

MINUTES

MEETING **RSHA Executive**
MEET No. **15, 2014**
DATE/TIME Friday 5 December 2014, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Code of Conduct and Performance Management

Professor Tregear welcomed Dr White to the meeting.

Code of Conduct

Dr White stated that it is important to report matters under the code of conduct early.

Performance Management

Dr White noted that the new Enterprise Agreement has changed around performance management. The policy framework is being revised and academics will now have a twelve monthly agreement instead of the previous two year agreement. This is the same as other Group of Eight universities. It has also been recoupled from the promotion process. On the new form are 3-5 year goals for education, research and outreach and a three point rating scale replacing the old 5 point rating scale. New online tools are available to help with the process including an online pulse course on what a good high performing staff member looks like and a Powerpoint package for staff. ANU is in the process of hiring staff to help with underperforming staff across the University. This team of staff will help with logistics, the review process and so on. Staff can now start using the new policy and forms. Under the guidance of the Vice-Chancellor central HR is working on developing snapshots on all academics. The data is being checked and comparative data will become available.

Recruitment

The new online recruitment system has been brought in. It stream lines the recruitment process for the entire ANU. From now on recruitment requests should be signed off by the Director of the Research School.

Staff survey results

The staff survey results will be released early next year.

As Professor Pickering is away overseas Dr White agreed to brief him on his return about all matters discussed at this meeting.

Action: Mrs Shepherd to organise a time for Professor Pickering to meet with Dr White on his return from overseas.

ITEM 2. Attendance

Professor Tregear (Chair), Associate Professor Ferris, Ms Knight, Professor Travis, Dr White (agenda item 1) and Mrs Shepherd (Minute Secretary). Professor Pickering and Dr Peoples (Acting Head, School of Archaeology and Anthropology) were apologies.

ITEM 3. Minutes of Previous Meeting

The minutes were approved.

ITEM 4. Matters Arising and Action Items

Professor Travis reported that the School of Literature, Languages and Linguistics (SLLL) Executive has now discussed the Research Training Scheme. It was agreed that there will be a variable amount of funds for students to apply for but that in general students could apply for up to \$4,000 for fieldwork and \$1,000 for conference travel as is the case for the School of Music and the School of Art. The SLLL Executive agreed to admit admission only students and these students will be eligible to access fieldwork funds.

ITEM 5. Confidential Items

There were three confidential items reported.

Part 2. Reports

ITEM 6. Acting Director's Report

Professor Tregear did not give a report.

Part 3. RSHA matters

ITEM 7. Education matters

Associate Professor Ferris reported that she had seen a document being considered by a working party in which the recommendations for admittance to Higher Degree Research were extremely high. It was based on requirements believed to be in place at University of Sydney however she thinks there may be confusion around this and she will check this with colleagues when she visits Sydney College of the Arts next week. She agreed to circulate the details to those present at the meeting and will put on the agenda for February if necessary

Action: Associate Professor Ferris to circulate the details.

ITEM 8. Research matters

No items were discussed.

ITEM 9. Workplace Health and Safety

No items were raised.

Part 4. Other business

ITEM 10. Any other business

Mrs Shepherd thanked the Heads of School for all their support throughout the year. The Heads of School thanked Ms Knight and Mrs Shepherd for all their work during the year.

ITEM 11. Next meeting

The next meeting will be held in February 2015.

Meeting closed at 3.35pm.