Biennal Review Guidelines 2018: Senior Lecturers and Senior Research Fellows beyond the bar

Guidelines for the 2018 assessment of the performance of Senior Lecturers beyond the bar and Senior Research Fellows beyond the bar

This document outlines the procedures for assessing the performance and reviewing the salary of Senior Lecturers beyond the bar and Senior Research Fellows beyond the bar.

Note: In this document the single term ‘Senior Lecturers and Senior Research Fellows beyond the bar’ will be used to refer to Senior Lecturers beyond the bar and Senior Research Fellows beyond the bar.

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>1</td>
</tr>
<tr>
<td>Review Period</td>
<td>2</td>
</tr>
<tr>
<td>Documentation submitted</td>
<td>2</td>
</tr>
<tr>
<td>• Review statement</td>
<td>2</td>
</tr>
<tr>
<td>• Attachments</td>
<td>2</td>
</tr>
<tr>
<td>Links, templates, and further guidance on preparing review documentation</td>
<td>3</td>
</tr>
<tr>
<td>Process</td>
<td>3</td>
</tr>
<tr>
<td>Timetable</td>
<td>4</td>
</tr>
</tbody>
</table>

Eligibility

This review applies to Senior Lecturers beyond the bar and Senior Research Fellows beyond the bar appointed on or before 1 February 2018.

- **Staff members at the top of the salary scale** are required to participate in a performance review even though there can be no salary review associated with it.
- **Staff members who have applied 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 biennial review.
- **Staff members on Research and Study Leave** are required to participate in the review.
- **Confirmation Path staff** 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 2019 academic year.

### Review Period

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

- **Last review**: the date documents were submitted for the last biennial review of Senior Lecturers and Senior Research Fellows beyond the bar (i.e. September/October 2016)
- **Promotion**: the date of applying successfully for promotion to Senior Lecturer or Senior Research Fellow beyond the bar (the application submission date of either May 2017 or May 2016)
- **Appointment**: date of appointment as Senior Lecturer or Senior Research Fellow beyond the bar (if appointed after 1 February 2016).

### Documentation submitted

Senior Lecturers and Senior Research Fellows beyond the bar must submit a review statement online and attach the required evidence. All documentation is submitted via the online system, Progress.

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

The review statement is entered in text fields in Progress. The online system allows a total of 15,000 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*.

- **Attachments**
  a. Up-to-date, standard University of Otago CV with outputs 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.

See the next section for templates and advice on preparing the supporting evidence for your review.

### Notes on the required documentation

- **Research-only staff** are not required to submit the documentation relating to teaching described above.
• **Confirmation Path staff** must include a copy of their most recent confirmation report. Supplementary comments may be required if the report is several months old or if it is the first report only.

• **Promotion applicants**: staff members who have applied for promotion in May 2018 may attach their entire promotion application instead of the documentation requested above.

**Links, templates, and further guidance on preparing review documentation**

• [Progress](mailto:hr.academicreviews@otago.ac.nz) online portal for all academic reviews.

• [Otago standard CV template](mailto:hr.academicreviews@otago.ac.nz) – remember to highlight outputs in the review period.

• [Schedule of Teaching Responsibilities template](mailto:hr.academicreviews@otago.ac.nz) – this provides a record of the range, level and time commitment of teaching.

• Standard evaluations of teaching include
  - Reports from student questionnaires undertaken using [Otago inFORM](mailto:hr.academicreviews@otago.ac.nz).
  - [Peer review forms](mailto:hr.academicreviews@otago.ac.nz), which are used to summarise the results of any peer reviews undertaken.

• Advice on how to [Evaluate your teaching](mailto:hr.academicreviews@otago.ac.nz) can be found on the Higher Education Development Centre’s website.

• The [Academic Titles guidelines](mailto:hr.academicreviews@otago.ac.nz) on the Human Resources website give guidance about the expectations for each academic role.

• [Academic Leadership Framework](mailto:hr.academicreviews@otago.ac.nz).

• [Academic Performance Reviews webpage](mailto:hr.academicreviews@otago.ac.nz).

**Process**

1. Promotions and Remuneration, Human Resources, emails all eligible staff and Reviewers about the biennial performance and salary review.

2. Each Head of Department will determine the timeframe within which Senior Lecturers and Senior Research Fellows beyond the bar need to submit their documentation.

3. The Head of Department meets with each Senior Lecturer or Senior Research Fellow beyond the bar to discuss performance and career development.

   - Where the Senior Lecturer or Senior Research Fellow beyond the bar is a Head of Department, the interview and recommendation will be made by the Pro-Vice-Chancellor (or by the Dean, in Health Sciences). Where the Senior Lecturer or Senior Research Fellow beyond the bar reviewed is a Dean, the interview and recommendation will be made by the Pro-Vice-Chancellor.

   - For Health Sciences only, comments and recommendations are made by Deans as well as by Heads of Department.

4. 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).
GUIDELINES FOR BIELIAN REVIEW OF SENIOR LECTURERS AND SENIOR RESEARCH FELLOWS BEYOND THE BAR 2018

- 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.
- A recommendation for a multi-step progression will also require a justification. The Head of Department will need to show that the Senior Lecturer or Senior Research Fellow beyond the bar is performing well above the expectations for the salary step.

5. Reviews are submitted to Pro-Vice-Chancellors for final decision.
6. Decisions by Pro-Vice-Chancellors are forwarded to the Manager, Promotions and Remuneration, Human Resources Division.

**Timetable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 September 2018</td>
<td>Review opens. Human Resources Division e-mails out guidelines and the link to the online system, Progress, to Senior Lecturers beyond the bar and Senior Research Fellows beyond the bar.</td>
</tr>
<tr>
<td></td>
<td>Heads of Departments and Pro-Vice-Chancellors are given access in Progress to the lists of Associate Professors eligible for the biennial performance and salary review.</td>
</tr>
<tr>
<td>19 October 2018</td>
<td>In Health Sciences only, information prepared by Senior Lecturers and Senior Research Fellows beyond the bar, with comments by Heads of Departments, is forwarded to Deans.</td>
</tr>
<tr>
<td>16 November 2018</td>
<td>In all Divisions, information prepared by Senior Lecturers and Senior Research Fellows beyond the bar, with comments by Heads of Departments (and Deans where applicable), is forwarded to Pro-Vice-Chancellors.</td>
</tr>
<tr>
<td>7 December 2018</td>
<td>Recommendations by Pro-Vice-Chancellors are forwarded to Promotions and Remuneration, Human Resources Division, by this date.</td>
</tr>
<tr>
<td>1 February 2019</td>
<td>Effective date for any approved salary progressions.</td>
</tr>
</tbody>
</table>

Contact for further information:
Stephanie Evans, Human Resources Adviser, Promotions and Remuneration
Phone 03 479 8255, email hr.academicreviews@otago.ac.nz