



University of Otago

College of Education

School / Early Childhood Education Support Service Staff

Policy for Promotions and Salary Progressions

October 2021

**University of Otago College of Education
School / Early Childhood Education Support Service Staff
Policy for Promotion and Salary Progression**

Eligibility to apply

Applications for promotion or salary progression from Support Service Advisers covered by the NZEI agreement are sought annually from those eligible to apply for promotion or salary progression.

Each Adviser's application will be submitted to an appraiser for a confidential Attestation then considered by an Assessment Committee. A recommendation is then made to the Dean of the College of Education. Any movement within a range or across a bar must be approved by the Dean.

Salary steps and bars

The Adviser and Senior Advisor ranges are as follows:

Adviser 1
Adviser 2
Adviser 3 / Reading Recovery Tutor 1
Adviser 4 / Reading Recovery Tutor 2
Adviser 5 / Reading Recovery Tutor 3
Adviser 6 / Reading Recovery Tutor 4
Adviser 7 / Reading Recovery Tutor 5
Adviser 8
Adviser 9

Salary Bar 1

Adviser 10
Adviser 11
Adviser 12

Salary Bar 2

Senior Adviser 1

Salary Review

Senior Adviser 2

Applications

Applications are assessed against the *Criteria for Appointment and Promotion (November 2019)*. Movement through the scale is based on meeting professional criteria. The expectations of performance increase beyond each salary bar.

Salary progressions

Applicants will provide a brief statement of achievements since the last promotion or progression. An Adviser moving within each range is largely by attestation.

Promotions

Applicants must demonstrate continued excellence in overall job performance at the relevant level and provide written commentary on achievements in each of the three elements, to include the following:

- appropriate **indicators** that show achievement in each element.
- **evidence** that proves the achievements
- a list of **on-call documents** that confirm the evidence.

Documentation

Completed applications must be sent to the Manager, Promotions and Remuneration via email at academic.promotions@otago.ac.nz. The following documents are available on the [Human Resources website](#) or by contacting academic.promotions@otago.ac.nz or 03 479 9266.

- **Criteria for Appointment and Promotion**
- **Application Form for promotion across a salary bar**
(to be promoted to Adviser Step 10 or Senior Adviser steps 1 or 2)
- **Application Form to apply to progress**
(to progress one step to Adviser steps 2 to 9 or to Adviser steps 11 and 12)

Assessment Committee

The Committee will consist of:

- Chair: Nominee of the Dean
- Two University representatives appointed by the Dean
- Two nominated representatives who are members of NZEI

A member of the Human Resources Division to provide advice and support.

Timeline

The process is as follows:

October 2020	Notification of promotion round
22 November 2021	Applications to appraisers for attestation
6 December 2021	Applications including attestation from appraiser are submitted to Human Resources by the closing date
December	Applications for promotion and progression are considered by an Assessment Committee and submitted to the Dean of the College of Education for approval
December	Applicants will be advised of the outcome of their application
1 February 2022	Effective date for promotions and progressions.

If you are considering applying to cross a bar, you are encouraged to contact Davina Hunt on phone 03 479 4907 or email davina.hunt@otago.ac.nz who can advise you on what is required for this rigorous promotional process.

Appeals

There is no right of appeal against a promotion or salary progression decision on the grounds of the judgement of the University.

There is a right of appeal against a promotion or salary progression decision on the grounds of a failure in procedure that is so substantial that it may have affected the decision.

Where staff members have concerns about procedure, they should discuss with the Director of Education Support Services the reason for the appeal before formally submitting the appeal.

If after discussing the procedure with the Director of Education Support Services, the staff member considers that they have grounds for appeal under this clause, then they may lodge a written appeal with the Human Resources Manager, Promotions and Remuneration, Human Resources, providing that such appeal is lodged within four weeks of the advice of the promotion decision. Resubmission of the original application or the provision of new information will not be accepted. The appeal must detail procedural failure or breaches of procedures only.

Appeals against the decision not to promote are considered by an Appeal Committee. The Appeal Committee usually comprises at least two senior staff members from within the Division of Humanities. They will be appointed by the Pro-Vice-Chancellor.

The review will take place within 28 days of being lodged and any subsequent movement in salary shall be retrospective to the original review date.

The Appeal Committee will review all papers relating to the promotion application but is not required to meet with the applicant. The Committee may request further information or clarifications through the Human Resources Manager, Promotions and Remuneration. New information relating to the application will not be considered.

The applicant will not appear before or have other direct contact with the Appeal Committee unless requested to do so as part of the information seeking process.

The Appeal Committee will provide a report to the Pro-Vice-Chancellor.

The decision of the Pro-Vice-Chancellor will be final.