Guidelines for Humanities Departments' Responses to the
Māori Strategic Framework (MSF)

June 2011

All departments are encouraged to develop a department-level response to the MSF. This should be regularly reviewed and updated in staff meetings and retreats. New initiatives should be included in annual reports.

Below are ideas for departments to consider in developing their own response to the MSF. These ideas come from best practice within the Division, in other Divisions and from the Office of Māori Development.

➢ Have a Māori name for the Department which is displayed on department signage and websites (for assistance contact the Office of Māori Development)
➢ Ensure all staff have the macron facility on their computers (for assistance see http://tewhanake.otago.ac.nz/kakano/help/Macrons/mac.html)
➢ Encourage all staff to have bilingual email signatures (consult 'Using Māori in the University' at http://www.otago.ac.nz/maori/)
➢ Encourage staff to learn and use appropriate te reo salutations and sign-off in emails (consult 'Using Māori in the University' at http://www.otago.ac.nz/maori/)
➢ Use bilingual business cards (consult 'Using Māori in the University' at http://www.otago.ac.nz/maori/)
➢ Display the kaiāwhina kete (basket) prominently to raise the profile of the Department and Divisional kaiāwhina
➢ Ensure the Department kaiāwhina has prominent door signs and that students and staff are aware of the role of the kaiāwhina in the Department
➢ Regularly address the Department's MSF strategy at staff meetings and retreats
➢ Report on the Department's response to the MSF in reviews and annual reports
➢ Identify and promote Māori focused papers
➢ Establish a roster for staff to take part in the Māori pre-graduation ceremonies
➢ Offer to host awhi mai awhi atu meetings (see http://www.otago.ac.nz/staff/maoristaff.html)
➢ Encourage academic and general staff (particularly new staff via induction processes) to participate in workshops on: Māori research consultation; Introduction to te reo Māori; introduction to te ao Māori; introduction to te Tiriti
➢ Establish communication links with Māori students via blackboard
➢ Offer scholarships/prizes/recognition to top-achieving Māori students
➢ Profile Māori students and Māori research on department websites
➢ Advertise and support the Division's initiative to develop a Māori student group