



Staff Annual Review Process

Policy Area: Human Resources

Approval: Executive Principal

Signature:

Date:

1. CONTEXT

Sheridan Institute of Higher Education is committed to a fair and equitable process to review the performance of staff. All staff have a responsibility to follow all Sheridan policies and procedures and to abide by all legal obligations.

2. BACKGROUND AND PURPOSE

The purpose of the annual review is to:

- 1) Systematically review the performance of the staff member, affirming areas of excellence, noting areas for growth, and devising strategies to help the staff member to contribute optimally as a member of the Sheridan staff team. The review will reflect on the areas of teaching, administration, student support and/or research & scholarship (depending on the position).
- 2) Agree on goals for the staff member for the next 12 months.
- 3) Allow for discussion of any area of the employment arrangement that needs reflection or reconsideration. This is a two way process, and could involve either the employer or employee asking for changes to be considered.

The annual review is held between the Executive Principal (or his designated delegate) and the staff member. When deemed appropriate, the reviewer might invite other persons to be present, but will first inform the staff member that this will be the case. Staff members are welcome to have a support person with them at the review, but as a matter of courtesy, should first inform the reviewer of the planned presence of the other person.

When deemed appropriate, the feedback of those in the work orbit of the staff member might be sought prior to the interview. For members of the lecturing staff, the relevant routine evaluation of units provided by students will also be utilized. Staff members are free to suggest the names of people from whom feedback could be sought.

In all instances, the purpose of the review is to enhance the overall performance of the staff team at Sheridan by the affirmation of positives, the identification of growth areas and planning for the future.

3. PREPARATION FOR THE REVIEW

A major part of the review is the staff members' self review. While others might not agree with the staff members' self evaluation, it is a crucial part of the review. In the self-review, staff members are asked to:

- 1) Working from your job description (as outlined in your letter of appointment, plus any subsequent agreed variations), systematically evaluate your performance of each requirement. Rate yourself from 1-5, where 1 = I'm not satisfied with my performance and 5 = I think I do this particularly well. Attach a photocopy of the job description, with your evaluation of each item. Elaborate on any areas if you feel it would be appropriate.
- 2) Write down things you find satisfying about your work.
- 3) Note areas in which you feel you have grown in your work in the last year.
- 4) Note areas of your work which are a frustration to you. If you are able, identify ways in which these frustrations could be overcome?
- 5) Identify things that Sheridan could do to enhance your work output (e.g. are there training events you would like to attend, is there any equipment you need, is support needed in any particular area?)
- 6) Suggest what your work related goals should be for the next 12 months (this will provide a basis for the discussion on agreed goals for the coming 12 months). Where possible, relate these goals to the overall current Strategic Plan of Sheridan.
- 7) As mentors for our students, staff members are expected to model Christlike attitudes and behaviours, and a growing spiritual life. Comment on your progress in your spiritual journey over the last 12 months? Do you have any suggestions of how Sheridan could be more helpful to you in your journey?
- 8) Note any other matters you would like to discuss.

Please hand in your written response to these questions to the Principal a week in advance of the review.

Thank you for your role on the Sheridan team!

4. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Staff Annual Review Process

Source Documents: *Adapted with permission from:*
Vose College of Higher Education Staff Review
Vose Seminary Staff Review

Associated Internal Documents: Job Description

Associated External Documents

Authorised Officer: Executive Principal

Approved by: Mr Darren Smith

Date of Approval: 5 October 2020

Next Review Before: October 2022

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	11 Dec 2012	N/A	Draft prepared for Sheridan College and Vose College of Higher Education
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 7.2g, Staff Annual Review
1.01	11 Nov 2015	Executive Principal	Updated to reflect changes to organisational structure since original submission to TEQSA
2.0	November 2016	Executive Principal	Reviewed by Operations Committee
2.1	15 April 2019	Executive Principal	Reviewed by Operations Committee
2.2	5 Oct 2020	Executive Principal	Minor changes to reflect the name change to Sheridan Institute of Higher Education