



## Biennial Review Guidelines 2020: Associate Professors

Guidelines for the 2020 assessment of the performance of Associate Professors, Clinical Associate Professors and Research Associate Professors

This document outlines the procedures for assessing the performance and reviewing the salary of Associate Professors, Clinical Associate Professors and Research Associate Professors. Note: In this document the single term 'Associate Professors' will be used to refer to Associate Professors, Clinical Associate Professors and Research Associate Professors.

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### 1. Eligibility

This review applies to Associate Professors appointed on or before 1 February 2020.

- **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 2021 academic year.

### 2. 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 Associate Professors (i.e. September/October 2018)
- **Promotion:** the date of applying successfully for promotion to Associate Professor (the application submission date of either May 2019 or May 2018)
- **Appointment:** date of appointment as Associate Professor (if appointed after 1 February 2018).

### 3. Documentation required

Associate Professors 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

#### **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.

#### **Notes on the required documentation**

- **Research-only staff** are not required to submit the documentation relating to teaching described above.
- **Confirmation Path staff** should note that Human Resources will upload a copy of their most recent confirmation report. In this case, the review statement can simply refer to the attached report, but supplementary comments will 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/June 2020 may attach their entire promotion application instead of the documentation requested above. A brief statement on the review period is still required.

#### **Covid-19 considerations**

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

**More information:** *guidance and links to templates for preparing the review documentation are provided in the next section.*

#### 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 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*.

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 from the 2018 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 outputs 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. **Please note that the Schedule of Teaching template was updated in March 2020.**
- 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 and Reviewers about the biennial performance and salary review.
2. Each Head of Department will determine the timeframe within which Associate Professors need to submit their documentation.
3. The Head of Department meets with each Associate Professor to discuss performance and career development.
  - Where the Associate Professor 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 Associate Professor 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).
    - 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 is an exceptional case. The Head of Department will need to show that the Associate Professor is performing well above the expectations for the salary step.
5. The reviews are submitted to the Pro-Vice-Chancellor, who will make recommendations to the Vice-Chancellor and additional comment, if required.
6. The completed review documentation is submitted to Promotions and Remuneration, Human Resources, who will prepare a report for the Vice-Chancellor's consideration.

## 6. Timetable

7 September 2020	<p>Review opens.</p> <p>Human Resources Division e-mails out guidelines and the link to the online system, Progress, to Associate Professors, Clinical Associate Professors and Research Associate Professors.</p> <p>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.</p> <p>Associate Professors begin to prepare and submit review documentation.</p>
September/October 2020	Each Head of Department will determine their own due date for submissions, and will arrange individual review meetings.
19 October	In Health Sciences only, Heads of Department forward review comments to Deans by this date.
9 November	In Health Sciences, Deans forward review comments to Pro-Vice-Chancellors by this date. In other Divisions, Heads of Department forward review comments to Pro-Vice-Chancellors by this date.
7 December	Pro-Vice-Chancellors' recommendations are submitted to Human Resources by this date.
January / February / March 2021	<p>Human Resources Division provides analysis of the reviews to the Vice-Chancellor. The reviews and analysis are released to the Vice-Chancellor in January.</p> <p>The Vice-Chancellor considers each review, and makes decisions in consultation with the Pro-Vice-Chancellor. This is a comprehensive process which takes time to complete.</p> <p>It is likely that review outcomes will be communicated to staff and reviewers by Human Resources in February. Any salary progressions are backdated to 1 February.</p>
1 February 2021	Effective date for any approved salary progressions.

Contact for further information:

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