

## Academic Promotion

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Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin

## 1 Introduction

### 1.1 Purpose

To provide consistency and clarity regarding the intent and operation of academic staff promotion at Ara.

### 1.2 Scope and Application

This policy applies to tenured or limited tenured, full time and proportional staff who:

- a have completed one year's service since the completion of probation and
- b are employed in the grade of ASM, SASM or PASM or their equivalent and
- c have completed an Ara recognised teaching qualification or equivalent.

### 1.3 Delegations

Director Academic, Director Corporate Services, other Division Directors and People and Development staff according to the People and Development delegations schedule.

### 1.4 Definitions

- a **ASM:** Academic Staff Member grade or its equivalent.
- b **SASM:** Senior Academic Staff Member grade or its equivalent.
- c **PASM:** Principal Academic Staff Member grade or its equivalent.

<b>Related Legislation or Other Documentation</b> <ul style="list-style-type: none"> <li>• NZQA Quality Assurance Framework</li> <li>• AASC and TEU Employment Agreements</li> <li>• Academic Promotion documentation and forms</li> </ul>	<b>Related Ara Policies and Procedures</b> <ul style="list-style-type: none"> <li>• CPP212 Annual Appraisal</li> <li>• CPP217 Professional/Capability Development</li> <li>• CPP204 Equal Employment Opportunities</li> <li>• CPP218 Induction</li> </ul>
<b>Related Other Documents</b>	<b>Good Practice Guidelines</b> <ul style="list-style-type: none"> <li>• Advice to managers and applicants is contained in the information document</li> </ul>
<b>References</b> <p>Management and staff may seek further advice regarding any of the information in this Policy from:</p> <ul style="list-style-type: none"> <li>• Their immediate supervisor</li> <li>• The designated HR Business Partner for their area</li> <li>• Manager People and Development</li> <li>• Infoweb.</li> </ul>	

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**Notes**

Information on this topic was previously included in the People and Development Management Policy and is substantially changed.

## 2 Principles

- 2.1 Academic promotion is a way of acknowledging the work and achievements of staff who demonstrate academic leadership, and teaching excellence and also significantly contribute to the performance and profile of Ara.
- 2.2 Academic staff are expected to demonstrate: currency in their particular content area/s; the abilities and attitudes of a professional educator, and; support of the values, goals and strategic directions of Ara.

## 3 Associated Procedures for Ara Corporate Policy on: Academic Promotion

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**Contents:**

1. General
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### 3.1 General

- a For the purposes of this policy the term "promotion" refers to movement up the academic scale from one grade to another and advancement within a grade that entitles a staff member to an increase in salary beyond that able to be approved within their Division.
- b Promotion between ASM and SASM and progression within SASM occurs through an application process against specified criteria.
- c Promotion to PASM is by vacancy and in accordance with the Recruitment, Selection and Appointment Policy.
- d Progression within PASM is based on the achievement of specified criteria established at the beginning of the annual process.
- e The criteria and formats for promotion applications are available from People and Development (P&D) and the Ara InfoWeb.

### 3.2 Responsibilities

- a The criteria established for promotion at and within each grade is determined by the employer and informed by the relevant employment agreements and the overall educational aims of the Institute.
- b Division Directors are responsible for the management of promotion applications within their division. This may be delegated. References to "the Director" in any information contained within this policy or its associated information therefore includes the Director's delegate.
- c Staff members are responsible for completing their applications on time, and according to the application process specified by P&D and their Director.
- d The Promotion Committee is responsible for evaluating each application against the specified criteria and make recommendations.

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- e P&D is responsible for the effective administration of this policy including:
  - i) establishment of the applicable criteria for each level of promotion
  - ii) development, updating and publishing of the information booklet and forms
  - iii) provision of training for staff and their Managers
  - iv) administrative support to the Promotion Committee
  - v) setting the timeframe for the annual process.

### **3.3 Cultural Considerations**

Ara recognises that under some cultures self-promotion may be challenging for some individuals. If this situation arises a staff member should discuss with their HOD/Director options to be supported through this process.

### **3.4 Review of Unsuccessful Applications**

Any staff member who considers that an application for promotion has not received fair and equitable treatment may apply to the Director Corporate Services for a review of the decision. The Director Corporate Services shall consider issues such as the fairness of the processes used in arriving at the decision, whether or not due consideration was given to all of the factors presented in the application, and whether the full significance of all factors presented was appreciated. The Director Corporate Services may seek assistance with the evaluation from others.

### **3.5 Confidentiality**

- a The information supplied (for promotion to SASM and within SASM) in the applicant's CV and Supplement is confidential to the Division Director, Head of Department, selected verifiers, P&D, and Promotion Committee.
- b Information supplied (for promotion to SASM and within SASM) by the selected verifiers and the summary of student evaluations is confidential to the applicant, Division Director, Head of Department, P&D and Promotion Committee/Interview Panel. Information supplied by the Division Director is confidential to the applicant, P&D, Promotion Committee/Interview Panel.

### **3.6 Notification**

All applicants are advised in writing of the outcomes of the promotion process. All applicants are given feedback on their application.