



# Assessment of the Performance of Senior Lecturers and Senior Research Fellows Pūkenga Matua / Kairuruku Matua Guidelines 2023

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## 1. Overview

This document outlines the procedure and guidelines for assessing the performance and reviewing the salary of Senior Lecturers, Senior Research Fellows, and Teacher Education Fellows on Band 2.

In this document, this group of staff is referred to as 'SL/SRF'.

Each SL/SRF will submit a review statement online, and this record of performance will be assessed by two reviewers: the Head of Department, and the Dean (Health Sciences) or Pro-Vice-Chancellor (other divisions).

An assessment of satisfactory performance will normally lead to a one-step salary progression, for those not already at the top of the salary range.

## 2. Eligibility

Senior Lecturers, Senior Research Fellows and Teacher Education Fellows (Band 2) appointed on or before 1 August 2023 are required to participate in the review. Note: In this document the term 'Teacher Education Fellows' is used to refer to Senior Lecturers (COE) and Principal Lecturers (COE). This review doesn't include SL/SRF beyond the bar.

- **Confirmation Path staff** are not required to participate in the review unless requested by the Head of Department.
- **Staff members at the top of the salary scale** are required to participate in a performance review even though there is no salary review associated with it.
- **Staff members applying for promotion** are required to participate in the review by including their application. If the promotion application is unsuccessful, the salary will be assessed as part of this review.
- **Staff members on Research and Study Leave** are required to participate in the review.
- **Staff members taking parental leave** should be reviewed. Heads of Departments should assess the staff member's performance during the months that they were at work over the review period. The underlying principle is that staff members should not be disadvantaged by taking parental leave. If it is possible, the staff member planning parental leave should prepare their statement of achievements prior to their departure.
- **Staff members who are retiring** will normally be eligible if their employment is continuing into the 2023 academic year.
- **Staff on fixed-term agreements** are included in the review even if their employment terms ends before February 2023. These staff members may be eligible for a salary progression on 1 February if another consecutive fixed-term agreement is offered.
- **Part-time staff with FTE of 0.1 or less** may complete a review if required by the Head of Department.

**Note: SL/SRF beyond the bar range**

- **Senior Lecturers and Senior Research Fellows on the range beyond the bar** are **not** included in this annual process. Rather, SL/SRF beyond the bar are reviewed biennially, with the next review in 2024.

### 3. Review Period

The start of the review period is the most recent of the following:

- **Last review:** August 2022.
- **Promotion:** the date of applying successfully for promotion to SL/SRF (June 2022).
- **Appointment:** date of appointment, if appointed to the SL/SRF position between 1 August 2022 and 31 July 2023.

#### 4. What you are required to submit for your review

Staff must submit a review statement and attach the required evidence. All documentation is submitted via the online system [Progress](#).

Your review statement contains:

- a. summary of significant achievements in **teaching** during the review period
- b. summary of **research** accomplishments during the review period
- c. summary of **service** activities during the review period
- d. comment on **key objectives** for the next review period

You need to attach evidence to support your review statement:

- a. Up-to-date, standard University of Otago CV with outputs and activities in the review period highlighted.
- b. Schedule of Teaching Responsibilities for the review period in the standard template.
- c. Standard evaluations of teaching for the review period.

Notes on the documentation required:

- **Confirmation Path staff** - If you have been requested to participate in the review, you will need to submit your most recent confirmation path report and any further evidence that the Head of Department requests. Since reporting takes place as part of the confirmation path, commentary in this review can be very brief.
- **Research-only staff** are not required to submit the documentation relating to teaching described above.
- **Promotion applicants:** staff members who have applied for promotion in May 2023 may attach their promotion application documents instead of the documentation requested above. They are still required to make comments on (d.) key objectives and goals.

