



<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0403.05</b>
Title:	<b>Professorial Appointments</b>	
Classification:	<b>Workforce</b>	
Chief Executive Approval:	Effective Date: <b>11 June 2018</b>	Review Date: <b>1 June 2021</b>
Previous Policy No:	<b>n/a</b>	Status: <b>Current</b>
Contact Authority:	<b>Deputy Chief Executive Learning and Teaching Services</b>	

## Purpose

This policy sets out the criteria for appointment of professors and associate professors and the process whereby appointments will be made.

Appointment of professorial staff will not discriminate on the grounds of gender, gender identity, race, ethnicity, sexual orientation, marital status, age, religious or ethical beliefs, or political opinions.

Otago Polytechnic aims to appoint as professorial staff those who are acknowledged leaders in their field as learning and teaching and/or research practitioners. The criteria for professorial appointment recognises Otago Polytechnic's mission of inspiring learning as we develop capable practitioners for Otago and New Zealand.

Otago Polytechnic has established the professorial career pathway as a means of recognising outstanding and continuing educational leadership other than through management positions.

## Statutory Compliance

Employment Relations Act 2000 and all subsequent amendments  
 State Sector Act 1988 reprinted with amendments 2005 and all subsequent amendments  
 Education Act 1995 and all subsequent amendments

## Application

This policy applies to the establishment of and the appointment or promotion to the following positions:

- Professor
- Associate Professor
- Chair

This policy applies to the use of the following titles:

- Professor
- Associate Professor
- Adjunct Professor / Adjunct Associate Professor
- Emeritus Professor
- Visiting Professor / Visiting Associate Professor

## Definitions

### Research

In the context of this Policy, the term 'Research' includes professional practice enquiry and educational practice research.

### Teaching

In the context of this Policy, 'Teaching' is inclusive of facilitation of learning in work-based and professional practice contexts.

### Professor

A position recognising outstanding educational leadership and excellent practice in learning and teaching and/or research.

### Associate Professor

A position recognising educational leadership and performance in learning and teaching and/or research which has clearly surpassed that of a principal lecturer and which is indicative of the potential to achieve to the level required for appointment as professor.



### **Adjunct Professor / Adjunct Associate Professor**

A title conferred on individuals who hold, or have held a professorial level position in another tertiary institution recognised by Otago Polytechnic, who meet the criteria for appointment as a professor or associate professor but are not employees of Otago Polytechnic. Such individuals may be appointed at either Associate or full Professor level on a contract for service or for a specified project or period.

The appointment of an Adjunct Professor or Adjunct Associate Professor must be approved by the Deputy Chief Executive Learning and Teaching Services.

### **Professor Emeritus**

A title conferred by Otago Polytechnic Council, on the recommendation of the Chief Executive, on a retiring Professor who has given long and outstanding service to Otago Polytechnic.

### **Visiting Professor / Visiting Associate Professor**

In most cases visiting academics will be referred to as Visiting Scholars while at Otago Polytechnic. However the Director: Organisational Development may, on the advice of the Head of School/College, confer the title of Visiting Professor / Visiting Associate Professor on an individual who carries the status of Professor or Associate Professor at another Tertiary Institution that is recognised by Otago Polytechnic.

### **Chair (Endowed)**

A Chair may be established to develop and enhance scholarship in a priority area of learning. The establishment of a Chair implies a commitment to the position and the discipline area.

### **Use of Titles**

Following appointment, Professors, Associate Professors and Adjunct Professors /Adjunct Associate Professors may use their title as conferred on all Otago Polytechnic Documentation and communications.

Staff previously holding a professorial position at another educational institution do not have the automatic right to continue using the title at Otago Polytechnic unless they have been appointed to an Otago Polytechnic professorial position.

Staff who have been conferred with the title Professor Emeritus by a previous institution may use that title as long as the name of the institution that conferred that title is made clear in all correspondence.

## **Policy**

### **1. Appointment of Professors and Associate Professors**

- 1.1. Professors and Associate Professors will be appointed by the Chief Executive after being satisfied that the appropriate criteria have been met and after considering the advice of the Professorial Appointments Committee.
- 1.2. Appointment as Professor or an Associate Professor will be by application.
- 1.3. Notice calling for internal applications shall be given by the Committee at least two months prior to the meeting at which they will be considered.
- 1.4. New appointees to the Polytechnic may be considered for appointment as Professor or Associate Professor by a special meeting of the Professorial Appointments Committee.

