Policy: Unsatisfactory performance and misconduct

Purpose

To inform staff of the principles that underpin the management of unsatisfactory performance and misconduct at the University.

Overview

Where unsatisfactory performance or misconduct has been identified, this policy seeks to support and enable staff to perform at their best, in order to continue to contribute to the ongoing success of the University.

Scope

This policy applies across the University.

Policy statement

Performance and conduct expectations

1. The University endeavours to assist staff members to perform to a high standard through the setting of performance objectives against University goals, regular feedback and the provision of development opportunities.

2. The University's conduct expectations are specified in University Codes, including the Code of Conduct and Codes of Practice.

Managing unsatisfactory performance and misconduct

3. Where a staff member is not able to demonstrate performance or conduct to a satisfactory standard, action is taken to address the unsatisfactory performance or misconduct. Such action occurs in a timely manner.

4. The preferred outcome of an unsatisfactory performance or misconduct process is that a staff member improves his or her performance to contribute to the ongoing success of the University.

5. Unsatisfactory performance or misconduct that is not remediated may result in disciplinary action. Serious misconduct may result in termination of employment.

6. A staff member:

* is afforded procedural fairness;
* may seek procedural advice from Human Resources;
* has the right to representation; and
* may seek a review of decision.

Document information

Title	Unsatisfactory performance and misconduct
Document Type	Policy
Document Number	ANUP_000477
Version	1
Purpose	To inform staff of the principles that underpin the management of unsatisfactory performance and misconduct at the University.
Audience	Staff, Staff-Academic, Staff-Professional, Staff-Academic-Research
Category	Administrative
Topic	Staff
Subtopic	Performance Expectations
Effective Date	6 Sep 2018
Review Date	31 Dec 2027
Responsible Officer	Chief People Officer (cpo@anu.edu.au)
Approved By	Vice-Chancellor (eo.vc@anu.edu.au)
Contact Area	7
Authority	The Australian National University Enterprise Agreement 2023-2026
Delegations	0
Printed On	14 Nov 2026

On 9 April 2021, the ANU Council assigned authority to approve academic policy to the Academic Board.

Please ensure you have the latest version of this document from the Policy Library website before referencing this.