

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0437.01	
Title:	Establishment of Starting Salaries for Academic Staff		
ITPNZ Standard:	4 Staff Selection, Appraisal and Development		
Chief Executive Approval:	Approval Date: 3 Feb 10	Effective Date:	3 Feb 10
Previous Policy Number:	n/a	Review Date:	as required
Contact Authority:	Director: Organisational Development	Status:	Current

Purpose This policy sets out criteria and procedures to be used in determining a fair and equitable starting salary and position for academic staff.

Application This policy applies to the appointment of permanent, full time or proportional lecturers.

Background There is a need to maintain equity of appointment positions and salaries across academic staff within Otago Polytechnic to maintain the integrity of the academic staff positions and salary structures.

Statutory Compliance

National Guidelines

Policy

1. The primary consideration in determining the starting salary of a lecturer shall be the establishment of a fair relativity with those lecturers already employed in the Polytechnic and with other lecturers who are new to the Polytechnic.
2. The criteria used to determine fair relativity in the case of each beginning lecturer shall be the lecturer's:
 - directly relevant experience
 - trained teaching experience
 - other teaching experience
 - related experience
 - relevant required qualifications/recognised expertise

Note: All of the above may have been gained in either paid and/or unpaid capacities.
3. If a salary, determined after consideration of all of the above matters, will not be enough to secure an appropriate/necessary hire, a market forces allowance may be paid on top of the determined base salary subject to the guidelines set out in policy *MP0436 Key Skills Allowance*.

Responsibilities 1. The Head of School is responsible for determining a starting salary in accordance with this policy.

Procedures 1. Proposal of First Salaries
Having considered the requirements of this policy, the relevant Head of School shall propose the salary to be paid and undertake any negotiations necessary to finally settle upon the starting salary.



It should be noted that the criteria for setting a fair and equitable salary compared with the existing staff will not necessarily be the same as those for determining the best applicant. The position expectations documents should be used to evaluate where the new person should be placed.

2. Appointment at a level higher than Lecturer

Initial appointment to a scale higher than lecturer scale (ie Senior Lecturer/Principal Lecturer) is appropriate *only* if the applicant is from another similar institution, is already paid at the equivalent of a higher rate, and has had significant teaching experience, teaching qualifications, or if the appointee is judged to be at a level of competence by applying standard Polytechnic criteria for the position requested.

Professorial level appointments are covered within AP0403 Professorial Appointments.

3. Positioning on the salary scales

The positioning on the scale should be determined as follows:

- Lecturers without credits as defined below should begin on L01.
- Lecturers with credits as outlined below will be placed on the corresponding point on the salary scale.

A) Experience

- i) *Directly Relevant Experience* is derived from working as a practitioner in the field to which the lecturer position is oriented.
- ii) *Trained Teaching Experience* is experience as a trained teacher (at primary, secondary, or tertiary teaching qualification level).
- iii) Other teaching experience is also considered.
- iv) *Research Experience* is experience in related research at a university, equivalent educational institution, research institution or in industry.

B) Required Qualifications

The level of qualification the person holds will determine increment credits for appointment as per the table below.

C) Recognised Expertise

Is the result of learning which is usually non-formal and does not normally result in a paper qualification. Nonetheless the expertise is capable of being recognised by an appropriate person or group. For example, a Kaumatua could readily identify expertise in Te Reo Maori. For “recognised expertise” some judgement will be required as to the number of years involved.

D) Additional Qualifications

Additional qualifications are either:

Recognised Full-Time Teacher Training or

A relevant qualification above the minimum specified for the position

Positioning can be calculated as per the table below:

Increment Credit Criteria	Increment Credit Value
A) Experience	
Directly Relevant Experience	1 Credit per year of directly



	relevant experience
Training Teaching Experience	1 Credit per year of trained teaching experience
Other teaching Experience	0.5 Credit per year of other teaching experience
Research Experience	1 Credit per year of research experience
	<i>Note Maximum Experience Credit = 10 points</i>
B) Qualifications (as required for the position not held by the person)	
Unqualified	No increment credit
Diploma / certificate	1 increment credit
Bachelor's degree	1 increment credit
Honours degree	2 increment credits
Masters	3 increment credits
PhD	4 increment credits
C) Recognised Expertise	
Non formal Recognised Expertise	Manager Judgement of Credits required
D) Additional Qualifications	
Recognised Full Time Teacher Training	1 increment Credit
A relevant Qualification above the minimum specified for the position	1 increment Credit
Total	Gives grade for appointment

4. Salary Band

Once these criteria have been considered and a point on the scale has been indicated, a band of three salaries around this point (one up and one down) should be used as the basis to negotiate the final salary.

5. Approvals

The Head of School shall recommend a salary band, from which the Group Manager shall authorise appointments to Lecturer scale salaries or equivalent. Appointments involving extraordinary salary enhancements or arrangements must be approved by the Director: Organisational Development and/or Chief Executive.

Referral Documents

MP0431 Recruitment and Appointment of Staff
 MP0436 Key Skills Allowance
 AP0403 Professorial Appointments
 Collective Employment Agreements for Academic and Allied Staff

Delegation of Procedures

Approved by Chief Executive
 Date: 3 February 2010

