### HR Promotions and Remuneration

#### Year Planner for Academic Heads of Department, Directors of Centre and other academic leaders

<table>
<thead>
<tr>
<th>Month</th>
<th>Annual Performance &amp; Salary Review for Senior Lecturers and Senior Research Fellows</th>
<th>Biennial Review for Associate Professors or Professors</th>
<th>Biennial Review for Senior Lecturers &amp; Senior Research Fellows beyond the bar</th>
<th>Annual Academic Performance Appraisal for all those not included in other reviews</th>
<th>Academic Promotions</th>
<th>Research &amp; Study Leave</th>
<th>William Evans Fellowships</th>
<th>Staffing Advisory Committee</th>
<th>Job Evaluation Committee</th>
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**Academic Promotion**

Staff may apply for promotion to a higher academic grade (usually a change in job title) through the annual academic staff promotions process.

**Annual Academic Performance Appraisal**

This review is for all staff who are not covered by other annual or biennial performance reviews.

**Annual Performance and Salary Review for Senior Lecturers and Senior Research Fellows (below the bar only)**

Senior Lecturers below the bar and Senior Research Fellows below the bar.

**Biennial Reviews**

- **Senior Lecturers above the bar and Senior Research Fellows above the bar:** 2020, 2022
- **Associate Professors:** 2020, 2022
- **Professors:** 2019, 2021

**Confirmation Path**

All new academic staff hired on a confirmation path must prove they can successfully meet clear performance objectives in three key areas over the 5-year confirmation period. Due dates for confirmation reports depend on the date of appointment. Information sessions are run throughout the year.

**Job Evaluation Committee**

JEC meets twice a month to evaluate the salary levels of new Professional staff positions and re-evaluate existing positions.

**New Academic Staff Conference**

Run by HEDC in mid-October each year.

**Performance & Development Review (PDR)**

PDR is the annual appraisal for Professional staff. The process is under review.

**Progress**

Progress is the online portal for all academic performance and salary reviews.

**Research and Study Leave**

RSL is leave from normal teaching, research and administrative duties which may be granted to academic staff in order to pursue an approved research and study programme that will be of benefit to the University.

**Retirement**

Planning for your Retirement seminars run several times a year and are open to all staff.

**Staffing Advisory Committee**

SAC meets most months February to December to consider final Confirmation Path reports, Emeritus Professor nominations, senior Honorary/Adjunct nominations, academic promotions, and policy matters.

**William Evans Visiting Fellowships**

These fellowships are awarded to persons of academic distinction to visit the University for between three weeks and six months.

**Other useful links:**

- HEDC Professional Development workshops
- HR Professional Development for all staff
- HR Toolkit: a page of useful links for managers
- Contact list for staff in HR

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**Further Information:** rem.admin@otago.ac.nz

**Last updated:** January 2020