SCOPE
Staff at the Australian campuses, sites and centres of the University.

POLICY STATEMENT
This policy demonstrates the University's commitment to fostering a workforce focused on excellence as well as continual learning and growth.

We are committed to providing an environment where the best academic and professional staff will thrive, respond to and support our ambition to be Excellent, International, Enterprising and Inclusive.

We will foster a diverse workforce, with a focus on excellence as well as continual learning and growth. You will have the skills and knowledge required to perform to the highest standards and be challenged to contribute diverse, innovative work outcomes and to grow as we develop as an organisation.

A performance framework will support you to achieve excellence through probation, ongoing performance and pursuit of new opportunities, through either promotion or application for a new position in your chosen career path.

Our Probation, Performance and Promotion procedures incorporate the principles of equal opportunity and your achievements assessed relative to the opportunity available to you on merit using fair and transparent processes.

We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

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<thead>
<tr>
<th>Enterprise Agreements</th>
<th>Refers to the following Monash University Enterprise Agreements:</th>
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<tr>
<td></td>
<td>• Monash University Enterprise Agreement (Academic and Professional Staff) 2014</td>
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<td>• Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009</td>
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<td>• Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005</td>
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GOVERNANCE

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<th>Supporting procedures</th>
<th>• Behaviours in the Workplace</th>
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<td>• Managing unsatisfactory performance (professional staff)</td>
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<td>• Outside study programme</td>
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<td>• Performance development (professional staff)</td>
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<td>• Probation and confirmation of academic appointments made on or after 7 October 2014</td>
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<td>• Probation and confirmation of academic appointments made prior to 7 October 2014</td>
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<td>• Probation (professional staff)</td>
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<td>• Promotion (Candidates level B)</td>
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<td>• Promotion (Candidates levels C-E)</td>
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</table>
- Promotion (Committees levels C-E)
- Promotion (Rehearing process levels B-E)
- Staff study support
- Trades & Services Staff Performance Enhancement Scheme (Casual Staff)

**Associated Documents**
- Focus Monash
- MyDevelopment
- Performance Development (incl. myPlan)
- Academic promotion
- Outside study programme resources
- Staff development resources
- Career development resources
- Leadership development resources

**Supporting schedules**

**Associated policies**
- All University policies

**Policy owner**
Director, Workplace Relations

**Legislation mandating compliance**
- Fair Work Act 2009 (Cth)

**Category**
Human Resources

**Approval**
Chief Operating Officer & Senior Vice-President

**Endorsement**
Chief Human Resources Officer

**Date effective**
23 February 2018

**Review date**
23 February 2021

**Version**
1

**Content enquiries**
Ask Monash or phone Monash HR on (03) 990 20400