
CONFIRMATION OF APPOINTMENT

INFORMATION FOR NEWLY APPOINTED CONFIRMATION STAFF MEMBERS

1. Introduction

The confirmation process is a probation period which allows the University to fairly assess your performance over a period of five years.

2. Aim of the confirmation appointment

The confirmation process aims to assure both you and the University that your appointment will be successful in terms of the University's ongoing performance expectations. By the end of the confirmation period, you should:

- have established a research profile and should be an independent researcher;
- be teaching at a level acceptable to the Head of Department and Pro-Vice-Chancellor;
- be contributing to service appropriate to your level of appointment.

3. Objectives and standards

Performance objectives and standards for the full five year period for confirmation will be set as soon as possible after your appointment and generally within three months of appointment. The objectives are approved by the Deputy Vice-Chancellor (Academic) at the time of the First Report (usually within 3 months of appointment).

The objectives are designed to allow you to demonstrate you can perform at a level acceptable to the University in Teaching, Assessment and Curriculum Development, Research and service. In some cases, confirmation path staff members may be asked to demonstrate they can perform at an acceptable level in professional practice.

Each Division has a template of objectives which can be used to develop objectives appropriate to your situation.

4. Progress reports

Progress reports will be requested from the Head of Department, Dean (where applicable) and Pro-Vice-Chancellor 18 months after appointment then at twelve monthly intervals. In the third and fourth reports (usually 30 and 42 months after appointment) your Head of Department will be asked to say:

- which objectives have been achieved;
- which objectives are on track to be achieved within the five year confirmation period;
- where there are concerns that objectives will not be achieved within the five year period.

The assessment will specify which of your publications meet the quality standards expected in your Department or discipline, taking into account your appointment level.

If there are concerns about your progress with the objectives, your Head of Department must discuss with you these concerns. You will be provided with an opportunity to respond and you may seek independent advice if you wish. If, after discussion with you, your performance is deemed to be unsatisfactory in some areas then a plan will be put in place, ideally with your agreement, to provide appropriate support and action to facilitate improvement.

You must be fully involved in the preparation of the progress reports and you are encouraged to comment on the progress reports.

5. Early Confirmation

Early Confirmation will only be approved where the agreed objectives and standards have been fully met and at least three reports have been submitted and approved.

The Staffing Advisory Committee makes the decision about early confirmation.

6. Final Report

Confirmation of your appointment will normally be considered six months before the completion of the five year confirmation period. Your Head of Department will be asked to recommend if you should be confirmed, if the decision regarding confirmation should be deferred or if you should not be confirmed.

You must be given the chance to review and comment on any recommendation to the Staffing Advisory Committee by your Head of Department, Dean or Pro-Vice-Chancellor to defer the decision about confirmation or to not confirm your appointment. You are entitled to representation, if you wish.

The Staffing Advisory Committee makes the decision about final confirmation, deferral of the decision to confirm or to not confirm the appointment.

7. Appeal against the decision to not confirm

A staff member whose appointment has not been confirmed has the right to appeal. The appeal must be made within one month of being notified that the appointment is not confirmed.

8. Documentation

The confirmation documentation includes a report, a CV in the University of Otago format and an Otago Teaching Profile. These documents are available from the Human Resource web page.

9. Otago Teaching Profile

You will be required to produce an Otago Teaching Profile for your second report and all subsequent reports. You can find more information on the Higher Education Development Unit web page (<http://hedc.otago.ac.nz/hedc/>). Follow the link to evaluation of teaching and courses. You are strongly encouraged to ask your students to evaluate at least one third of your teaching each year, including in your first year.

10. Further information

Full details of the confirmation policy are found on the Human Resources web page found at <http://www.otago.ac.nz/humanresources/hr/development/academic-confirmation.php>