Use this form to apply for promotion across a bar (to Adviser step 10 or to Senior Adviser steps 1 or 2).

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| **Name:** |  |
| **Position Title:** |  |
| **Current salary level/step:** |  |
| **Applicant signature:** |  |
| **Date of application:** |  |

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| **Confidential Attestation by Applicant’s Appraiser** | |
| * Comment on separate pages about the applicant’s work performance since the last promotion or progression, with a particular emphasis on work done in the past year. * Indicate where you consider the applicant’s work has been performed competently and effectively. Draw any other relevant items you wish to the attention of the Committee for its consideration. * Make a specific recommendation as to whether you believe a salary increment is warranted. * Confirm that the on-call documents listed in the application are available to Committee, if required. * Attach the completed pages to the application form. | |
| **Appraiser’s signature:** |  |
| **Position:** |  |
| **Date:** |  |

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| **Advice for applicants** |
| Your application should include this form and your written commentary on your achievements against each of the three elements. It is suggested that you provide the written evidence of your achievements for the three elements in the form attached, but you may choose to present your application in a different way as long as the same information is provided.  For each element you are asked to provide the Committee with details:   * about appropriate **indicators** that that show achievement of the element. Refer to the booklet, *Criteria for Appointment and Promotion* for examples of indicators; * of the **evidence** which proves your achievement; * who can **attest** or confirm your evidence; * of the **on-call documents** which confirm your evidence.   Do not assume that the Assessment Committee will be familiar with your work. Include enough detail that the reader will understand the significance of an activity or achievement.  Do not submit any other documentation unless you are specifically asked to do so by your appraiser or a member of the Assessment Committee.  Additional material will be returned to you and will not be referred to the Committee.  The purpose of this application is to persuade the Assessment Committee that you have met the criteria for promotion. The Committee will base its decision on your written promotion submission only. The Committee will not seek further information (other than evidence confirming your claims in your application) nor may you provide additional information after the deadline.  Please type your name in the footer to this application  Completed applications must be sent to:  The Manager, Promotions and Remuneration, Human Resources Division  [academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz)  **The Deadline for applications to Appraisers is 20 November 2021.**  **The Deadline for applications with Appraiser Attestations to Human Resources is 1 December 2021.**  The Assessment Committee will meet in December 2021.  The effective date for successful promotions and progressions is 1 February 2022. |

**ELEMENT 1 - Gains academic qualifications and/or professional qualifications relevant to the position held.**

Rationale: To ensure that practice is relevant, current and informed, all Advisers are expected to be actively involved in developing and enhancing their professional knowledge, skills and qualifications

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| **Indicators** | **Evidence** | **Attestation** | **On call documents** |
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**ELEMENT 2 – Demonstrate growing professional expertise relevant to the position held**

Rationale: Advisers need to maintain a professionally responsive, high quality and up to date service to schools. This will be enhanced through sharing and using relevant and innovative approaches, on-going reflective practice and improvement.

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| **Indicators** | **Evidence** | **Attestation** | **On call documents** |
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**ELEMENT 3 – Demonstrate professional standing, profile and reputation with the Education Community**

Rationale: Advisers should contribute either individually or with colleagues to an understanding and development of their academic field, so that the knowledge of the individual, the institution, the local education community, and the education sector are enhanced.

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| **Indicators** | **Evidence** | **Attestation** | **On call documents** |
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