

Academic Promotion online portal – User Guide

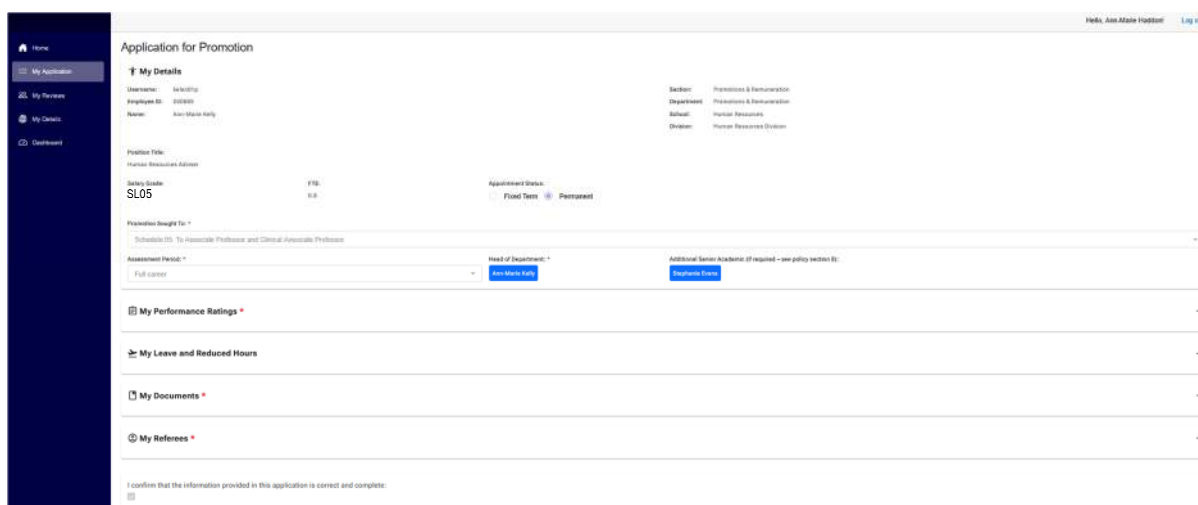
LOG IN

At the URL <https://academic-promotion.otago.ac.nz>, log in using your University of Otago staff credentials.

GUIDANCE FOR APPLICANTS

Once you have logged in, select My Application from the left-hand menu to start your application.

You can save the application at any time and come back to it. The ‘Save’ button is at the foot of the page.



My Details

This section will be prepopulated with your current position. If you have more than one position, you will have the option to select the one that is relevant to your promotion.

Promotion Sought to: choose the schedule in promotion policy that you are applying for, see the list on page 60 of the [policy](#).

Assessment period: For Associate Professor and Professor level promotions choose Full Career assessment period.

For all other promotions, there are two options, and you need to enter a date for whichever option applies to you:

- since you were appointed to your current position title or
- since your last successful application for promotion (i.e. usually May in the year before your promotion took effect) .

Use the date picker to select the month and year of the start of your period of assessment for this promotion application.

Head of Department: select the name of your HOD/HOS. The lookup is by surname.

Additional Senior Academic: this is optional. If you have asked a senior academic staff member to provide an additional assessment statement, add their name here (see section 8.2 of the [policy](#))

My Performance Ratings

Select the performance standard (rating) you are claiming for each domain, in relation to the promotion criteria (refer to the requirements in the promotion schedule).

My Leave and Reduced Hours

This is a place to detail your absences or changes of FTE of three months or more because of illness or other reasons during the assessment period. You may briefly explain the impact of your leave and/or reduced hours but you are not required to share the reason for the absence.

My Documents

This section is used for uploading documents to your application. One PDF document can be uploaded per field.

If you need help with PDFs: Nitro PDF is the default PDF software for the University of Otago. You can find more information via AskOtago:

<https://ask.otago.ac.nz/search/?q=nitro>

The Nitro PDF online user guide has guidance on how to merge multiple files into one PDF: <https://help.gonitro.com/user-guide/pro/article/combine-merge-files-to-pdf>

See screenshot on next page.