### **2. Requirements for Professor or Associate Professor**

- 2.1. The appointment of professors will only be made by the Polytechnic in recognition of those who have established a reputation amongst their colleagues, locally, nationally and, where appropriate, internationally, for the standing of their contribution as educators. This policy and associated procedures are to be interpreted in the light of this overarching requirement.
- 2.2. Professor: A candidate for the position of Professor is expected to hold a doctoral qualification and to provide evidence of sustained excellent performance, usually

over a period of at least six years, as a leader in Learning and Teaching practice and/or Research practice.

- 2.3. Those who seek appointment as Professor for their learning and teaching practice shall also provide evidence of effective research practice.
- 2.4. Those who seek appointment as Professor for their research practice shall also provide evidence of effective practice in learning and teaching.
- 2.5. Associate Professor: For appointment or promotion to the position of Associate Professor, a candidate is expected to hold a masters qualification and to provide evidence of sustained high performance in learning and teaching practice and/or research practice and will be effective as both a learning and teaching practitioner and a research practitioner. A candidate will also normally be expected to have held the position of Principal Lecturer, or equivalent if an external candidate, for at least three years.

### 3. **Professorial Appointments Committee**

3.1. The Professorial Appointments Committee will comprise:

- Deputy Chief Executive Learning and Teaching Services – Convenor
- Deputy Chief Executive Learner Experience – alternate Convenor
- Director: People and Culture – nominee in attendance
- Director: Research and Postgraduate Studies
- Deputy Chief Executive Maori Development / Kaitohutohu
- Three Professors of the Polytechnic, inclusive of Professors who may hold any of the other positions which make up this Committee, who shall be nominated by the Chief Executive
- at least one external Professor from another institution, appointed by the Chief Executive.

3.2. The Chief Executive will have ex-officio membership of the Committee.

3.3. A quorum for the Committee shall be at least four members and must include the Convenor or alternate Convenor, a professor and the external Professor.

3.4. The Committee shall have the power to determine its processes, which must be robust, transparent and ensure consistency of outcomes is maintained.

3.5. The Committee makes recommendations for appointment to the Chief Executive; such recommendations will usually be a full consensus but may be majority recommendations if a full consensus cannot be reached.

3.6. The Committee may provide advice on policy and process to the Chief Executive.

### 4. **Criteria for Appointment**

4.1. The Committee's recommendations will be based on consideration of the criteria set out in Appendix 1.

4.2. Quality of scholarship, general standing in the academic area, and where required professional contributions, will be attested by referees who will themselves be people with established reputations within the academic area and may be approached by the Polytechnic on the application of the candidate. The Polytechnic may make such additional enquiries and appoint any additional referees as it decides are necessary.

4.3. Referee's reports will be the private documents of the Professorial Appointments Committee. In making application for appointment as Professor or Associate Professor, the candidate agrees to waive all rights to view referees' reports or be advised of their contents.

4.4. Applications will be submitted in the manner prescribed by the Professorial Appointments Committee.

4.5. No matter which of the areas of leadership is under consideration for professorial appointment, the overarching judgement that is made shall be holistic. This is

particularly significant when the boundaries between categories are blurred in, for example, a particular discipline or in an individual's approach to presenting their portfolio of evidence.

## 5. Appeal

- 5.1. Grounds for appeal: Applicants may appeal only if the decision is manifestly inconsistent with the evidence provided and/or there is a failure in procedure or process that is so substantial that it may have affected the decision.
  - 5.1.1. Any application for appeal must be submitted to the Convenor of the Professorial Appointments Committee, no later than 5 working days after the applicant has been advised in writing that their application for promotion has been unsuccessful. The Convenor will advise the Chief Executive of the appeal and the Chief Executive will convene the Appeal Committee.
  - 5.1.2. An application for appeal must clearly state the reasons for the appeal.
  - 5.1.3. The Convenor of the Appeal Committee shall promptly consider the application to appeal and in writing advise the applicant of the decision to grant the application to appeal.
  - 5.1.4. If an application to appeal is granted, the applicant may withdraw the appeal at any time prior to the date of the appeal hearing.
- 5.2. Composition of the Appeal Committee: The Appeal Committee shall comprise three senior staff as appointed by the Chief Executive, of whom one shall be a member of the professoriate at Otago Polytechnic. In addition, the Chief Executive may appoint a senior academic adviser external to the Polytechnic to be a member of the Appeal Committee. At least one member of the Professorial Appointments Committee that originally evaluated the application will contribute to Appeal Committee deliberations.
  - 5.2.1. The Appeal Committee shall consider the appeal no later than 14 days after the closing date for applications to appeal.
  - 5.2.2. The Appeal Committee would normally expect the applicant to appear in person at the appeal hearing.
  - 5.2.3. The Appeal Committee shall decide whether to recommend upholding, reviewing or overriding the Professorial Appointments Committee's decision.
  - 5.2.4. The Appeal Committee shall communicate its recommendation to the Chief Executive who shall make a decision and communicate that decision to the Professorial Appointments Committee.
  - 5.2.5. The decision of the Chief Executive shall be final.
- 5.3. The proceedings of the Appeal Committee shall be confidential and privileged.

