

PROVIDER NAME: CCT College Dublin (CCT)		
POLICY AREA: Standard 8: Quality Assurance of Teaching Staff and Human Resources		
Policy and Procedure Title: Performance Management Appraisal	Policy No: CCTP804	Version: 1.2
<p>Policy Statement</p> <p>In CCT, Performance Appraisal is an ongoing process. Ongoing informal performance appraisal is carried out almost on a daily basis as a result of constant interaction between staff, management and divisions.</p> <p>CCT policy has, as the overriding purpose of performance appraisal, helping staff to improve, and thus to improve organisational effectiveness.</p> <p>The College implements an annual appraisal process which provides opportunity for individuals to discuss their role and fulfilment of objectives and receive feedback from management in respect of same. The appraisal process also provides an opportunity to identify career aspirations and discuss professional development intentions and opportunities.</p> <p>Objectives for performance appraisal can best be understood in terms of potential benefits which should include but not be limited to:</p> <ul style="list-style-type: none"> • Increased staff motivation to perform effectively • Increased staff self-esteem • Gain new insight about the college direction • Better clarify and define job functions and responsibilities • Develop valuable communication among appraisal participants • Facilitate increased self-understanding among appraisees as well as insight into the kind of developmental activities that are of value • Distribute awards on a fair and credible basis • Clarify goals of job under appraisal and organisational goals 		
<p>Definitions and Principles</p> <p>CCT broadly views Performance Appraisal as the interactive process, between individual staff member and supervisor, of assessing and recording staff performance, jointly re-clarifying and modifying roles and responsibilities and job description (if necessary), determining developmental needs and support requirements, and cooperative development of performance evaluation plans.</p> <p>Performance Appraisal is the scheduled focussed opportunity to assess how aligned appraisee, job, and supervisor are with regard to the overall operation of the college, in accordance with CCT's mission and strategic goals.</p>		
<p>Staff Involved</p> <p>All full time and part time staff and faculty within CCT</p>		

policies and procedures.

- CCT will endeavour to provide the opportunity for the improvement of poor performance through mentoring and continuous review. However, should the teacher continue to demonstrate ineffective teaching duties procedures will be put in place to remove them from CCT's teaching staff.

Monitoring and Review of Appraisal Procedures

1. It shall be the responsibility of the Executive Leadership Team to monitor on an ongoing basis the effectiveness of the appraisal procedures.
2. The annual monitoring exercise and the periodic review shall provide feedback opportunities for the College to formally review and evaluate the appraisal of staff.
3. The appraisal policies and procedures shall be continuously reviewed to ensure they reflect best practice.

Executive Leadership Team

Staff feedback
Annual Monitoring Review

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
SMT	Annual	Staff feedback

POLICY CONTROL SHEET

Policy Title	Performance Management Appraisal
Responsible Officer(s)	College President
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	July 2019
Supersedes	Version 1.1
Next Review Date	August 2024
Designated Reviewer(s)	College President
Scope	Internal staff (full and part time); Graduates

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 1.1	April 2018	Edits to reflect roles and structures	Dean of Academic Affairs	Academic Council
Version 1.2	September 2019	Change of responsibility for monitoring effectiveness to the Executive Leadership Team.	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Quality Assurance of Teaching Staff & Human Resources
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	CCTP136 – Staff Appraisal