 **My Documents ***

 **Personal Statement ***


Test Personal Statement.pdf



 **Curriculum Vitae ***

Test CV.pdf



 **Otago Teaching Profile ***

Test peer-review-teaching.pdf



 **Evaluative Reviews (optional)**

Nothing was uploaded by the applicant

 **Publication Acceptance Evidence (optional)**

Nothing was uploaded by the applicant

 **List of On Call documents**

Nothing was uploaded by the applicant

 **On Call Documents**

Nothing was uploaded by the applicant

My Referees

Applicants to Associate Professor and Professor level promotions need to provide a minimum of 5 referee nominations. To enter each referee nomination, select ADD REFEREE. The form prompts you to enter the details for the referee.

Submitting your application

Once you submit your application it will become available to your Head of Department. If you also have an optional Senior Academic Assessment Statement, the application will become available to that person too. Please note that the system does not send any notifications.

Once your Head of Department has completed their statement (and Dean, in Health Sciences schools), the full application goes to Human Resources.

Human Resources will send you an acknowledgment email once they have checked through all the applications, about a week after the due date.

More information

Further information is found at www.otago.ac.nz/academic-promotion.

HEAD OF DEPARTMENT / HEAD OF SCHOOL / SENIOR ACADEMIC ADDITIONAL ASSESSMENT STATEMENT

The HOD Assessment / Additional Assessment statement with HOD checklist is on page 122 and 123, Appendix 5 of the [policy](#) as a guide.

Log into the online academic promotion application via the link: <https://academic-promotion.otago.ac.nz>

My Reviews

On the left-hand side of the portal select “My Reviews” and you will see a list of applicants who have selected you as their HOD / HOS / Senior Academic staff member to complete an Assessment Statement based on their academic promotion application. The applicant name will only appear when the staff member has submitted an application in the system.



	Applicant Name	Application Status	Review Status	Reviewing As
<input checked="" type="checkbox"/>	Ann-Marie Kelly	Complete	Complete	Head of Department
<input checked="" type="checkbox"/>	Stephanie Evans	Complete	To Be Reviewed	Head of Department

Click on the blue icon to access the staff member’s application.

Entering your assessment and comments

The applicant’s own ratings will show on the left of the screen. On the right, enter your ratings and comments on Teaching, Research/Professional Practice and Service as appropriate for the promotion application. You need to provide context on the applicant’s Teaching, Research and Service and validate their claims made in the Personal Statement, Statement of Teaching in the Otago Teaching Profile and CV. See the HOD checklist on page 123, Appendix 5 of the [policy](#).

If you need to return the application to the applicant

You have the option to return the application to the staff member, if they need to make some changes and re-submit. The button is at the foot of the page. You’ll need to let the applicant know if you do this. The system doesn’t currently send notifications.

Note: where an application also has an Additional Senior Academic statement, returning the application to the applicant will affect the portal for both the HoD statement and the Additional Statement.

Application documents

You should check all the documents uploaded by the applicant to ensure that they are appropriate for the promotion application.

Here is the list of documents your staff may have uploaded:

1. Personal Statement
2. CV, in University of Otago template
3. Otago Teaching Profile
4. Book reviews
5. Evidence of acceptance for publication
6. On Call documents list
7. On Call documents full pdf

When you submit your HOD/Additional Assessment Statement it will go to the Dean of Health Sciences if your department is within the below Schools:

Dunedin School of Medicine

School of Biomedical Sciences

University of Otago, Wellington

University of Otago, Christchurch

School of Dentistry

If you are not located in the above Schools, the Statement will go directly to HR.

More information

Guidance on writing the assessment statement is available in the HR Toolkit:

<https://www.otago.ac.nz/humanresources/toolkit/academic-promotion>

DEANS

The HOD Assessment / Additional Assessment statement with HOD checklist is on page 122 and 123, Appendix 5 of the [policy](#) as a guide.

Log into the online academic promotion application via the link: <https://academic-promotion.otago.ac.nz>

Deans in the below Schools either endorse the HOD / Additional Assessment Statement or provide their own comments for the applications.

Dunedin School of Medicine

School of Biomedical Sciences

University of Otago, Wellington

University of Otago, Christchurch

School of Dentistry