

# EDRS Checklist – Academic Leaders

This EDRS checklist has been developed to assist academic leaders to prepare and ensure a quality EDRS process and experience for our academics.

## **School Leadership Team**

*School Leadership Teams are encouraged to meet and discuss the upcoming process as a group:*

- *Share information and experiences*
- *Strive for a consistent approach*
- *Support each other throughout the process*
- *Consider implementing some common School objectives for all employees that align to strategic plans*

## **School reporting arrangements**

*Review School staffing profile for reporting arrangements for employees between Heads of School and Associate Heads of School and ensure the HRIS-Ascender system has been updated with new reporting arrangements (important for EDRS Manager tool information and functionality).*

## **Review the Employee ‘EDRS Learner Guide’.**

*This contains the information provided to employees about the EDRS process, available on the HR webpage.*

## **Read the ‘EDRS Managers Toolkit’**

*This contains helpful information, advice and resources for managers to complete a quality EDRS process and experience. This toolkit is available on the HR Webpage.*

## **Attend a DPC drop-in session**

*Overview of process, resources available and Q&A.*

## **Performance Information**

*Consider the following for each individual in your team prior to the meeting:*

- *SES results – qualitative and quantitative*
- *Research Productivity Index (RPI) data (consult with Faculties ADR's)*
- *HDR progress*
- *Contributions to the timely administration of the School and discipline*
- *Contribution to team effectiveness*
- *Technological capability*
- *Behaviour/conduct and alignment with the Charles Sturt Values*
- *High performers / reward and recognition strategies*

## **Personal Information**

*Consider the following factors for each individual in your team prior to the meeting, as they may have a bearing on work performance:*

- *Workloads / Work/life balance*
- *Wellness / Mental Health*
- *Health / medical conditions that you may be aware*
- *Career plans or retirement*
- *Academic Promotion*
- *Leave balances for excessive leave*
- *Remote working arrangements*

□ **Workload Planning**

*EDRS is an effective time to discuss and plan subject allocations for the following year. There are training session webinar on Reasonable Workloads facilitated by Michael Kemp available on the HR Webpage.*

□ **Research Plan Template**

*Review the Research Plan Template to assist conversations with staff around research activities and direction.*

□ **Staff communication**

*Send your employees an early communication (template provided in the EDRS Manager toolkit) in September advising of the upcoming process and required preparation. You can also liaise with the School Executive Support Officer to book meetings in diaries (October-December).*

□ **Division of People and Culture Business Partner**

*Speak with your DPC Business Partner for personalised advice and coaching, particularly if you are anticipating some difficult conversations or need to consider a more formal Unsatisfactory Performance process.*