



POLICY

Policy Title: Vice-Chancellor – Performance Management

Policy Owner: Chancellor

**Keywords: 1) Remuneration & Reward 2) Management for Performance
3) Performance Incentive**

Policy Code: PL184 [hr151]

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1. INTENT

- 1.1 To provide a framework for the annual assessment of the Vice-Chancellor's performance.

2. ORGANISATIONAL SCOPE

- 2.1 The Chancellor, Vice-Chancellor, Remuneration Committee and Council members

3. DEFINITIONS

TERM	DEFINITION
"Council" means	The governing Council of Edith Cowan University established under section 8 of the ECU Act.
"Chancellor" means	The Chancellor of the University as per sections 9 and 12 of the ECU Act.
"Vice-Chancellor" means	The Chief Executive Officer of the University as per section 30 of the ECU Act.

4. POLICY CONTENT

- 4.1 Monitoring the performance of the Vice-Chancellor is one of the primary functions of Council specified in the Matters to be Reserved to Council (Section 6) and in the Corporate Governance Statement. It is therefore appropriate and necessary that the goals and measures for assessing the Vice-Chancellor's performance are determined by Council.
- 4.2 The Vice-Chancellor's performance will be reviewed annually against objectives approved by the Council and which are consistent with the University's strategic direction.
- 4.3 The Chancellor has a key responsibility both as Chair of Council and as Chair of the Remuneration Committee for the process for specifying and assessing the performance of the Vice-Chancellor.
- 4.4 The Chancellor will undertake the assessment process approved by Council in the Guidelines linked to this policy, and will make recommendations to Council for its approval based on the outcomes of the process.
- 4.5 To provide for an effective and consistent planning regime the goals and measures for assessing the Vice-Chancellor's performance will be:
 - consistent with the University's strategic direction and with the annual goals for the University approved by Council; and
 - for a calendar year, to align with the University's planning calendar and activities.
- 4.6 The goals and measures for assessing the Vice-Chancellor's performance will take into account the entire role of the Vice-Chancellor as Chief Executive Officer of the University.
- 4.7 The goals for the Vice-Chancellor's performance will be capable of being assessed in an objective, verifiable and consistent manner.
- 4.8 The process for assessing performance and the outcomes of that assessment will be consistent with procedural fairness and natural justice.
- 4.9 The assessment of the Vice-Chancellor's performance will be conducted having regard to the performance of the University as a whole.
- 4.10 Council will consider all matters relating to the performance of the Vice-Chancellor in the confidential section of its meetings unless the Council determines otherwise.
- 4.11 The process for the review of the Vice-Chancellor's performance will be outlined in the Guidelines which support this policy.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner: The **Chancellor** has overall responsibility for the content of this policy and its operation in ECU.

The **Council Secretary** has responsibility for the implementation of the policy in accordance with the directions of the University Council.

The **Vice-Chancellor** has responsibility for complying with the content of this policy.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- *Vice-Chancellor Performance Management Guidelines*

6,1 Other documents which are relevant to the operation of this policy are as follows:

- Vice-Chancellor's Contract
- Corporate Governance Statement
- Guidelines linked to the Vice-Chancellor Performance Management Policy }

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Chancellor
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8. APPROVAL HISTORY

Policy Approved by:	Council
Date Policy First Approved:	8 December 2005
Date last modified:	26 June 2014
Revision History:	Updated: 7 December 2006 (UC119/30) 4 December 2008 (UC131/21) 7 October 2011 Minor amendments only approved by Governance Committee: <ul style="list-style-type: none">• updated format and changes to position titles 26 June 2014 (UC164/21) updated policy format
Next Revision Due:	June 2017
TRIM File Reference	SUB/5283

Guidelines

Linked to : Vice-Chancellor – Performance Management

Intent
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1. Intent

1.1 To provide a process for the annual assessment of the Vice-Chancellor's performance.

2. Organisational Scope

2.1 The Chancellor, Vice-Chancellor, Remuneration Committee and Council members.

3. Definitions

TERM	DEFINITION
"Council" means	The governing Council of Edith Cowan University established under section 8 of the ECU Act
"Chancellor" means	The Chancellor of the University as per sections 9 and 12 of the ECU Act.
"Vice-Chancellor" means	The Chief Executive Officer of the University as per section 30 of the ECU Act.
"Remuneration Committee" means	The Committee of Council chaired by the Chancellor which makes recommendations to Council on the remuneration and performance of the Vice-Chancellor.

