

Summary of changes to the Academic Staff Promotions Policy effective 1 March 2022

Major changes	
1.	<p>Promotion for Teaching and Professional Practice pathways A set of new promotion schedules (15-20) has been added to Appendix 1 for Teaching and Professional Practice staff. This is part of changes for the Professional Practice and Teaching pathways which open up progression and promotion opportunities. Note that this includes reinstating access to the Senior Teaching Fellow title. The previous promotion schedules relating to TF and STF are removed.</p> <p>Human Resources will write to Heads of Departments, Heads of School, Deans, PPFs and TFs in March 2022 with more details about these changes.</p>
2.	<p>Eligibility for promotion to Research Fellow (Schedule 8) Postdoctoral Fellows are now eligible to apply for this promotion as well as Assistant Research Fellows. From now on, for a Postdoctoral Fellow to move to a Research Fellow appointment, the Postdoctoral Fellow must successfully apply for the promotion; they cannot simply be appointed to the level of Research Fellow. 2022-2023 will be a transitional period and there will be some exceptions.</p>
Forms updates	
3.	<p>Application form - absences The application form notes that applications should disclose only the <u>effects</u> of any absence/reduced FTE and not the reasons for any absence/reduced FTE.</p>
4.	<p>Schedule of Teaching Responsibilities The Schedule of Teaching Responsibilities is updated, and now includes an exemplar.</p>
Policy updates	
5.	<p>Amendments in the promotion schedules</p> <ul style="list-style-type: none"> • In the promotion schedules (Appendix 1) where there are lists of examples, the phrase "one or more of the following" has been changed to "several of the following." • In most promotion schedules (Appendix 1) under the Service section, wording has been added to indicate that a combination of internal and external service is expected.
6.	<p>Providing additional teaching evidence In Section 3.5, a clarification is added to explain that, where applicants choose to provide teaching evidence in addition to the last three years (e.g. for application to Associate Professor or Professor), any additional evaluations should be listed as on-call documents.</p>
7.	<p>Staff who have prolonged reduction in hours In section 26.7 "prolonged reduction in hours" is added alongside "prolonged absences" as a factor for consideration.</p>
8.	<p>Research Metrics Section 13 has been simplified for clarity. The examples of different research metrics were removed, as this information was considered to be widely known.</p>
9.	<p>Additional Senior Academic Assessment Statement In section 8, the 'Additional HoD Assessment Statement' has been renamed 'Additional Senior Academic Assessment Statement'. An added example of the use of the additional statement is where applicants may request a statement from the Associate Dean Māori to give context to their work in a Māori teaching, research or service environment.</p>
10.	<p>HoD Assessment Statement For the avoidance of doubt, wording is added in section 25.3 to explain that the HoD Assessment Statement must be released to the applicant if it is requested.</p>
11.	<p>Committee guidance Section 26.6 is updated to clarify how publicly-available knowledge may be used by committees</p>
12.	<p>Non-disclosure of referee reports For the avoidance of doubt, wording is added in section 9 to affirm that referee reports are not released to the applicant as they are considered evaluative material.</p>
13.	<p>Appeals process The Appeals process in Section 24 has been more clearly defined.</p>

