Academic Development, Performance & Review

DPR CONVERSATIONS, SUPPORTED BY WORKDAY

DISTINGUISHED PROFESSOR LESLEY HUGHES
We acknowledge the traditional custodians of the lands on which we are gathered and pay our respects to their Elders both past, present and emerging. We extend that respect to all Aboriginal and Torres Strait Islander people who may be joining us today.
Agenda

1. DPR for MQ academics: the context & improvements

2. DPR Conversations to support academic career success
   • The 5 academic scholarship pillars
   • Focus on development
   • Career aspirations and your pathway to promotion

3. DPR: What you need to do, by when

4. A brief look at capturing DPR conversations in WorkDay

5. DPR support and resources
DPR for MQ academics

HOW WE’VE TAILORED DPR FOR ACADEMICS

Frustrations with previous PDR

• PDR in its current form is more than a decade old and no longer fit for purpose
• Too much emphasis on performance and not enough on development
• Not consistent with new promotions scheme
• Does not support and acknowledge the diversity of career trajectories or provide positive incentives
• Often approached as a workload allocation conversation
• Limitation of PDR functionality: Objectives and Performance indicators

Benefits of new DPR

• Increased focus on conversations to support academic career success and on development needed to meet career goals
• Conversations aligned with academic scholarship pillars and promotion criteria
• Promotes reflective conversation around contributions, achievements & learnings
• Focus on improvement from a strengths approach
• Strengthened focus on a diverse and inclusive workplace

Academics shaping new DPR

• Led by Distinguished Professor Lesley Hughes in consultation with academic representatives across each faculty
DPR: Conversations matter
Conversations to support academic career success

A TYPICAL DPR CONVERSATION WOULD INCLUDE A COMBINATION OF THE FOLLOWING …

Contributions, Achievements & Development
across the 5 Academic Scholarship pillars in current role

Career aspirations

Wellbeing & Inclusion

Promotion pathways

Mentoring

Professional networks

Working with others, Collaboration

Developing skills & expertise
DPR in Workday
## Structure of DPR in Workday

### Academic Employees

#### Academic Career
My Job Family is?
- Teaching & Research Academic
- Teaching & Leadership Academic
- Technical / Industry / Commercial Academic

What are your career goals in the next few years and in the next 5 – 10 years?

Relevant personal circumstances
Did you have any relevant circumstances/career interruptions (e.g. carer responsibility, disability or ongoing medical condition) that have affected your achievements this year? If not, please enter Not Applicable.

#### Academic Scholarship Pillars
For each academic scholarship pillar:
Outline and reflect on your contributions and achievements during the last year.

What are your priorities for the next year? Future years?

Is there any support or development that would assist you in achieving your goals?

**Self-assessment rating for each pillar**
- Not applicable
- Not achieved
- Achieved
- Superior
- Outstanding

Leadership & Citizenship question only
How will you enhance your understanding of diversity, equity and inclusion issues? How will you promote and support inclusion in our workplace?

**Overall**
Considering your objectives across all 5 Academic Pillars, is there anything that may help you or hinder you in achieving your objectives?

#### Academic Promotion Readiness
Are you planning to apply for promotion in the next 5 years? If so, what is your timeframe for applying (e.g. next year, 2-3 years)?

Reflecting across the 5 Academic Scholarship Pillars, self-assess your promotion readiness and identify areas for development. It may be useful to consider your target rating for each pillar.

#### Goals (Optional)
May be used by leaders to cascade strategic, performance and development goals.

#### Overall Evaluation
Enter overall comment for DPR.

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Don’t forget to be **human**. Workday does not replace the **conversation**.
Additional Steps for a HoD or DPR Supervisor

WHAT HAPPENS ONCE AN ACADEMIC SUBMITS THEIR DPR TO YOU …

Step 1
A task appears in your Workday inbox to review a DPR

Step 2
Scroll down to read the DPR. In the ‘Manager Evaluation’ fields you may add comments

5 hour(s) ago - Effective 31/12/2021
Overall evaluation + send back or submit

Step 3
‘Overall Evaluation’ is where you add your summary comments for this academic

Step 4
Choose ‘submit’ to complete the DPR. Or ‘send back’ to ask for it to be amended.