### Referral Documents

MP0480 Salary Review and Promotions Committee Terms of Reference  
MP0431 Recruitment and Appointment of Staff  
CP0006 Council Honours Awards Policy

Profile and Expectations –  
Lecturer, Senior Lecturer, Principal Lecturer, Associate Professor, and Professor (refer People and Culture, employment agreements)

Approved by Chief Executive  
Date: 11 June 2018



## ASSOCIATE PROFESSOR

Candidates for Associate Professor are expected to have demonstrated sustained high performance at the level of Principal Lecturer and to have achieved at least Polytechnic-wide recognition for their leadership of learning and teaching or of research. Candidates will have a master's degree and will have met Otago Polytechnic's requirements to hold a practice based tertiary teaching qualification at level 7 or above.

Candidates will provide evidence of performance in:

- Demonstrable, extensive and effective leadership in learning and teaching and/or in research within their college/school, with significant contributions to the wider Polytechnic.

Indicators of scope and evidence:

The following constitutes an indicative list. It is intended that applicants will be able to speak to a range of activity within the activities outlined.

NB: It is not anticipated that candidates are able to speak to all indicators.

<b>Learning and Teaching Leadership</b> <i>may be demonstrated by:</i>	<b>Research Leadership</b> <i>may be demonstrated by:</i>
<ul style="list-style-type: none"> <li>• Leading curriculum development, including programme development and review</li> <li>• Leading, development and improvement of courses</li> <li>• Leading academic projects/committees</li> <li>• Leadership of initiatives to improve teaching practice</li> <li>• Contributing to the leadership of institutional reviews</li> <li>• Active contribution to and membership of OP wide academic projects/committees/working groups</li> <li>• Effective participation in learning and teaching projects beyond own school/college/department</li> <li>• Mentoring new teachers</li> <li>• Facilitating professional development for teachers</li> <li>• Internal or external awards for leadership, national and international.</li> </ul>	<ul style="list-style-type: none"> <li>• Active contribution to and membership of OP wide research projects/committees/working groups</li> <li>• Leading research collaboration within/across disciplines</li> <li>• Leadership of initiatives to improve research practice</li> <li>• Active service for research associations and/or for professional bodies with regard to research matters</li> <li>• Effective participation in national research projects.</li> <li>• National reputation as a research leader within profession/ industry/ community</li> <li>• Mentoring new researchers</li> <li>• Facilitating professional development for researchers</li> <li>• Internal or external awards for leadership, national and international.</li> </ul>
<b>Leadership in learning and teaching practice</b> <i>may be demonstrated by:</i>	<b>Leadership in research practice</b> <i>may be demonstrated by:</i>
<ul style="list-style-type: none"> <li>• Outstanding feedback from learners and peers about the quality of teaching practice</li> <li>• Successful outcomes for the learners taught/facilitated</li> <li>• Effective use of innovative learning and teaching practices and technology</li> <li>• Critical engagement in making improvements in teaching/facilitation, assessment and evaluation</li> <li>• Application of personal research and scholarship to teaching and learning</li> <li>• Internal and/or external awards for teaching practice</li> <li>• Primary supervision to completion at Masters level</li> <li>• Supervision to completion at Doctoral level</li> <li>• Writing of text books</li> <li>• Examination of Masters theses.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and quantity of research outputs, individual or joint, including (refereed) publications, consultancy reports, (refereed) conference presentations, exhibitions and/or performances</li> <li>• Internal and/or external awards for research practice and/or outputs</li> <li>• Securing of external grant income</li> <li>• Demonstrated effective research community networking</li> <li>• Demonstrated impact of research on industry/professional practice</li> <li>• Serving on the editorial board of a peer reviewed journal</li> <li>• Primary supervision to completion at Masters and Doctoral level (if appropriate to the discipline)</li> <li>• Examination of Masters theses.</li> </ul>

