



Assessment of the Performance of Senior Lecturers, Senior Research Fellows and Teacher Education Fellow Guidelines 2021

This document outlines the procedures for assessing the performance and reviewing the salary of Senior Lecturers, Senior Research Fellows, Senior Lecturers (COE) and Principal Lecturers (COE) Teacher Education Fellows on Band 2. Note: In this document the term ‘Teacher Education Fellows’ is used to refer to Senior Lecturers (COE) and Principal Lecturers (COE).

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1. Eligibility

Senior Lectures and Senior Research Fellows appointed on for before 1 March 2021 are required to participate in the review.

The review also applies to:

- **Staff members at the top of the salary scale** are required to participate in a performance review even though there is no salary review associated with it.
- **Staff members applying for promotion** are required to participate in a performance review. If the promotion application is declined, the salary will be assessed as part of this review.
- **Staff members on Research and Study Leave** are required to participate in the review.
- **Staff members taking parental leave** should be reviewed. Heads of Departments should assess the staff member’s performance during the months that they were at work over the review period. The underlying principle is that staff members should not be disadvantaged by taking parental leave. If it is possible, the staff member planning parental leave should prepare their statement of achievements prior to their departure.
- **Staff members who are retiring** will normally be reviewed if their employment is continuing into the 2022 academic year.
- **Staff on fixed-term agreements** are included in the review even if their employment terms ends before February 2022. These staff members may be eligible for a salary progression on 1 February if another consecutive fixed-term agreement is offered later in the year.

The review does **not** apply to:

- **Senior Lecturers and Senior Research Fellows on the range beyond the bar** are not part of this process.
- **Confirmation Path staff** are not required to participate in the review unless their HOD requires it to be completed. Human Resources will upload the most recent approved confirmation path report to the staff member's review submission. If no comments are added by the HOD or PVC by the dates on the timetable, performance will be recorded as satisfactory.

2. Review Period

The start of the review period is the most recent of the following:

- **Last review:** To note, due to COVID-19, your last review may have been mid-2019.
- **Promotion:** the date of applying successfully for promotion (the application submission date of May 2020)
- **Appointment:** date of appointment.

3. Review statement and documentation

Academic staff must submit a review statement and attach the required evidence. All documentation is submitted via the online system [Progress](#).

Review statement will consist of:

- a. summary of significant achievements in teaching during the review period
- b. summary of research accomplishments during the review period
- c. summary of service activities during the review period
- d. comment on key objectives for the next review period

Evidence to attach:

- a. Up-to-date, standard University of Otago CV with outputs and activities in the review period highlighted.
- b. Schedule of Teaching Responsibilities for the review period in the standard template.
- c. All standard evaluations of teaching for the review period.

Notes on the required documentation

- **Research-only staff** are not required to submit the documentation relating to teaching described above.
- **Promotion applicants:** staff members who are applying for promotion in May 2021 will attach their entire promotion application instead of the documentation requested above. They are required to make comments in the key objectives and goals field of the applicant statement for the next review period.
- **Staff with an FTE less than 0.1** may complete a review if required by the Head of Department.

Covid-19 considerations

Reviewers will consider your review period activity within the context of the disruption caused by Covid-19. You do not need to describe how you were affected unless you felt there were special circumstances unique to your situation.

4. Guidance for preparing the review documentation

[Progress](#) is the online portal for all academic reviews. The [Academic Performance Reviews webpage](#) contains these guidelines and other information about the reviews.

The review statement is entered in text fields in Progress. The online system allows a total of 5,000 characters across four text fields (*Teaching, Research, Service, and Key Objectives*). This is approximately three pages. There is an additional text field (500 characters) available if needed: *More Information and Leave*.

Word or PDF documents can be attached for supplementary information.

For guidance about the expectations for your academic role, consult the [Academic Titles guidelines](#) on the Human Resources website.

