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Section 1 Introduction

The Human Resources Division has developed an on-line system, “Progress”, to facilitate the annual review of the performance of:

- Senior Lecturers
- Senior Research Fellows
- Senior Lecturers (COE) and Principal Lecturers (COE) on Band 2 of the Teacher Education Fellow salary scales

Section 2 - How do I log in?

Log in via the link: https://corpapp.otago.ac.nz/progress with your University username and password.

For more information on the university username:
http://www.otago.ac.nz/its/services/help/otago022891.html#staff
Section 3 - Using Progress as a Senior Lecturer/Senior Research Fellow/Senior Lecturer (CoE)/Principal Lecturer (CoE)

Logging in

1. Click on the link contained in the email sent to you in April letting you know that the submission period has started for the Senior Lecturer/Senior Research Fellow/Principal Lecturer review.

2. Alternatively you can log in to Progress using the link stated in Section 2 and the “Dashboard” will look like this if this is your first review:

![Dashboard Image]

3. Staff who have completed a review previously in Progress can see the history on the Dashboard. There may be more than one workflow title and year. You will need to ensure you choose the correct workflow:

![Workflow Image]
Accessing the Review Form

4. To access the form, ensure the Senior Lecturer workflow type is selected and click on Senior Lecturer / Senior Research Fellow review 2016 blue text. The form will look like this:
Saving the submission

5. At any time you can save your review form by clicking the “Save” button at the bottom of the page.

Entering your achievements in Teaching, Research/Professional Practice and Service

6. Enter details for your teaching, research/professional practice and service for the review period into the appropriate text boxes. You may include information in the section “More Information” which does not relate to teaching, research and service. Text is compulsory for the first four boxes. If you are in a research position and do not teach, you may state “Not applicable” for the teaching text box. Progress will allow up to 5000 characters in total for the four text fields. If you have further information which will exceed the character limit, you may insert this information into a Word document and upload that document. See the information “Uploading supporting documents”.

Applicant statement - Leave

7. Please enter if you have been on leave during the review period for a significant amount of time e.g. on sabbatical, on parental leave.

Uploading supporting documents

8. You may upload documents in the format of doc, docx, xls, xlsx and pdf into the CV and Supporting Material area. The limit of the size of each document is 15MB. Examples of supporting documents could be your CV, teaching evaluations, etc. To upload the documents, click on the arrow on the right hand side of Supporting Materials to expand the section. To attach the documents, click “Browse” to locate your documents. When the document appears in the area “File”, click on the “Upload File” button at the bottom left hand corner of the page. You may wish to use the “File Description” box if you wish to change the name of an uploaded document.
Removing supporting documents

9. If you want to remove a document after you have saved it, click on the “X” button beside the file name in the CV and Supporting Materials area.

Declaring the accuracy of the submission

10. Declare the information supplied is true and accurate in the Declaration area by ticking the box. Then click the “Save” button at the bottom of the page.

Reviewing the submission

11. Before you submit your review to your HOD/First Reviewer, you may wish to preview the information you have entered by selecting the submission for the current year on your Dashboard: Senior Lecturer / Senior Research Fellow Review 2016 as outlined in step 2 of Logging in. You must “save” your review prior to being able to preview. Once “saved” you can preview your review by clicking on the preview button at the top of the page.
If you make any changes, you will need to reconfirm the information is true and accurate by ticking the “declaration” box (section 10 above).

**Exporting your submission to a PDF document**

12. When you have clicked the “Preview” button you may save your review as a PDF document by clicking on the “Export to PDF” button. The PDF document will not include your CV or any other supporting documents you uploaded. You can then either print your review, or save onto your device/computer.

To get back to your review, click on the back button of your browser.
Submitting your review

13. When you are ready to submit your review to your HOD/Reviewer, open your review and click on the “Submit Forward” button at the bottom of the page.

Once you have submitted your documentation, you will see a message at the top and bottom of the screen “Submitted successfully”. On your Dashboard, the status will change from “Draft” to “First Review”. Your review will be accessible to your reviewer at that point.

Adding documents/changing your submission after you have submitted your review to your Reviewer

14. It is not possible to change your submission or upload documents when it is in any other status apart from Initiated or Draft. However it is possible for your Reviewer/Departmental Manager to change the status back to Draft. See Section 4 below in What to do for incomplete submissions. The submission can be then be amended and documents can be uploaded.
Section 4 - Using Progress as a Head of Department/First Reviewer

Introduction

Heads of Departments and appropriate departmental administrators will have access to a Dashboard in “Progress” that enables them to keep track of the status of submissions in their Departments. The Dashboard will be available in April, at the same time as the Senior Lecturers/Senior Research Fellows/Principal Teachers receive their email to confirm this submission is available.

When a Senior Lecturer/Senior Research Fellow/Principal Teacher, submits their review with their supporting documents attached, you will be able to access that staff member’s submission via the dashboard.

You will need to assess whether the performance of staff member is satisfactory and if they should be awarded a salary increase. Please note the default has been set to unsatisfactory performance.

Logging-in

1. Log in via the link: https://corpapp.otago.ac.nz/progress/sign-in/ with your University username and password.

The Dashboard

2. The dashboard will show all workflows for your Department.

3. Select the workflow type “Senior Lecturer Review”. It will be yellow when it is selected. Ensure that the “User Type” is Reviewer. It will be light blue when it is selected. You will see all of the records from previous reviews. To identify the Senior Lecturers/Senior Research Fellows in your Department eligible for a 2016 review, use the filters in the submissions area.

E.g. Year = 2016
     Status = First Review

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Please note the default for the outcome has been set as “To be reviewed” when the Senior Lecturer has completed their review and submitted it to the HOD/First Reviewer.

