

# MINUTES

MEETING **RSHA Executive and Senior School Administrators**

MEET No. **11, 2013**

DATE/TIME Friday 9 August 2013, 2pm

VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

## Open Session: RSHA Executive and Senior School Administrators

### ITEM 1. Managing Performance and Career Development

Ms Archer tabled a document titled “Managing Performance” which she then spoke to. It was noted that the title “Statement of Expectations” for the form is not ideal as the statement includes development as well and that formatting the form can be problematic.

Structuring performance discussions is important. Supervisors need to be specific with feedback, clear and listen reflectively. Behavioural aspects need to be addressed. The minimum academic standards by level can be a useful tool to focus discussion and the staff member can aim above these. Another useful thing to do to work out the weightings for the form is for the staff member to keep a log of time spent on various activities over a month. If weightings need to be changed at any stage a request should go to Ms Archer who will update the Statement of Expectations (SoE) accordingly.

It is ANU policy for mid-term reviews to be done. This means that academics would complete a mid-term review after a year and professional staff after six months. Some Committee members felt that doing a mid-term review for professional staff was too much and Ms Archer stated that she would feed this information back. It is important to have honest and effective reviews and to follow up even the smallest issues as soon as they arise. Schools can get support from a number of avenues including CASS HR, the College Dean and College General Manager, OHS staff, the employee assistance program and the staff counsellor. If a staff member does not agree with the rating their supervisor has given them it can go up to the next level for consideration. If someone does not agree with the content in the SoE they can note that they disagree on the paperwork. Members of the CASS HR team can attend any contentious SoE meetings.

Performance management and disability was touched on. If reasonable adjustments have been put in place but there are still problems then it is moving towards performance issues. Ms Archer will find out if there is government agency funding to assist with the cost of expensive chairs and desks.

Professor Pickering thanked Ms Archer for attending the meeting.

### ITEM 2. Attendance

Professor Pickering (Chair), Ms Archer (for agenda item 1), Mr Chew, Dr Ferris, Ms Knight, Ms Komidar, Dr Kennedy, Ms McConchie, Ms Noronha-Barrett, Professor Tregear, Professor Simpson and Mrs Shepherd (Minute Secretary). Dr Message and Professor Morphy were apologies.

### ITEM 3. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

#### **ITEM 4. Matters Arising and Action Items**

There were no items discussed.

#### **ITEM 5. Acting Director's Report**

##### 5.1 RSHA Change Proposal

Submissions closed at the close of business last week. Some were related to tutorials and those people were contacted separately. People have been contacted asking if they give permission for their submission to be placed on the web. These will be up on the web next week.

##### 5.2 Vice-Chancellor's budget solutions

There is nothing new to report.

##### 5.3 Teaching models

There was a long discussion about the email which went out to students regarding teaching models. Committee members were concerned with the process and communication and it was agreed that Professor Pickering would write to the CASS Executive summarising the concerns of the Committee. To overcome this communication problem it was suggested that the RSSS Executive and RSHA Executive Committee members meet with the Dean once every three months. A number of committee members said they would like to see what a student workshop class is like with 75 students in it. Chancelry has set up a review to be chaired by Professor Marnie Hughes-Warrington to look into this issue.

##### 5.4 Research grants

Professor Pickering reported that he had met with Mr Talbot and Mr Macnicol regarding possible research grant applications. It would be useful to have a consolidated RSHA list. Professor Pickering encouraged staff to apply for grants. Committee members were asked to let Professor Pickering know of anyone who wants to put in a Laureate application.

**Action:** Committee members to let Professor Pickering know if anyone is going to put in a Laureate application.

##### 5.5 Statements of Expectations

This was covered in agenda item 1.

##### 5.6 Excess leave and Long Service Leave management

Each AOU needs to put in place a plan to manage excess leave and Long Service Leave. Staff need to give six months' notice if they wish to take long service leave at a time of their choosing. Otherwise the long service leave request needs to be negotiated with the School. In the past it has not been unusual for staff to take say four days leave a week for an extended period of time which makes it difficult for the School. Most staff wish to take leave during teaching time. It makes it very difficult for School's to cover the duties of Technical Officer's if they take leave due to the staffing freeze.

#### **ITEM 6. Promotions**

The College has received seven applications for promotion this year.

## 6.1 RSHA Level A to B Promotions Committee

One Level A to B application has been received. The Schools of Art, Cultural Inquiry and Music offered to nominate a staff member to be on the Committee.

**Action:** Mrs Shepherd to email the relevant Heads of School asking for their nominations.

### ITEM 7. CASS Prizes for Excellence in Teaching

It was noted that nominations are open for these prizes. It is important to nominate staff for these. Some staff are fabulous teachers but do not want to go for promotion. It was suggested that another category of prize be created for those who are fabulous teachers but do not wish to do a portfolio. These people could be nominated by their School and the School could make the case for them.

### ITEM 8. Education matters

Education matters were covered elsewhere in the agenda.

### ITEM 9. Research matters

Professor Pickering reported that he was shown a new online database of research funding opportunities called "Research Professional". It is more useful for some disciplines than others. There was some discussion about how staff could be more aware of the different research that is going on across the Research School. It was agreed that once every three months an RSHA speed paper session would be held to which all RSHA staff would be invited. One person from each School would be asked to give a ten minute presentation. It would also be an opportunity to celebrate the publishing of new books, art exhibitions, performances and so on. Drinks would be provided and Heads of Schools agreed to encourage staff to participate in the sessions.

**Action:** Mrs Shepherd to organise a venue for the RSHA speed paper sessions once dates are agreed on.

### ITEM 10. Workplace Health and Safety

It was reported that staff in some Schools do not want to do online marking due to medical reasons. At the moment staff who do not wish to do online marking need to get a medical certificate. The question was asked whether it would be possible for a Head of School to write a statement rather than the staff member getting a medical certificate. It was not clear if the requirement to have a medical certificate is an ANU or CASS policy. Clarification on this needs to be obtained.

### ITEM 11. Any other business

It was noted that there is no description on the ANU web site of what constitutes a major and what constitutes a minor. It would be very useful to have this on the web for potential new undergraduate students. Professor Pickering agreed this was important.

### ITEM 12. Next meeting: Friday 23 August 2013

This item was noted.

### Closed Session: RSHA Executive

### ITEM 13. Confidential Items

There were no items discussed.

The meeting closed at 3.40pm.