4. Guidelines - Content

4.1 The process consists of two phases: performance planning and performance review.

4.2 Performance Planning

4.2.1 During the final quarter of each year the Council Remuneration Committee will submit to the Council the goals and measures for the assessment of the Vice-Chancellor's performance in the following year. The recommended goals and measures will be consistent with the University's Strategic Plan and the annual goals for the University approved by Council. The recommended goals and

measures will be informed by the role and person specification for the position of Vice-Chancellor.

- 4.2.1 No later than its final meeting of the year the Council will consider the submission of the Remuneration Committee and determine the recommended goals and measures for the assessment of the Vice-Chancellor's performance in the following year. Council may designate some aspects of the Vice-Chancellor's performance as having a special priority.
- 4.2.2 Council delegates to the Chancellor the negotiation with the Vice-Chancellor of the goals and measures for the assessment of the Vice-Chancellor's performance. Within these negotiations the Chancellor will have discretion to vary the goals and measures. If the Chancellor is of the view that the proposed goals and measures are substantially different from the intent of Council he will refer the matter back for the determination of Council.
- 4.2.3 The goals and measures for the assessment of the Vice-Chancellor's performance for the year will be incorporated in a written document and signed by the Chancellor and Vice-Chancellor.
- 4.2.4 The Chancellor will report the final goals and measures negotiated with the Vice-Chancellor for the information of Council. Unless otherwise agreed by Council, this report is made to Council not later than the first meeting of the year to which the goals and measures apply.

4.3 Performance Review

- 4.3.1 The Chancellor is responsible for undertaking the process for assessing the performance of the Vice-Chancellor against the final goals and measures agreed with the Vice-Chancellor. The Chancellor will invite the Vice-Chancellor to provide a written report containing a self-assessment of the Vice-Chancellor's performance against the agreed goals and measures and taking into account contextual issues that are relevant to the Vice-Chancellor's performance. As soon after the conclusion of the year in question as possible, the Chancellor will prepare a report containing recommendations arising from the assessment process. In doing so, the Chancellor may take such advice from Council, the Remuneration Committee or other parties as he or she deems necessary and appropriate.
- 4.3.2 The Chancellor will report his/her recommendations on the assessment of the Vice-Chancellor's performance to the Remuneration Committee. The outcome of the Chancellor's assessment of the Vice-Chancellor's performance together with any recommendations from the Remuneration Committee will be provided to Council for its approval. Unless otherwise agreed by Council, the report on the Vice-Chancellor's performance in the previous year will be provided to Council for approval in the first quarter of the year.
- 4.3.3 Before any recommendations are made to Council which reflect an adverse view of the Vice-Chancellor's performance, the Chancellor will ensure that the Vice-Chancellor is provided with the opportunity to respond. The Remuneration Committee will finalise its recommendations to Council after consideration of the Vice-Chancellor's response.
- 4.3.4 If the Remuneration Committee has made recommendations to Council which are based on an adverse view of the Vice-Chancellor's performance, the Vice-Chancellor will be provided with an opportunity to provide a written response for the information of Council and to address the meeting of the Council.

4.3.5 The Chancellor will relay to the Vice-Chancellor the outcomes of the assessment once approved by Council and provide such other feedback as is appropriate.

4.4 Performance Planning for a new Vice-Chancellor

4.4.1 Where a new Vice-Chancellor is appointed during the year, a part-year Performance Agreement will be put in place. The recommended goals and measures will be consistent with the University's Strategic Plan and the annual goals for the University approved by Council, but will also reflect the need for adequate induction and familiarisation processes.

4.4.2 At the conclusion of the first calendar year, the performance planning and performance review processes will be aligned with those outlined in the policy.

5. References

Related Policy:	Vice-Chancellor – Performance Management Policy HR151	File No: SUB/5283
Guidelines Owner:	Chancellor	
Approved by:	Council	
Date Approved:	4 December 2008 (UC131/21)	
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Amendments:	Originally incorporated in the Vice-Chancellor – Performance Management Policy: approved 8 December 2005 and updated 7 December 2006 (UC119/30) 7 October 2011 Minor amendments only approved by Governance Committee: <ul style="list-style-type: none"> • updated format and amendment to position titles only • addition of reference to consideration of contextual issues under 4.3.1 11 December 2014 – minor amendment to Guidelines (UC167/21)	
Related Policies/Documents:	<ul style="list-style-type: none"> • Vice-Chancellor – Performance Management Policy • Vice-Chancellor's Contract • Corporate Governance Statement 	

6. Contact Information

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