**Accessing a staff members review form**

4. To access the staff member’s review, click on their name highlighted in blue text. The review documentation will look like this:

5. The First Reviewer can write comments in the text box in regards to the staff member’s performance. Enter the date of the meeting to discuss the review. The default is No to the two questions apart from the last question if the staff member is at the top of the scale. If the answer to Satisfactory Performance is “No”, comments in the text box are compulsory.
Reviewer Supporting Material

6. You may upload supporting documents in the format of doc, docx, xls, xlsx and pdf. The limit of the size of each document is 15MB. To upload the documents, click on the arrow on the right hand side of Supporting Materials to expand the section. To attach the documents, click “Browse” to locate your documents. When the document appears in the area “File”, click on the “Upload File” button at the bottom left hand corner of the page.

Removing supporting documents

7. If you want to remove a document after you have saved it, click on the “X” button beside the file name in the Reviewer Supporting Materials area.

Submitting the Review

8. When you have selected the three options (two if the staff member is at the top of the scale), click the “Submit Forward” button at the bottom left hand corner of the screen. This will forward the submission to the Pro-Vice-Chancellor or Dean (in the Division of Health Sciences). You will see a submitted successfully message at the top right of the screen.
What to do for incomplete submissions

9. HODs/First Reviewers can send the submission back to the staff member if the staff member needs to add further information. This can be done from the Dashboard within the Actions area. Select the box to the left of the staff member’s name in blue text and click the “Return to Previous” button. The HOD/First Reviewer will need to let the staff member know that they have sent the submission back to them and the reason for this.

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Section 5 - Using Progress as a Pro-Vice-Chancellor/Dean (Health Sciences)

Introduction

You and appropriate administrators will have access to a Dashboard in “Progress” that enables you to keep track of the status of submissions in your School or Division. You will review the Heads of Departments recommendations and finalise the decisions.

Logging-in

1. Log in via the link: https://corpapp.otago.ac.nz/progress/sign-in/ with your University username and password.

2. The dashboard will show all the Senior Lecturers/Senior Research Fellows in your School/Division, the status of their review, overall outcome and year of the review.

3. Select the workflow type “Senior Lecturer Review”. It will be yellow when it is selected. Ensure that the “User Type” is Reviewer. It will be light blue when it is selected. You will see all of the records from previous reviews. To identify the Senior Lecturers/Senior Research Fellows in your Department eligible for a 2016 review, use the filters in the submissions area.

   E.g. Year = 2016
   Status = Second Review

Accessing a staff members review form

4. To access the staff member’s review, go to the Dashboard which appears when you log in. Click on the staff member’s name highlighted in blue text. The information will look like this:

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Accessing uploaded documents

5. The staff member and their HOD/First Reviewer can upload supporting documents. To access these, click on the arrow that points to the right and the area of CV and supporting material and the area will open. See below for the Staff member’s documents.
Submitting the final decision

6. In the Pro-Vice-Chancellor/Dean (Health Sciences)/Second Reviewer Comments area, you will need to make two decisions relating to performance and a salary progression if the staff member has not reached the top of the scale. Comments are required when a staff member’s performance is not satisfactory.

7. When you have selected the options and made comments if required, click the “Submit Forward” button at the bottom left hand corner of the screen. This will forward the submission to the HR Remuneration team.

What to do for incomplete submissions

8. Pro-Vice-Chancellors/Deans (Health Sciences)/Second Reviewers can send the submission back to the Head of Department/First Reviewer if further information is required before they decide on the outcome of the review. This can be done from the Dashboard within the Actions area. Select the appropriate staff by ticking the box to the left of their name in blue text. Then click the “Return to Previous” button. The reviewer will need to be notified separately so that they are aware of this.

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Section 6 – Human Resources’ role

When all of the Reviewers have completed their review for each staff member, the HR Remuneration team will process submissions. Notification emails will be sent to each staff member by HR from the email account progress@otago.ac.nz. At this stage, the status in the Dashboard will be “Decision notified”. The staff member will then have access to view the Reviewer/s comments.
APPENDIX A

Workflow for the review

Email sent to Senior Lecturer/Senior Research Fellow/Senior Lecturer (CoE) (Submitter) with link to submission form

Academic staff member completes submission form

Academic staff member submits form to first Reviewer, usually HOD

If applicable the Second Reviewer, usually PVC reviews First Reviewers comments and makes appropriate changes

The Final Reviewer submits forward the form to HR via Progress

HR process the form and an email is sent to the staff member confirming they can log in to Progress to access the outcome.
**APPENDIX B**

**Meanings of the various status of reviews**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiated</td>
<td>The review information has been emailed to the staff member and their reviewers</td>
</tr>
<tr>
<td>Draft</td>
<td>The staff member is working on their review but has not completed it and sent to their reviewer</td>
</tr>
<tr>
<td>First Review</td>
<td>The HOD can now access the staff member’s review and make their recommendation</td>
</tr>
<tr>
<td>Second Review</td>
<td>The PVC/Dean can access the staff member’s review as well as the HOD/Dean’s comments and make the final decision</td>
</tr>
<tr>
<td>HR Review</td>
<td>All reviewers have completed their assessment and the information is with HR to check</td>
</tr>
<tr>
<td>Decision Notified</td>
<td>HR has checked the outcome and has made the review available to the staff member to access the reviewers’ comments. An email has been sent to the staff member confirming they can log in to Progress to view the outcome.</td>
</tr>
<tr>
<td>Exported</td>
<td>Payroll have been notified of staff who will receive an increment on the following 1 February.</td>
</tr>
</tbody>
</table>