

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: 1.1

Policy Statement

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.

CCT policy has, as the overriding purpose of performance appraisal, helping staff to improve, and thus to improve organisational effectiveness.

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.

Objectives for performance appraisal can best be understood in terms of potential benefits which should include but not be limited to:

- 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

Definitions and Principles

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.

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.

Staff Involved

All full time and part time staff and faculty within CCT

Procedure Outline / Method(s) used to carry out this procedure

Responsibility of

Evidence generated by this procedure to ensure its effectiveness

PERFORMANCE APPRAISAL PROCEDURES

1. Formal performance appraisals will be carried out once per year at CCT. The appraisal itself will be carried out in an atmosphere of openness, frankness, confidentiality, clarity, and fairness.
2. The following broad items should be represented and reviewed in all performance appraisals:
 - a) Ongoing Review of Position and Performance
 - b) Job Descriptions
 - c) Participatory and Interactive Appraisal of developmental plans for the appraisee
 - d) Joint design of a realistic scheduled format of work
 - e) Overall productivity assessment and reward
 - f) Review of College Policies and Procedures
3. CCT will ensure that the following appraisal event procedures will be adhered to:
 - Staff Appraisals will be fair, objective, open, frank, and confidential
 - Appraisals will be carried out yearly, unless otherwise determined by the appraisee and appraiser
 - The appraisal shall be carried out by the College President or nominee
 - The College President shall notify all appraisees of the date of their appraisal, at least 1 month in advance.
 - An Appraisal Form CCTF136 must be completed initially by the appraisee and returned to the appraiser. An Ongoing Performance Review (OPR) should also be reviewed prior to the appraisal.

College President
Relevant staff

College President or
nominee

Performance
Appraisals
completed

Appraisal Form
(CCTF136)

<ul style="list-style-type: none"> • If the appraiser wishes to discuss any matter(s) not covered in the Appraisal Form, the appraiser shall normally indicate this to the Appraisee in good time. The Appraisee shall have the same right. • Both parties are required to sign the Appraisal form and the OPR as a record that the Appraisal event has taken place • Unresolved difficulties shall be recorded on the Appraisal Form. • The Appraisal meeting shall remain strictly confidential to the appraiser, appraisee, and College President. • The College President / or nominee will carefully review each Appraisal Form after completion to instigate any agreed actions / action plans which the College President considers appropriate • The College President / or nominee is responsible for monitoring the appraisal processes. • Specific developmental requirements should be converted into appropriate staff developmental plans, which is the responsibility of the College President / nominee. • If necessary, duties and position descriptions will be reviewed at this juncture, as well as college 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. <p>MONITORING AND REVIEW OF APPRAISAL PROCEDURES</p> <p>1 It shall be the responsibility of the Quality Assurance Committee to coordinate and monitor on an ongoing basis the effectiveness of the appraisal procedures.</p> <p>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.</p> <p>3 The appraisal policies and procedures shall be continuously reviewed to ensure they reflect best practice.</p>	<p>QA Committee</p>	<p>Ongoing Performance Review</p> <p>Staff feedback</p> <p>Annual Monitoring Review</p>
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Monitoring

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

Policy Title	Performance Management Appraisal
Responsible Officer(s)	College President
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	January 2018
Supersedes	Version 1.0
Next Review Date	August 2019
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

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