General considerations for preparing your academic review

- Refer to last review – you should refer to the objectives and reviewer comments your last review when preparing the statement.
- [Strategic Frameworks](#) – you should consider how your work has aligned with the University's strategy and objectives, particularly:
 - [Academic Leadership Framework](#) – it is recommended that you review the Academic Leadership Framework for assistance with describing indicators of leadership.
 - [Māori Strategic Framework](#) – in your review statement, you should address your contribution to the implementation of Māori Strategic Framework goals in your department, school or division.
- [Research and Study Leave](#) – in your review statement or as an attachment, you should provide an update on progress that relates to your most recent period of RSL. Describe how the recent RSL has contributed positively to the work of the University.
- [Otago standard CV template](#) – remember to highlight research outputs and other activities in the review period.

Teaching documentation

- [Schedule of Teaching Responsibilities template](#) – this provides a record of the range, level and time commitment of your teaching.
- Standard evaluations of teaching include reports from questionnaires undertaken using [Otago inFORM](#), and 'Record of Peer Review' forms which are used to summarise the results of any [peer reviews](#) undertaken.
 - [Peer review of teaching form](#) (Word)
 - [Peer review of supervision form](#) (Word)

- Advice on how to [evaluate your teaching](#) can be found on the Higher Education Development Centre's website.

5. Process

1. Promotions and Remuneration, Human Resources, emails all eligible staff, HODs, Dean, and PVCs.
2. Each Head of Department will determine the timeframe within which Senior Lecturers, Senior Research Fellows and Teacher Education Fellows need to submit their documentation.
3. Senior Lecturers, Senior Research Fellows and Teacher Education Fellows prepare a statement in 'Progress' noting their particular contributions to the appropriate areas for their role - teaching, research, professional practice and service to the University and the community over the review period. This information is submitted to their Head of Department via 'Progress'.
4. The Head of Department meets with each eligible Senior Lecturer, Senior Research Fellow or Teacher Education Fellow to discuss their performance and career development.
5. Reviewers will enter comments in Progress to:
 - a. validate the quality of the achievements and evidence
 - b. comment on the key objectives that have been agreed for the next review
 - c. assess whether performance is satisfactory
 - d. make a recommendation for a salary progression (if applicable).
 - A recommendation for a single step progression requires no further commentary or explanation.
 - A recommendation for no progression will require a case setting out the reasons for the recommendation.
6. The reviews are submitted to the Second Reviewer (PVCs in Humanities, Sciences and Commerce or Deans in Health Sciences) who will make recommendations and additional comment, if required. See table below for further details.
7. The completed review documentation is submitted to Promotions and Remuneration, Human Resources.

6. Timetable

The week commencing 31 May 2021	Review opens. Human Resources e-mails guidelines and the link to Progress, to eligible academic staff, HODs, Heads of School, Deans and PVCs as well as Professional staff with Progress Access.
28 June 2021	Academic staff submit their reviews to First Reviewer: HODs/Heads of Schools. This deadline may be earlier if required by HODs/Heads of Schools.
26 July 2021	HODs/Heads of School submit to Second Reviewer: Pro-Vice-Chancellors/Deans in Health Sciences for a final decision.
23 August 2021	Final approvers (Pro-Vice-Chancellors and Health Sciences Deans) complete all reviews. Decisions are available to the HR Manager, Promotions & Remuneration.
6 September 2021	Human Resources emails Senior Lecturers, Senior Research Fellows and Teacher Education Fellows the outcome of the review.
1 February 2022	Effective date for any approved salary progressions.

7. Reviewers

Division		Positions	First Reviewer	Second Reviewer
Commerce		Senior Lecturers Senior Research Fellows	HOD	Pro-Vice-Chancellor
Sciences		Senior Lecturers Senior Research Fellows	HOD	Pro-Vice-Chancellor
Humanities	All Schools	Senior Lecturers Senior Research Fellows	Head of School	Pro-Vice-Chancellor
	College of Education	Senior Lecturers Senior Research Fellows Teacher Education Fellows (Band 2)	Dean	
Health Sciences	BMS DSM Dentistry UOW UOC	Senior Lecturers Senior Research Fellows	HOD	Dean
	Pharmacy Physiotherapy	Senior Lecturers Senior Research Fellows	Dean	Pro-Vice-Chancellor

Contact for further information:

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