## PROFESSOR

Candidates for Professor are expected to have demonstrated excellent performance as an Associate Professor and to have achieved recognition beyond the Polytechnic (national and/or international) for their leadership of learning and teaching and/or research. Candidates will have a doctoral degree and will have met Otago Polytechnic's requirements to hold a practice based tertiary qualification at level 7 or above.

Candidates will provide evidence of performance in the following:

- Demonstrably effective leadership in learning and teaching and/or in research beyond their college/school, with significant contributions nationally or internationally
- Outstanding performance as a learning and teaching practitioner and/or as a research practitioner
- Sustained effective performance in both learning and teaching practice and research practice.

Indicators of scope and evidence:

The following constitutes an indicative list. It is intended that applicants will be able to speak to a range of activity within the range outlined.

NB: It is not anticipated that candidates are able to speak to all indicators.

<b>Learning and Teaching Leadership</b> <i>may be demonstrated by:</i>	<b>Research Leadership</b> <i>may be demonstrated by:</i>
<ul style="list-style-type: none"> <li>• Extensive leadership of curriculum development, including programme and course development and review</li> <li>• Significant discipline leadership</li> <li>• Evidenced effective leadership of academic teams</li> <li>• Significant experience in leadership of academic projects/committees/reviews, at institutional level and/or nationally/internationally</li> <li>• Leadership or reviews or development of strategy, policy and/or quality</li> <li>• Extensive collaboration across academic disciplines, internally and externally</li> <li>• Leadership in engagement with external communities</li> <li>• Consentient and extensive experience of Mentoring new teachers and contributing to teacher training and development</li> <li>• Leadership of national learning and teaching projects</li> <li>• Internal or external awards for leadership, national and/or international.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive leadership of research for discipline/school/college/department and/or of research teams</li> <li>• Extensive experience of leadership of OP wide research projects/committees/working groups</li> <li>• Experience of research collaboration within/across disciplines and/or institutions</li> <li>• Leading initiatives to improve research practice</li> <li>• Active service for research associations and/or for professional bodies with regard to research matters</li> <li>• Leadership of national research projects</li> <li>• National reputation as a research leader within profession/ industry/ community</li> <li>• Mentoring new researchers and contributing to the training/professional development of researchers</li> <li>• Internal or external awards for leadership, national and international.</li> </ul>
<b>Outstanding performance as a learning and teaching practitioner</b> <i>may be demonstrated by:</i>	<b>Outstanding performance as a research practitioner</b> <i>may be demonstrated by:</i>
<ul style="list-style-type: none"> <li>• National and/or International reputation and leadership within profession/industry/community</li> <li>• Major consultancy contracts to improve learning and teaching</li> <li>• Significant contribution to the professional development of teachers, internally and/or nationally</li> <li>• External awards/fellowships, national and/or international for teaching practice</li> <li>• Sustained outstanding feedback from learners and peers about the quality of teaching practice</li> <li>• Sustained successful outcomes for the learners taught/facilitated</li> <li>• Invitations to speak at national/international conferences</li> <li>• Publications of books/articles/reports about learning and teaching</li> <li>• Contributions to clinical practice of demonstrable academic significance</li> <li>• Application of personal research and scholarship to improve teaching (content and process) and learning</li> <li>• Commissioned reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Publication of research-based books/ reports</li> <li>• Invitations to speak at international conferences</li> <li>• Editor/member of editorial board and/or reviewer for peer reviewed journal</li> <li>• Record of achievement of transfer and application of research to industry, the professions and/or the community</li> <li>• Commissioned reports</li> <li>• Significant and continuing contribution to body of knowledge, or development of discipline</li> <li>• Extent and quality of research and research outputs, including international standing</li> <li>• Successful applications for patents or licences based on original research</li> <li>• Internal/external awards, national and/or international, for research practice and/or outputs</li> <li>• Primary supervision to completion at Masters and Doctoral level (if appropriate to the discipline)</li> <li>• Examination of Masters or Doctoral theses.</li> </ul>

