# Performance Planning and Review Flowchart – Academic Employees

**Supervisor**

Arranges a meeting with non-exempt staff members to complete the formal Performance Planning and Review Discussion at the end of a planning cycle (normally between November and March)

Gives the staff member at least ten (10) days notice

Prepares for the PPR discussion

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**Academic Employee**

Prepares for the PPR discussion

Participates actively in the discussion

Reflects on discussion before adding personal comment to PPR Form

Keeps a copy of the documents

Takes any agreed action to improve performance

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**PVC-Dean**

Receive completed forms for comment and signature

Returns forms to supervisor

Makes decision on requests to hold PPR less than on an annual basis

Oversees and coordinates PPR process in their area with authority to vary PPR schedule for faculty/division

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**Supervisor**

Forwards original PPR Form to Organisational Development (OD) for filing

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**Organisational Development**

Receives, notes and files completed PPR forms in TRIM

OD uses information from the Development Plans to inform the planning of the University's training and development program

Develop and review policy on an annual basis

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**Supervisor & Academic Employee**

Engage in informal discussions throughout the year to review and discuss progress

Give and receive feedback