](mailto:caringfutures@flinders.edu.au)

SECTION 3: FORWARD PLANNING					
<p>Outline your 2024 goals with regards to HDR supervision, publications, and external income</p> <p>*Please indicate where "0" applies.</p> <p>** Publications in top quartile 25% Scimago-ranked journals are highly encouraged.</p> <p>*** It is recognised that external HDR Supervision may foster collaborations and build research capacity. However, staff should be conscious that there is no workload allocated for supervising external HDR students.</p>					
HDR supervision	N	Publications	N	Research Income	\$
<b>Masters</b>		<i>SJR (ranking quartile)</i>		<p>Target for 2024: \$ _____</p>	
Flinders Principal:		Total			
Flinders Associate:		Q1			
External:		Q2			
<b>PhD</b>		<i>Authorship order</i>			
Flinders Principal:		1 <sup>st</sup> authors			
Flinders Associate:		Senior author			
External:		<i>Citations</i>			
		Current ResearchNow	<i>Not Applicable</i>		
		Total citations			

## Research Performance Expectations

Research Performance Guide – College of Nursing and Health Sciences			
Academic Position Level	HERDC-eligible Research Income	Research Outputs	Higher Degree Research
	Income \$	Publication points	HDR Completion Points
A	n/a	1	n/a
B	\$8,000	2	0.33
C	\$12,000	3	0.66
D/D+	\$20,000	4	1.0
E	\$40,000	6	1.66

## Wellbeing & Self-Care Plan – background

- Wellbeing & Self-Care Plan developed based on staff feedback to ensure we are prioritising wellbeing and having more regular open and honest conversations - this aligns with our strategic plan to create a Culture of Care

**Self-care:** a set of personal strategies that help us live a well-balanced life

Our Wellbeing & Self-Care Plan creates a framework to start important conversations between you and your supervisor so they understand how you are tracking and can provide support to maintain your wellbeing at work.

Also required:

- Essential that leaders / team members create a culture in which self-care is accepted and encouraged
- Acknowledge that prioritising wellbeing requires a systemic approach, recognising that what we do personally, how our leaders behave, and what is happening in our environment are all important

# Our Future

## Creating a Culture of Care

Strategic Plan 2023-2027



## Our Culture

how we work - how we lead - how we engage

"Our students and our colleagues are our partners with a shared vision"

We all commit to:

- Involving students in decision making where possible
- Sharing information with our students and colleagues
- Embracing diversity, appreciating different perspectives and empowering others
- Timely resolution of conflict
- Practicing self and team reflection and striving for excellence
- Celebrating our own and each other's success

"The standard you walk past is the standard you accept"

Talk to your supervisor or executive leadership team if:

- You don't feel safe, valued and respected
- You don't feel engaged in your role
- You have feedback to share

Be open to your colleagues, supervisor or executive leadership team speaking with you if:

- They observe you not leading by example
- They don't think you seem engaged in your role
- They want to provide feedback on your performance

"We embrace a culture of care and prioritise wellbeing through these healthy work habits"

- Taking breaks to relax and recharge during the day
- Taking leave when needed and switching off in our personal time
- Embracing flexibility, change and challenges
- Encouraging an inclusive environment with consideration for others' circumstances
- Regularly checking in with colleagues - having caring conversations (R U OK)
- Speaking to your supervisor if feeling overloaded and needing support
- Putting self-care strategies in place and openly discussing with your supervisor and colleagues
- Noticing and valuing each others contributions

"Be fearless and..."

- Provide constructive and respectful feedback
- Build trusted relationships
- Be supportive and uplifting of colleagues
- Try new activities and roles
- Challenge yourself
- Generate positive energy and find opportunities to have fun!

Courage Integrity Student Centred Innovation Excellence

## Whole-of-University Wellbeing Strategic Plan 2022-2025



Becoming a Vibrant, Inclusive, And Values-Based Community  
2025 Agenda

# Wellbeing & Self-Care Plan

<b>Name</b>	
<b>Position</b>	

It's important that we feel mentally healthy, safe and valued at work, so we can perform at our best. This wellbeing & self-care plan is designed to facilitate supportive conversations between you and your supervisor to ensure you feel supported to maintain your wellbeing at work. The information shared will remain confidential.

## REFLECT

Use this section to reflect on how you are currently tracking in regard to your health and wellbeing

<b>How would you rate your current wellbeing?</b> (1 = poor, 10 = excellent)	
<b>What are you currently doing to support your wellbeing?</b>	
<b>Are there any challenges you would like to discuss?</b>	

## WELLBEING FOCUS

Use this section to identify the areas you want to focus on during the next 12 months

For example:

- Work/life balance, maintaining boundaries, switching off at home
- Physical health (e.g., sleep, diet, exercise)
- Maintaining perspective, managing unhelpful thoughts, negotiating priorities
- Making time for activities you enjoy, helping others, practicing mindfulness

<b>Wellbeing focus #1</b>	
<b>Wellbeing focus #2</b>	
<b>Wellbeing focus #3</b>	



## SUPPORT

Use this section to identify how we can support you to achieve your wellbeing goals

### Supervisor Support

What can I do to support you to achieve these goals?  
e.g., checking in and providing encouragement, noticing signs of overload, linking you to support and resources

Are there any common early signs of overload or stress you would like me to be aware of? How would you like me to provide support if I notice these?

## COMMENTS

Use this section to capture any further comments or recommendations

Staff Member

Supervisor

# Wellbeing & Self-Care Plan

EXAMPLE

<b>Name</b>	
<b>Position</b>	

It's important that we feel mentally healthy, safe and valued at work, so we can perform at our best. This wellbeing & self-care plan is designed to facilitate supportive conversations between you and your supervisor to ensure you feel supported to maintain your wellbeing at work. The information shared will remain confidential.

## REFLECT

Use this section to reflect on how you are currently tracking in regard to your health and wellbeing

<b>How would you rate your current wellbeing?</b> (1 = poor, 10 = excellent)	6 / 10
<b>What are you currently doing to support your wellbeing?</b>	Walking at lunch (at least once a week) Spending quality time with friends/family as much as possible Trying to manage negative 'self-talk' and setting realistic expectations for myself
<b>Are there any challenges you would like to discuss?</b>	Managing conflicting demands and feeling overloaded from time to time Ability to delegate so I can switch off while on upcoming annual leave

## WELLBEING FOCUS

Use this section to identify the areas you want to focus on during the next 12 months

For example:

- Work/life balance, maintaining boundaries, switching off at home
- Physical health (e.g., sleep, diet, exercise)
- Maintaining perspective, managing unhelpful thoughts, negotiating priorities
- Making time for activities you enjoy, helping others, practicing mindfulness

<b>Wellbeing focus #1</b>	Maintaining boundaries – leaving work at 5 and not checking emails when I get home + making the most of my annual leave and really switching off and enjoying my break (i.e., not checking emails / doing any work)
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# Wellbeing & Self-Care Plan

<b>Wellbeing focus #2</b>	Managing unhelpful thoughts – need to continue managing negative self-talk and be more conscious of identifying this and challenging my thinking so I’m being kind to myself and realistic
<b>Wellbeing focus #3</b>	Practicing mindfulness and being more present and grounded – will start with 5-minute exercise (via my new app) at the end of each day just before I leave the office

## SUPPORT

Use this section to identify how we can support you to achieve your wellbeing goals

<b>Supervisor Support</b>  What can I do to support you to achieve these goals? e.g., checking in and providing encouragement, noticing signs of overload, linking you to support and resources  Are there any common early signs of overload or stress you would like me to be aware of? How would you like me to provide support if I notice these?	Checking in occasionally to see how I’m doing – just to listen and provide support  Encouraging others in the team to also switch off after work / on leave so it’s something we can all do without feeling guilty, so it starts becoming the norm  Common signs of overload would be appearing withdrawn, tired, and maybe shorter communication compared with normal. Hopefully doesn’t happen to often but suggesting a quick coffee and chat would probably be useful if you notice I seem overloaded.
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## COMMENTS

Use this section to capture any further comments

<b>Staff Member</b>	
<b>Supervisor</b>	

# Support & Further Information

## Teaching/Research Plan Sessions 2023

- Teaching Scholarship Plan Session: [https://video.flinders.edu.au/events20/23/TS\\_plans\\_workshop.cfm](https://video.flinders.edu.au/events20/23/TS_plans_workshop.cfm)
- Research Plan Session: [https://video.flinders.edu.au/events20/23/NHS\\_ResearchPlanWorkshop.cfm](https://video.flinders.edu.au/events20/23/NHS_ResearchPlanWorkshop.cfm)
- Combined: <https://video.flinders.edu.au/events20/23/TeachingScholarshipResearch.cfm>

## Workday Sessions / User Guides

- [Information Sessions \(workday process\)](#)
- [Workday User guide \(staff member\)](#)
- [Workday User guide \(supervisors\)](#)
- [All Workday Resources](#)

## Further Support

- Dean People & Resources and People & Culture are there to provide assistance through the process
  - Support re templates / conversations – email [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au)
  - Support re workday process / technical issues – email [cnhs.pc@flinders.edu.au](mailto:cnhs.pc@flinders.edu.au)



# Academic staff - Performance Review and Development (PRD)

> [Employee resources](#) > [Working at Flinders](#) > [Performance reviews](#) > [Academic staff - Performance Review and Development \(PRD\)](#)

<https://staff.flinders.edu.au/employee-resources/working-at-flinders/performance-reviews/academic-staff-performance-review-development>

# FAQs

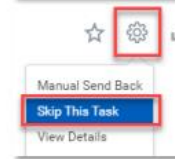
- Supervisors – unable to review employee comments

This may be due to feedback task pending, which will need to either be completed / skipped before employee comments will appear

1. Open your Workday inbox.



2. Select the *Academic Performance Review* task. If you wish to seek feedback about the relevant employee, in *From Workers*, enter the name of the employee you wish to seek feedback from. This could be an old supervisor, or peers of the team member. As a supervisor, you are able to select any employee.



Should you not require feedback from another employee, you may skip this task. To do so, Click the settings wheel in the top right of the task and select *Skip this Task*. Add a *Skip Reason* and click *Ok*.

# FAQs

- **Previous reviews still in progress**

Development Plans   Education   Languages   **Performance Reviews**   Succession Profile

In Progress 1 item

Review	Review Period		Status	Awaiting	View	Create New PDF
	Start Date	End Date				
Academic Performance Review for Research Staff: [redacted]	01/01/2022	31/12/2022	Complete Manager Evaluation for Performance Review	<div style="width: 50%;"></div>		

All reviews should have been completed, so aim to finalise if possible or contact CNHS P&C if you require assistance

2023 reviews will appear separately for you to complete, so incomplete 2022 reviews will not impact completion of your review this year

**Any Questions?**