## 5. Guidance for preparing your review

### General guidance

- For guidance about the expectations for your academic role, consult the [Academic Titles guidelines](#) on the Human Resources website.
- Refer to last review – you should refer to the objectives and reviewer comments in your last review when preparing the statement.
- [Strategic Frameworks](#) – you should consider how your work has aligned with the University's strategy and objectives, particularly:
  - [Māori Strategic Framework](#) – in your review statement, you should address your contribution to the implementation of Māori Strategic Framework goals in your department, school or division.
  - [Academic Leadership Framework](#) – it is recommended that you review the Academic Leadership Framework for assistance with describing indicators of leadership.
- [Research and Study Leave](#) – in your review statement or as an attachment, you should provide an update on progress that relates to your most recent period of RSL. Describe how the recent RSL has contributed positively to the work of the University.
- [Otago standard CV template](#) – remember to highlight research outputs and other activities in the review period.

### Teaching documents

- [Schedule of Teaching Responsibilities template](#) – this provides a record of the range, level and time commitment of your teaching.
- Standard evaluations of teaching include reports from questionnaires undertaken using [Otago inFORM](#), and 'Record of Peer Review' forms which are used to summarise the results of any [peer reviews](#) undertaken.
  - [Peer review of teaching form](#) (Word)
  - [Peer review of supervision form](#) (Word)
- Advice on how to [evaluate your teaching](#) can be found on the Higher Education Development Centre's website.

## 6. Process

1. Promotions and Remuneration, Human Resources, emails all eligible SL/SRF, Heads of academic units, Deans, and PVCs.
2. Each Head will determine the timeframe within which SL/SRF need to submit their documentation.
3. SL/SRF prepare a review statement in [Progress](#).

### How to use Progress

Progress is the online portal for all academic reviews. A list of frequently asked questions is available online: [Progress FAQ](#).

The review statement is entered in text fields in Progress. The online system allows a total of 5,000 characters across four text fields (Teaching, Research, Service, and Key Objectives). This is approximately three pages. Note that spaces and line breaks are included in the character count.

There is an additional text field (500 characters) available if needed: More Information and Leave.

Word or PDF documents can be attached for supplementary information.

4. The Head meets with each eligible SL/SRF to discuss their performance and career development.
5. First reviewers will enter comments in Progress to:
  - a. validate the quality of the achievements and evidence
  - b. comment on the key objectives that have been agreed for the next review
  - c. assess whether performance is satisfactory
  - d. make a recommendation for a salary progression (if applicable).
    - A recommendation for a single step progression requires no further commentary or explanation.
    - A recommendation for no progression will require a case setting out the reasons for the recommendation.
6. The reviews are submitted to the Second Reviewer (PVCs in Humanities, Sciences and Commerce or Deans in Health Sciences) who will make recommendations and additional comment, if required. See reviewer table in section 8 for further details.
7. The completed review documentation is submitted to Promotions and Remuneration, Human Resources.
8. Promotions and Remuneration, Human Resources will advise staff of the review outcomes.

## 7. Timetable

The week commencing week of 23 October 2023	Review opens. Human Resources e-mails guidelines to eligible academic staff, Heads of Department, Heads of School, Deans and Pro-Vice-Chancellors.
October/November – to HoDs	Academic staff submit their reviews and meet with First Reviewer: HODs/Heads of Schools.  Each Head of Department will determine their own due date for submissions, and will arrange individual review meetings.
30 November 2023	HoDs/Heads of School submit to Second Reviewer: (Pro-Vice-Chancellor or Health Sciences Dean) for a final decision.
Ideally by the end December 2023, but no later than 15 <sup>th</sup> January 2024	Second Reviewers (Pro-Vice-Chancellors and Health Sciences Deans) complete all reviews.
January 2024	Decisions are processed by Human Resources
January 2024	Human Resources emails Senior Lecturers, Senior Research Fellows and Teacher Education Fellows the outcome of the review.
1 February 2024	Effective date for any approved salary progressions.

## 8. Reviewers

Division		First Reviewer	Second Reviewer
Commerce		Head of Department	Pro-Vice-Chancellor
Sciences		Dean or Head of Department	Pro-Vice-Chancellor
Humanities		Dean or Head of School	Pro-Vice-Chancellor
Health Sciences	BMS DSM Dentistry UOW UOC	Head of Department	Dean
	Pharmacy Physiotherapy	Dean	Pro-Vice-Chancellor

Contact for further information:

Human Resources Academic Reviews team, Promotions and Remuneration

Email [hr.academicreviews@otago.ac.nz](mailto:hr.academicreviews@otago.ac.nz)