**Appendix 3. Academic Staff Promotion**

1. **Academic Promotion**
   1. Applications for academic promotion will be open at least once per year and will be considered by the Academic Promotions Committee.   Application deadlines will be advised via the Otago Polytechnic intranet (Tūhuno), providing sufficient notice for staff member(s) to prepare their applications. The staff member and/or their Head of College may be requested to attend an interview as part of this process.
   2. Applications for academic promotion to Senior Lecturer and Principal Lecturer will be considered by the Academic Promotions Committee, who will make recommendations to the Executive Director, or equivalent.  Applicants will be notified in writing by People and Culture, about the outcome of their application once the Committee has considered the application and the Executive Director, or equivalent, has endorsed the recommendations of the Committee.
   3. Promotions will be effective from the first relevant pay period following the decision of the panel.  This date will then become the new increment date for the staff member.
   4. A promotion will usually be to the first step of the scale that the applicant has been promoted to (i.e., SL01 or PL01). In exceptional circumstances, based on evidence provided, the applicant may be placed at a higher step on the scale.
2. **Academic Promotions Committee**
   1. The Academic Promotions Committee will comprise of seven (7) members:

* People and Culture Manager, or equivalent (Convenor)
* Deputy Executive Director: Academic Delivery
* One (1) nominee from Kaitohutohu Office
* One (1) Head of College
* One (1) Tertiary Education Union (TEU) representative
* Two (2) Senior Academic staff (Principal Lecturers, Associate Professors, Professors).
  1. The Committee will be provided with administration support from People and Culture.
  2. Membership of the Committee is to be managed to ensure a reasonable balance of gender, role, Otago Polytechnic discipline area, and perspective.
  3. The Committee may request the Head of College, or the Applicant attend an interview to clarify any aspects of their application.
  4. All Committee members and attendees are bound by confidentiality from the discussions and decisions of the Committee.
  5. The Committee will consider applications and make recommendations to the Executive Director, or equivalent. Should the Committee not be able to reach a unanimous decision, then further information would be sought from the Applicant.
  6. The People and Culture Manager is responsible for effectively administering the academic promotion process and for reporting to the Executive Director, or equivalent after each meeting.

**3. Application process and evidential requirements**

**3.1. Compulsory evidence**

All evidential requirements (refer below) must be emailed with the application to [PeopleAndCulture@op.ac.nz](mailto:PeopleAndCulture@op.ac.nz) by the relevant closing date as notified on the Otago Polytechnic intranet (Tūhono). All documents are to be in Word/PDF format and numbered in the following order. Due to the number of applications to be considered at each promotion round please follow the instructions below:

**3.2.a. Evidential Requirements**

1. Completed Promotion Application Form, a letter of application that specifically addresses how the profile and expectations of the role/level being applied for (Senior Lecturer/Principal Lecturer) are met.
2. Supporting evidence that details how the profile and expectations of the role/level being applied for are met, including the following:
3. Performance Review (completed within the previous year).
4. Letter/email of support from the Formal Leader and Head of College.
5. Reflection on the outcomes of recent feedback obtained through Otago Polytechnic feedback tools and/or performance conversations.
6. Any relevant information such as internal or external committee membership, leadership roles etc.
7. Copies of feedback obtained through Otago Polytechnic feedback tools (**within the previous two (2) years** **only)**, from learners, colleagues, and/or customers that have a minimum response rate of fifty per cent (50%); and
8. Detail and evidence of the chosen pathway (Kaupapa Māori, Facilitating Learning, Research, Leadership and Service or Consultancy), containing a summary only and up to a maximum of two (2) pages.

Note for Non-Teaching Academics: the focus will be on the areas of continuing professional development, Kaupapa Māori, Research, Consultancy, Leadership and Service.

**3.2.b. Optional Evidence**:

* Related personal qualifications, awards, or professional development.
* Written feedback from other persons internal or external to Otago Polytechnic that are in support of the application (up to a maximum of one (1) page). These must reference the profile/expectations of the academic level applied for; they are not to be character references (or similar).
* Summary of development processes or activities since the last promotion (up to a maximum of one (1) page).
* Teaching observations, if applicable (summary up to a maximum of one (1) page) (Note: this does not apply to non-teaching Academics).
* Evidence of research or curriculum outputs (summary up to a maximum of one (1) page).
* Scholarly outputs, including articles, conference papers and other publications (summary up to a maximum of one (1) page).
* Research plan and/or activity log (summary up to a maximum of one (1) page).

**4. Reconsiderations of Promotion:**

4.1. If an Academic staff member wants the outcome of their request for promotion reconsidered this is to be submitted directly to the People and Culture Manager within fourteen (14) days of being notified of the outcome on the grounds of:

1. Believing there is evidence of an unjust decision by the Academic Promotions Committee (i.e., a reasonable person could not have reached the same or similar conclusion).
2. Procedural failing which has disadvantaged the staff member. In this case, the failure must be clearly described.

4.2 The People and Culture Manager will convene a special sub-committee to reconsider the original decision. The staff member would normally appear in person at the meeting. The Committee will make a recommendation to the Executive Director, or equivalent, and the Applicant will be advised of the outcome within fourteen (14) days. The decision of the Executive Director will be final. The proceedings of the special sub-committee shall be confidential and privileged.

V4 April 2024