**Appendix 1**

**Application for Appointment as Associate Professor or Professor**

An application for appointment as Professor or Associate Professor shall be a portfolio comprising of one (1) digital document:

* 1. a narrative description of how the applicant meets the criteria; and
	2. appendices of supporting evidence organised and numbered and clearly linked to the narrative description.

The narrative description shall:

* Identify whether the applicant is seeking appointment to the position of Professor **or** Associate Professor.
* Be not more than four thousand (4000) words, structured appropriately with headings to include the following content.
* Include the applicant’s name and contact details, work history and qualifications.
* Include a three hundred (300) word overview of the applicant’s reputation for academic leadership of the highest order.
* Describe, with reference to evidence, how the applicant demonstrates both excellence and leadership in Teaching, in Research and in the other domain/s referred to in Clause 2.2c which the applicant is relying on. (The same evidence may be used to demonstrate excellence and/or leadership in more than one (1) domain.)
* Provide the names, positions, and contact details of three (3) referees who have agreed to be contacted by Otago Polytechnic Ltd in relation to the application and who are people with established reputations within each relevant domain.

The appendices shall:

* Comprise only evidence of how the applicant meets the criteria. Examples are provided in Appendix 4.
* Include the endorsement required by Clause 2.4.
* May include up to three (3) letters of support provided that may directly address the criteria and provide evidence substantiating their professional opinion.

The application including a link to the digital portfolio shall be submitted by emailing: **PeopleAndCulture@op.ac.nz**

The applicant shall provide a copy of their application to each nominated referee at the same time.