This document outlines the procedures for assessing the performance and reviewing the salary of Professors, Clinical Professors and Research Professors.

Note: In this document the single term ‘Professors’ will be used to refer to Professors, Clinical Professors and Research Professors.

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Eligibility

This review applies to Professors appointed on or before 1 February 2019.

• **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 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 2020 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 Professors (i.e. September/October 2017)
- **Promotion:** the date of applying successfully for promotion to Professor (the application submission date of either May 2018 or May 2017)
- **Appointment:** date of appointment as Professor (if appointed after 1 February 2017).

Documentation required

Professors must submit a review statement online and attach the required supporting documents. All documentation is submitted via the online system, Progress.

Notes on the required documentation

- **Research-only staff** are not required to submit the documentation relating to teaching described above.
- **Confirmation Path staff** may use recent confirmation documents for the review. Human Resources will upload completed reports, but it is likely that supplementary comments will be required.

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.

Required supporting documentation (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, weblinks and advice on preparing the supporting evidence for your review.
**Links, templates, and further guidance on preparing review documentation**

- **Progress** online portal for all academic reviews.
- **Otago standard CV template** – remember to highlight outputs in the review period.
- **Schedule of Teaching Responsibilities template** – this provides a record of the range, level and time commitment of teaching activities.
- Standard evaluations of teaching include
  - Reports from student questionnaires undertaken using **Otago inFORM**.
  - **Peer review forms**, which are used to summarise the results of any peer reviews undertaken.
- Advice on how to **Evaluate your teaching** can be found on the Higher Education Development Centre’s website.
- Advice on administering the standard student questionnaires is provided by the **Quality Advancement Unit**.
- The **Academic Titles guidelines** on the Human Resources website give guidance about the expectations for each academic role.
- **Academic Leadership Framework**.
- **Māori Strategic Framework**.
- **Pacific Strategic Framework**.
- **Academic Performance Reviews webpage**.

**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 Professors need to submit their documentation.

3. The Head of Department meets with each Professor to discuss performance and career development.
   - Where the 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 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
   b. ensure that all required documentation is included
   c. comment on the key objectives that have been agreed for the next review
   d. assess whether performance is satisfactory
   e. 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 will also require a justification. The Head of Department will need to show that the 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.

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Contact for further information:
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