



To provide managers and staff members with a clear understanding of the objectives and deliverables that have been agreed for the relevant and agreed planning cycle e.g., the following year; and

To ensure appropriate development, training and/or support is provided to assist continuous improvement.

- 2.2 All Massey University staff employed for more than 12 months duration are required to fully participate in the PDP process. To support the PDP process, managers will annually report the number and percentage of

### 3.0 Definitions

- 3.1 Terms used in these procedures are defined as follows:

#### **Core Duties**

The three or four most significant areas of work activity for a staff member. For example, for Lecturers through to Professors, core duties are undertaking research, teaching, academic service including management and administration duties, entrepreneurial activities, and community service. For professional/general services staff, core duties will relate specifically to the particular position, the duties of which can range from administrative to specialist and technical functions.

#### **Responsibility**

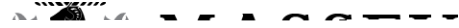
An activity or an area of activity which the staff member has the delegated authority to manage. For example, an academic staff member might be responsible for the design and delivery of a paper offering, pedagogic innovation, the development of a strategic partnering relationship or activities which link directly to income generation through research or enterprise and a professional/general services staff member may be responsible for the timely outcome of a project or a manager for the combined outcome of his/her area of work.

#### **Accountability**

activities or responsibilities. It must be clear to both the manager and the staff member what criteria could or would be used to determine whether the set standard has been met or exceeded. For example, a Head of School might be accountable for the completion of 90% of PDPs in their School in a calendar year.

#### **Job Profile**

A document, also called a job description or an accountability statement, which sets out all the core duties, the responsibilities, and the accountabilities of the staff member. This document should be











- 10.2 For those staff covered by the MUCEA or MUIEA, the procedure to be followed for performance causing concern is set out in Clause 10.1 of the employment agreement. For all other staff, the terms and conditions of their agreements will prevail.
- 10.3 For those staff covered by the MUCEA and MUIEA, if, after a reasonable period of time and following the support and assistance of the manager, the staff is still causing concern, the manager may consider using the provisions set out in Clause 10.2 of the employment agreement. For all other staff, the terms and conditions of their agreement will prevail.
- 10.4 The Performance and Development Planning and Review manager





Massey University Policy Guide  
Performance and Development

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Professional Development:

Support and Assistance:

( List any attachments )

Signed:  
(Manager or Nominee)

Date:

Additional comments by staff member (optional):

Signed:

Date:





## Massey University Policy

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Appendix 3

Performance and Development Planning (PDP)

ANNUAL LEAVE PLAN

Name:

Unit:

Position:

Date of Plan

Annual Leave Balance:

| From: | To: | Number of days |
|-------|-----|----------------|
|       |     |                |
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Signed:  
(Staff



