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Professional Development & Review (PD&R) Policy

Nōnahea i Whakarerekē | Last Modified	March 2026
Rā Arotake | Review Date	November 2027
Mana Whakaae | Approval Authority	Executive Director, People Culture and Campus Life
Āpiha Whakapā | Contact Officer	Capability & Wellbeing Manager, People & Culture

Introduction

This document provides an overview of the University's approach to professional development and achievement, for University staff that fall within its scope.

Definitions

Manager(s)– means those persons employed by the University who have responsibility for the development of other staff, including the Vice-Chancellor, Senior Leadership Team members, Directors, Heads of School/Department/Centre, Managers, Team Leaders, and Supervisors.

Tangata whenua – local people, hosts, indigenous people – people born of the whenua, i.e., of the placenta and of the land where the people's ancestors have lived and where their placenta are buried

Work area – may refer to a Faculty, Service Unit, Department/School, team, or other area where people are working together.

Policy Statement

This is a University-wide policy, but is limited in its application to those person's employed under a contract **of** service (employment agreement).

This excludes contractors and consultants employed on contract **for** service agreement, subcontractors and their employees, adjunct appointees, Erskine visitors, guest lecturers, interns and volunteers.

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Where "staff or "staff member" is used in this policy, "staff" only means those persons employed under a contract of service (employment agreement).

The University has a vision of "*Tangata Tū, Tangata Ora – Engaged, Empowered, Making a difference*". The biggest difference happens in a constructive environment where individuals support one another's growth and development and where the efforts of everyone are aligned with the overall vision and goals of the University.

The University's Professional Development and Review (PD&R) process enables staff to contribute to that vision. PD&R provides staff the opportunity for one-on-one conversations with their Manager, or a nominated senior colleague, to focus on how their efforts contribute to their work area's efforts, and to the overall efforts of the University.

PD&R also gives staff an opportunity to receive formal feedback on their work, to plan what professional development they need to do their job well and what is needed to develop their skills and careers. A mid-point conversation and less formal check-ins throughout the year are recommended.

Principles

1. Managers are expected to build understanding regarding the contribution staff can make to the University's success and to share with each staff member the responsibility for the staff member's development. This ensures that roles and individual efforts are aligned with the University's overall plans and strategic direction.

2. All new staff are expected to participate in the University's staff onboarding programme which includes an introduction to the PD&R system and process. Managers are expected to enable this participation.

3. The Vice-Chancellor and the Senior Leadership Team (SLT) are committed to all staff members being involved in the PD&R process. As a minimum each staff member should have a formal annual discussion with their Manager (or the person who has been delegated this responsibility). Managers are responsible for ensuring this takes place.

4. Engagement with PD&R is encouraged in order to assist with promotion and meet the academic promotions criteria.

5. Each SLT member is responsible for ensuring PD&R is taking place for each eligible staff member within their area of responsibility. PD&R must be consistent with the following core principles:

    a. PD&R applies to all continuing staff. The process can be undertaken with fixed term staff on longer contracts if so desired by the manager and/or staff member.

    b. PD&R goals and agreements must be recorded and agreed to by the line manager and staff member.

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c. PD&R focuses on

i. Agreeing, challenging, yet realistic and achievable written objectives for the individual which contribute to the work-area's goals, and therefore to the University's strategic direction.

ii. Two-way feedback over the course of the year on the progress of these objectives and what support is required to achieve them. Any issues that arise should be raised as they occur and not left until the formal PD&R discussions.

iii. Individual development planning to assist achievement of the agreed goals as well as career development. These should be viewed as shared undertakings between the University and employees.

d. PD&R discussions must be sensitive to inclusion, for example, gender, ethnicity and issues pertaining to tangata whenua, people with disabilities and people whose first language is not English.

e. PD&R involves processes and outcomes that are transparent.

f. PD&R meets the requirements of the *Privacy Act 1993 (New Zealand Legislation website)* and the University's *Privacy Policy (PDF, 761KB).*

6. The overall facilitation of the PD&R system is the responsibility of the Executive Director, People, Culture and Campus Life. The People and Culture team will

- Maintain the systems needed to coordinate PD&R.

- Offer coaching and support for managers and staff.

- Conduct periodic audits of the PD&R process.

- Develop and implement plans for on-going improvement.

- Coordinate reports on progress of PD&R engagement activities across the University.

- Provide a core professional development programme to address common development opportunities that may be raised in the PD&R process.

Related Documents and Information

Legislation

- Privacy Act 1993 (New Zealand Legislation website)

UC Policy Library

- Privacy Policy (PDF, 761KB)

- Staff Tertiary Study Assistance Policy and Procedures (PDF,183KB)

UC Website and Intranet

- Whaowhia tō kete | PD&R (Staff only, sharepoint.com)

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Contacts

If you have any further questions around this policy, please contact your Support by Faculty/Service Unit (Portfolios) (Staff only sharepoint.com).

Version	Action	Approval Authority	Action Date
Document History and Version Control Table			
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
1.00	Converted onto new template. Updated contact officer.	Policy Unit	Sep 2013
2.00	Scheduled review by C/O.	Policy Unit	Mar 2015
2.01	Contact Officer details updated.	Policy Unit	Jun 2015
3.00	Scheduled review including change of Approval Authority from the Vice-Chancellor to the Executive Director, Human Resources and application of policy to employed staff members only, additional headings added	Executive Director, Human Resources	Oct 2017
3.01	Removed repeated phrase.	Policy Unit	Nov 2018
4.00	Scheduled review by Contact Officer, minor changes to content	Policy Unit	April 2020
4.02	Change of contact officer	Policy Unit	Oct 2020
4.03	Review and minor updates	Executive Director – People Culture and Campus	Nov 2023
4.04	Contact Officer title updated	Policy Unit	Mar 2026

This policy remains in force until it is updated.

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