Progress Plan for Academic Staff Policy

Section 1 - Introduction

(1) Australian Catholic University recognises the need for performance excellence to be successful in all its activities and operations. The Progress Plan for Academic Staff Policy supports excellence in academic performance in the context of the University's Mission, strategic goals, Minimum Standards for Academic Levels (MSALS), the academic achievement framework and the Capability Development Framework (CDF).

(2) To achieve performance excellence, the University seeks to support, review and recognise each staff members' contribution towards the University's outcomes and have mechanisms to manage impacts on development and performance where necessary.

(3) The Progress Plan for Academic Staff provides a framework for identifying and developing capabilities that assists staff to meet their individual professional and work goals as well as the goals of their collective work area and the University more broadly.

Section 2 - Application of Policy

(4) This Policy applies to all Academic Staff who are employed on a continuing or fixed-term basis for a period greater than 6 months.

(5) Staff on academic probation utilise the Progress Plan review and conversation to keep their supervisor updated on their progress towards the attainment or completion of their probation criteria. Regular discussions assist in the identification of any potential risks to the probation criteria not being met or identify where changes may be necessary to probationary criteria due to changes to the staff member's development and/or career direction as a result of a change in Academic Career Pathway (ACP). The Progress Plan can be utilised to outline and record any development plans associated with the staff member's probation. The probation review process is outlined in the Probation for Continuing Academic Staff Policy and the Probation for Fixed Term Academic Staff Policy.

Section 3 - Purpose

(6) The Progress Plan is an important process to plan, develop, review and affirm performance and ensure that:

a. the ACU Mission, Identity and Values are upheld, strategic goals are achieved, activities and operations are enhanced and effective customer service, including quality teaching, research and student support, are delivered;
b. staff have a clear understanding of how their work, their role and individual contribution fits within the organisational objectives and the overall planning framework of the University;
c. a process is in place for providing developmental feedback and supporting the achievements of individual staff in the organisational context;
d. a clear focus is placed on strategies to support the staff member's development and career aspirations; and

e. the academic achievement framework and the CDF are utilised to build understanding, assess and develop the effectiveness, capability and contribution of all staff.

Section 4 - Process and Frequency

(7) Staff members (except casual academic staff members and fixed term staff on contracts of less than 6 months) will participate in the Progress Plan process and review on an annual basis.

(8) In conjunction with the annual review, regular formal or informal discussions between the staff member and their nominated supervisor/assistant supervisor are encouraged and can be initiated, either by the staff member or their supervisor.

(9) For new staff, it should begin with an initial role context and goal setting discussion, as soon as possible after commencement.

(10) The Progress Plan is dynamic around changes in a staff members' employment. If a staff member is successful in promotion or commences a new role or appointment, it is recommended that the staff member and their nominated supervisor undertake a goal setting discussion for the new role or appointment.

(11) The position of the identified nominated supervisor is outlined in the staff members' contract of employment and/or variation letter.

(12) The staff member and their nominated supervisor can utilise Progress Plan review and conversations as an opportunity to review, confirm and discuss the topics identified in the ACU Staff Enterprise Agreement 2022-2025, clause 4.7.2. Please note that this is an indicative, but not exhaustive list.ks to achieving probation requirements.

The process and conversations are supported by the resources and plan template on the Progress Planning page, within the Academic Working Arrangements SharePoint site.

(13) To support performance and development discussions associated with the Progress Plan and other University processes, it is recommended that staff members maintain an Academic Performance Portfolio that reflects their achievements, consistent with their development and career goals.

(14) The Progress Plan process will be informed as applicable by the University's Equal Opportunity Policy and will take account of the special needs of individual staff arising from different career histories.

Section 5 - Revisions made to this Policy

(15) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
31 July 2013	Editorial	Reviewed to include the Leadership Competency Framework applicable to those staff in leadership roles.
31 January 2021	Major	Reviewed and updated to reflect the Progress Plan process; the University's new performance review and planning process.

(16) The University may make changes to this policy from time to time to improve the effectiveness of their operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to People and Capability.

Section 6 - Further Assistance

(17) Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 7 - Associated Information

(18) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	27th February 2026
Review Date	27th February 2027
Approval Authority	Vice-Chancellor and President
Approval Date	27th February 2026
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability