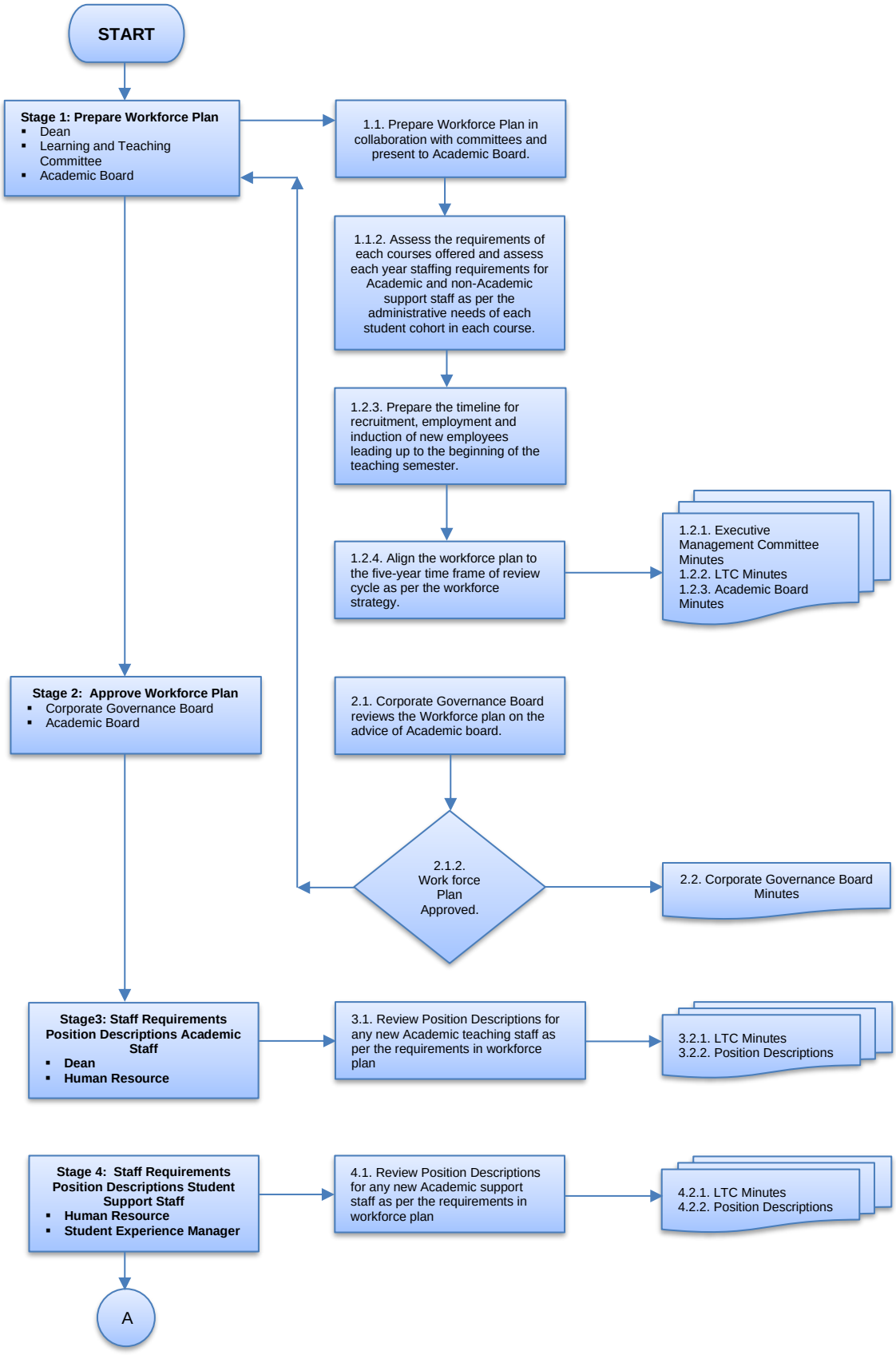
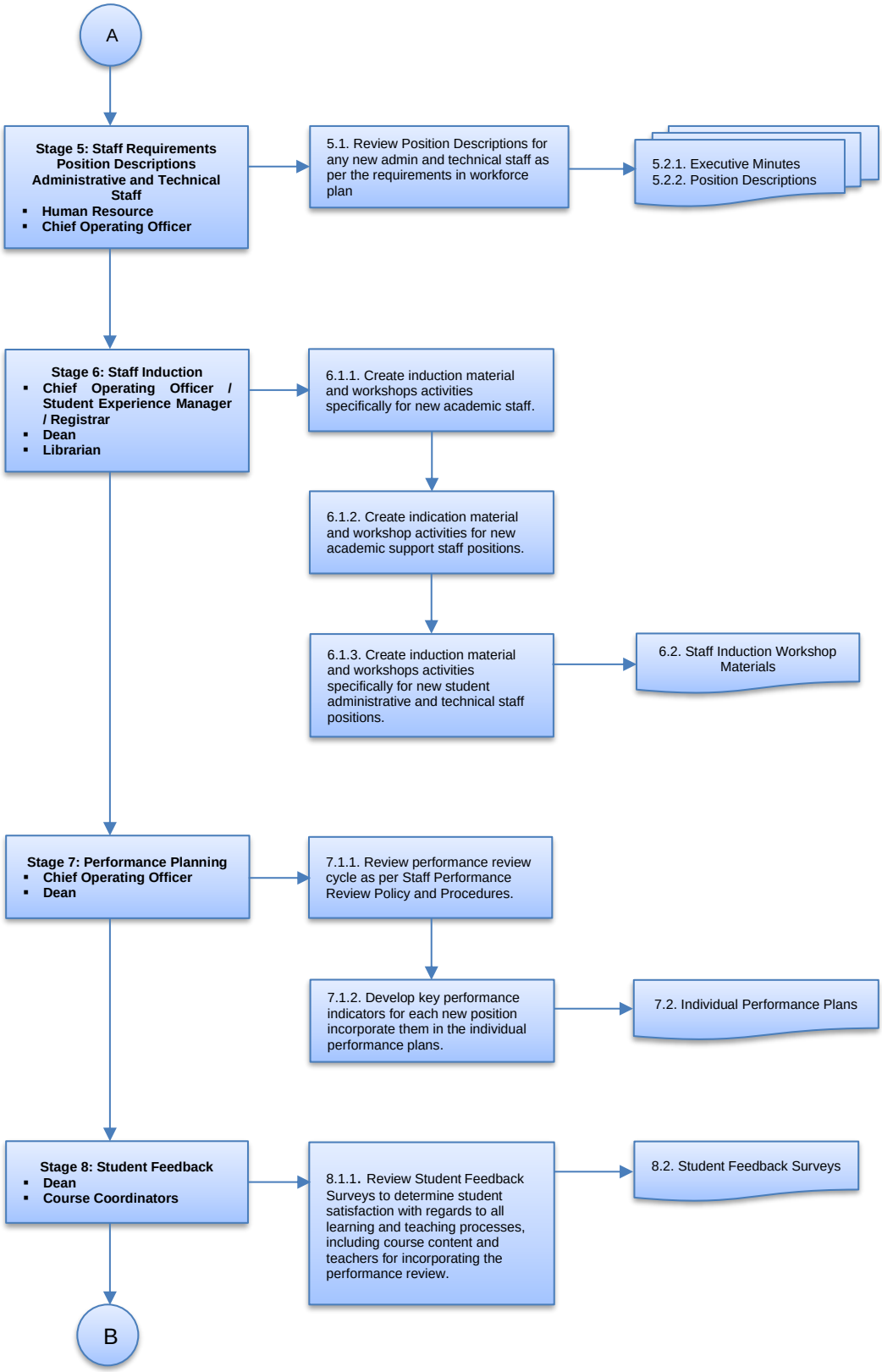
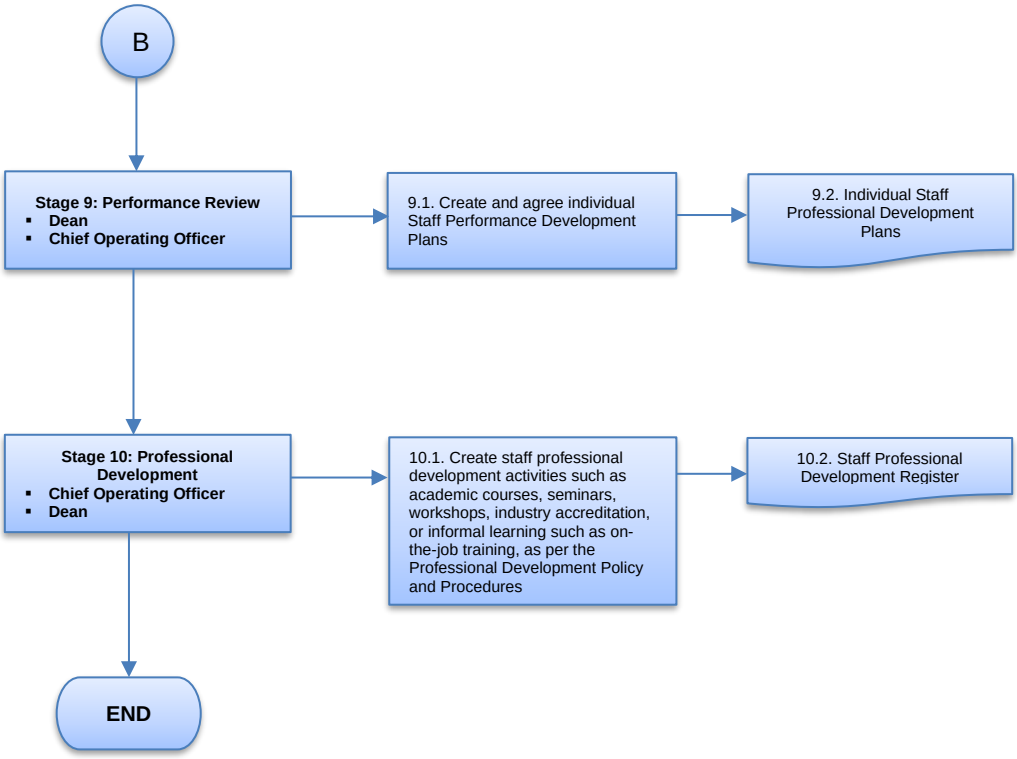
HIGHER EDUCATION WORKFORCE FLOW CHART




A
Stage 5: Staff Requirements Position Descriptions Administrative and Technical Staff
Human Resource
Chief Operating Officer
5.1. Review Position Descriptions for any new admin and technical staff as per the requirements in workforce plan
5.2.1. Executive Minutes
5.2.2. Position Descriptions
Stage 6: Staff Induction
Chief Operating Officer / Student Experience Manager / Registrar
Dean
Librarian
6.1.1. Create induction material and workshops activities specifically for new academic staff.
6.1.2. Create indication material and workshop activities for new academic support staff positions.
6.1.3. Create induction material and workshops activities specifically for new student administrative and technical staff positions.
6.2. Staff Induction Workshop Materials
Stage 7: Performance Planning
Chief Operating Officer
Dean
7.1.1. Review performance review cycle as per Staff Performance Review Policy and Procedures.
7.1.2. Develop key performance indicators for each new position incorporate them in the individual performance plans.
7.2. Individual Performance Plans
Stage 8: Student Feedback
Dean
Course Coordinators
8.1.1. Review Student Feedback Surveys to determine student satisfaction with regards to all learning and teaching processes, including course content and teachers for incorporating the performance review.
8.2. Student Feedback Surveys
B



Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Chief Operating Officer	17/12/2020	New flowchart