If you send the DPR back to the staff member, add a note about what they need to do.

This message appears when the DPR has been successfully submitted.
DPR:

What you need to do to, by when
For your own DPR

WHAT YOU NEED TO DO, BY WHEN …

15 November 2021
• The DPR System in WorkDay is available from 15 November

By End of March 2022
• Hold a DPR Conversation with your Dean/HoD/DPR Supervisor (whichever is applicable)
• Once reviewed, submit your 2022 DPR

DPR 2021/2022
• Meet with your line manager/supervisor to discuss your DPR for 2021 and plan your DPR for 2022

2021 PageUp PDR
• If you added your own PDR objectives for 2021 in PageUp, complete your review of 2021 in PageUp. Download a pdf of this if you wish to upload it to your Workday DPR

2021 PDR In WorkDay
• Upload a pdf of your 2021 PDR into WorkDay (only if you have already documented your 2021 PDR).

2022 DPR in WorkDay
• Start your new 2022 DPR in WorkDay - type your DPR directly into WorkDay.
• Only upload supporting documents into WorkDay, if necessary to provide context or further information.
As a HoD or DPR Supervisor

WHAT YOU NEED TO DO, BY WHEN …

Looking ahead!

15 November 2021
• The DPR System in WorkDay is available from 15 November

By End of March 2022
• Prepare for and hold a DPR Conversation with those staff who you supervise
• Review and submit 2022 DPRs

DPR 2021/2022
• Meet with the academic staff members you directly supervise, or supervise for DPR to discuss their DPR for 2021 and their DPR plans for 2022

2021 PDR In WorkDay
• Review any 2021 PDR that has been upload as a pdf into WorkDay (only if the staff member has commenced and completed their 2021 PDR).

2022 DPR in WorkDay
• Review tasks in WorkDay inbox for those that are ‘Manager Evaluation – MQ Development Performance Review
• Review these DPRs and add comment(s). Discuss and send back if needed.
• When complete, ‘submit’ the DPR.
DPR: Resources & Support
Resources for academic development
HTTPS://STAFF.MQ.EDU.AU/WORK/DEVELOPMENT/WORKSHOP-CALENDAR

Skill up and improve your knowledge with a range of workshops and online courses.

Teaching
The Learning Innovation Hub offers a range of learning opportunities to cater for colleagues who are new to teaching as well as experienced academics.

Research
Research Services supports researchers to apply for fellowship and grant opportunities with a wide range of workshops, seminars and online resources.

Linkedin Learning
Access top-quality video courses taught by recognised industry experts on topics including Microsoft Office suite, project management, and communication.
Workshops to support you with DPR conversations

HTTPS://STAFF.MQ.EDU.AU/WORK/DEVELOPMENT/WORKSHOP-CALENDAR

- Giving Effective Feedback
- Having Coaching Conversations
- Managing the Tough Stuff: Performance and Conduct Issues
- A Situational Approach to Leadership
- Crucial Conversations
## Other DPR Resources & Assistance

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<tr>
<th>Academic Scholarship pillars</th>
<th><a href="https://staff.mq.edu.au/work/development/academic-promotion/Academic-Promotion-Criteria-Schedule.pdf">https://staff.mq.edu.au/work/development/academic-promotion/Academic-Promotion-Criteria-Schedule.pdf</a></th>
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<tr>
<td>Information about DPR</td>
<td><a href="https://staff.mq.edu.au/work/development/performance">https://staff.mq.edu.au/work/development/performance</a></td>
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<tr>
<td>• Recording of this session</td>
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<tr>
<td>• Overview of DPR</td>
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<tr>
<td>Workday</td>
<td><a href="https://staff.mq.edu.au/work/development/performance">https://staff.mq.edu.au/work/development/performance</a></td>
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<tr>
<td>• A link to instructions on DPR in Workday</td>
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<tr>
<td>Workday DPR system issues</td>
<td>Please raise a one-help ticket.</td>
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<tr>
<td>Questions about DPR</td>
<td>Please contact your HR client relationships team to discuss your needs: <a href="https://staff.mq.edu.au/support/people-management/contact-human-resources">https://staff.mq.edu.au/support/people-management/contact-human-resources</a></td>
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Questions?