



## Human Resources Division Application for Academic Promotion

Closing date for receipt by Human Resources is **Thursday 2 May 2019**.

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

Details of Applicant			
<b>Title</b> (Prof, Dr, Ms etc)		<b>ID number</b>	
<b>Employee Name</b>			
<b>Department</b>			
<b>School/Division</b>			
<b>Current Position Title</b> (e.g. Lecturer, Senior Research Fellow)		<b>Current Salary Grade</b> (e.g. LL06, SL02)	
<b>Appointment Status</b> (tick one)	<input type="checkbox"/> Fixed term  <input type="checkbox"/> Permanent	<b>FTE</b> (% of employment)	
<b>Promotion sought to</b>		<b>Schedule number</b>	
<b>Standard being claimed in relation to promotion criteria:</b> <i>Applicants for promotion under <b>Schedule 1</b> (Additional salary increments) and <b>Schedule 9</b> (Promotion from Assistant Research Fellow below the bar to Assistant Research Fellow beyond the bar) do not need to be rated as below.</i>			
<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>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>Service</b>	<input type="checkbox"/> C – Competent <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		

Documentation in this order	Tick
1. This application form	
2. Personal statement (limit 3 pages, 1.5 spacing, 12 font)	
3. Referees Form for staff seeking promotion to Associate Professorial or Professorial positions	
4. Curriculum vitae in standard format	
5. Otago Teaching Profile which includes:	
a. Self-Evaluation of Teaching Statement (limit 2 pages, 1.5 spacing, 12 font)	
b. Schedule of teaching responsibilities	
c. Reports from student evaluation questionnaires	
d. Reports from Coordinator/Team Leader Evaluation Questionnaires(optional)	
e. Teaching Context forms (optional)	
f. Peer review of teaching form (only if peer review used)	
g. List of teaching documents on-call	
6. Copies of evaluative reviews in the case of staff members who have published a book or evaluation reviews of artistic performances (if available)	
7. Evidence of acceptance of Publications (see notes on Curriculum Vitae - appendix 4 below)	
8. The HOD/Dean's confidential Assessment Statement (in standard format)	

**NO OTHER DOCUMENTATION MAY BE PROVIDED**

Absences and reduced hours during the assessment period for this promotion						
Please identify any <b>absences of three months or more</b> because of illness or other reasons during the assessment period for this promotion application. Please do not provide any details of the illness. Your Head of Department will confirm the absence:						
<b>Start Date:</b>	___/___/___	<b>End Date:</b>	___/___/___	<b>Total No of weeks:</b>		
	-					
<b>Start Date:</b>	___/___/___	<b>End Date:</b>	___/___/___	<b>Total No of weeks:</b>		
	-					
Please identify any absences since your appointment because of <b>parental leave:</b>						
<b>Start Date:</b>	___/___/___	<b>End Date:</b>	___/___/___	<b>Total No of weeks:</b>		
	-					
<b>Start Date:</b>	___/___/___	<b>End Date:</b>	___/___/___	<b>Total No of weeks:</b>		
	-					
Please identify any periods of three months or more during the assessment period for this promotion application when your <b>hours were reduced significantly:</b>						
<b>Start Date:</b>	___/___/___	<b>End Date:</b>	___/___/___	<b>Normal FTE:</b>		<b>Reduced FTE:</b>
	-					
<b>Start Date:</b>	___/___/___	<b>End Date:</b>	___/___/___	<b>Normal FTE:</b>		<b>Reduced FTE:</b>
	-					
<b><i>Additional periods of absences may be listed on a separate sheet. You may wish to comment on prolonged absences or changes of hours in your personal statement.</i></b>						

<b>Have you asked a second senior colleague to act in the role of completing the Assessment Statement in addition to that of your HOD for this application?</b> <i>(If so, the statement should be submitted on or before the due date)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If YES, please name the colleague</b>			
<b>Applicant signature</b>		<b>Date</b>	____/____/____

**Please note:**

Applicants for Associate Professor and Professor must submit separate electronic copies of their CV, their personal statement and their list of referees to the Human Resources Manager, Promotion and Remuneration at email: [academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz) by the closing date of **Thursday 2 May 2019**.

<b>Human Resources will acknowledge receipt of your application by email by 5pm, Tuesday 7 May 2019. Please provide your preferred email address below.</b>	
<b>Email address</b>	

Please ensure you pass this application on to your HOD by the date they require, **BEFORE BEING SENT TO HR by 5pm** on the closing date of **Thursday 2 May 2019**.