



**Human Resources Division**  
**Confidential**

**Head of Department Assessment Statement for Academic Promotion**

**Deadline for receipt by Human Resources is Thursday 2 May 2019**

**Printing documents single sided is preferred. Please do not staple documents.**

- This report is to be completed by the HOD, under the terms of the Academic Staff Promotion Policy.
- Please validate the claims made in the personal statement, CV and Otago Teaching Profile
- You may be asked to advise the Divisional Committee on this report
- Please type your comments

1. Details of Applicant			
<b>Employee Name</b>			
<b>Department</b>			
<b>School/Division</b>			
<b>Current Salary Grade</b> (e.g. LL06, SL02)			
<b>Promotion sought to</b>		<b>Schedule number</b>	
2. Assessment of Achievement in each area			
<p><i>Consider the applicant's application in each of the key areas (as applicable to the promotion) against the criteria outlined in the relevant schedule for the promotion sought. Please comment and then tick one box for each area. Applicants for promotion under Schedule 1 (Additional salary increments) and Schedule 9 (Promotion from Assistant Research Fellow below the bar to Assistant Research Fellow beyond the bar) do not need to be rated as below.</i></p>			
<b>Teaching</b>	<input type="checkbox"/>	SC – Sustained Competence	
	<input type="checkbox"/>	SHC – Sustained High Competence	
	<input type="checkbox"/>	SOC – Sustained Outstanding Competence	
	<input type="checkbox"/>	SOLC – Sustained Outstanding Leadership & Sustained Outstanding Competence	
	<b>Comment</b>		
<b>Research</b>	<input type="checkbox"/>	SC – Sustained Competence	
	<input type="checkbox"/>	SHC – Sustained High Competence	
	<input type="checkbox"/>	SOC – Sustained Outstanding Competence	
	<input type="checkbox"/>	SOLC – Sustained Outstanding Leadership & Sustained Outstanding Competence	
	<b>Comment</b>		
<b>Service</b>	<input type="checkbox"/>	C - Competence	
	<input type="checkbox"/>	SC – Sustained Competence	
	<input type="checkbox"/>	SHC – Sustained High Competence	
	<input type="checkbox"/>	SOC – Sustained Outstanding Competence	
	<input type="checkbox"/>	SOLC – Sustained Outstanding Leadership & Sustained Outstanding Competence	
	<b>Comment</b>		

3. HOD's Recommendation		Tick
I strongly recommend the applicant for promotion to the grade sought at this time.		
I recommend the applicant for promotion to the grade sought at this time.		
I do not recommend the applicant for promotion to the grade sought at this time.		
I confirm the availability of the on-call documents listed in the Otago Teaching Profile.		
I provide this evaluative statement on the understanding that it will remain confidential to those concerned with considering this promotion until the applicant is notified of the promotion decision and that it will not be used for any other purpose.		
<b>Signature</b>		<b>Date</b> ____/____/____
<b>Name</b>		
<b>Department</b>		

4. Conflicts of Interest		Tick
I have no conflict of interest.		
I have a conflict of interest, as follows (e.g. I have co-authored work with the applicant during the period of assessment):		

5.HOD's Checklist		Tick
Have you discussed this application with the applicant?		
Are you satisfied that the applicant is applying for the appropriate promotion (not too high or too low)?		
Have you commented on:		
a. Student and course evaluations of teaching and compared them with the expectations for the department or division?		
b. Recent peer evaluations of teaching?		
c. The quality of significant publications and where these are ranked within your discipline?		
d. Have you commented on the significance of conference proceedings in your discipline or profession?		
e. The applicant's contribution to multi-author publications? Such comments are particularly important in helping Committees reach a decision.		
f. The quality of post graduate supervisions?		
g. The esteem of the applicant by peers?		
h. The applicant's contribution to the research environment?		
i. Any prolonged absences which may have affected the quantity of the research output?		
j. The role and significance of the applicant's contribution to departmental or other University Committees or, for example, to professional organisations?		

Checking applicant's documentation:	
a. The documentation is complete	
b. Only the required documentation submitted. For example, student evaluations of teaching prior to 2016 should not be provided except in exceptional circumstances.	
c. The CV is up to date and complete, and includes pagination for publications.	
d. You have validated the claims made by the applicant.	
e. The performance ratings, comments and recommendation are consistent with the promotion sought.	
f. If the applicant works part-time, you have confirmed that the applicant has provided enough information for the promotion committee determine whether the applicant's achievements reach the appropriate standard relative to their opportunities to achieve them. See section 25.7 for further information.	
g. There are copies (if available) of evaluative reviews in the case of staff members who have published a book or evaluation reviews of artistic performances.	
h. You have confirmed (if appropriate) claims about the quality of performance venues, publishers, labels, reviewers, contracts and commissions in applications based on creative or performance outputs.	
i. It is clear which publications contribute to achievements since the applicant's appointment or last promotion. Research outputs should not be included which were accepted but not published at the time of appointment or last successful application for promotion.	
j. The applicant has made a clear distinction in the CV between proceedings, abstracts and presentations.	

6. Dean's Recommendation (Health Sciences)		Tick
I endorse the HOD's comments		
I attach my comments separately		
I provide this evaluative statement on the understanding that it will remain confidential to those concerned with considering this promotion until the applicant is notified of the promotion decision and that it will not be used for any other purpose.		
<b>Dean's Signature</b>		<b>Date</b> ____/____/____

Please attach this statement to the back of the staff member's application; sign the application form and forward to Human Resources by **Thursday 2 May 2019**.