



University  
of Otago

ŌTĀKOU WHAKAIHU WAKA

Tutukihanga Pūmātauranga me  
te Arotake Whanakahanga

# Academic Performance and Development Review

- Annual Academic Performance  
Appraisal

Guidelines

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Updated July 2024

# Purpose

The purpose of the Annual Performance Appraisal (APA) is to review performance and assessment of achievements over the last period and to discuss career development and key objectives for the upcoming review period.

Salaries are reviewed at the time of the performance review. If your performance is deemed to be satisfactory, and in an eligible role, you will normally receive a one-step increase on 1 February 2025. Those at the top of their scale will not be eligible for a salary increase.

# Review Period

The review period is the most recent of the following:

Period	Detail
Last review:	The date the last review took place,
Promotion	The date of applying successfully for promotion (May 2023)
Appointment	Date appointed to current position, between 2 September 2023 and 1 September 2024

# Time Frame for APA review

Date	Detail
The week commencing 9 September 2024	Review opens. Human Resources e-mails guidelines to eligible academic staff, Heads of Department, Heads of School, Deans and Pro-Vice-Chancellors.
September / 29 November 2024	Academic staff submit their reviews and meet with their reviewer: HODs/Heads of Schools. Each Head of Department will determine their own due date for submissions and will arrange individual review meetings.
17 January 2025	Reviews completed by reviewers in Progress
January 2025	Human Resources emails staff the outcome of the review.
1 February 2025	Effective date for any approved salary progressions.

The Academic Performance Review takes place between **September and November**.

The Annual Performance Appraisal applies to permanent and fixed term staff in the following positions who are in the post on or before 1 September 2024:

- Lecturers
- Research Fellows
- Teaching Fellows and Senior Teaching Fellows
- Professional Practice Fellows and Senior Professional Practice Fellows
- Assistant Research Fellows
- Scientific Officers
- Postdoctoral Fellows

## Eligibility for specific groups of staff

### More than one eligible role

If the staff member works in more than one eligible role at the same level, in the same area, the HoD or delegated reviewer will decide whether a review is required for each role. If only one review is required, the HoD or delegated reviewer will notify the Promotions and Remuneration team to close off one of the reviews.

If the staff member works in more than one eligible role at the same level in a different area, a review for each role would be required.

### Top of the salary scale

Staff who are at top of the salary scale are required to still participate in a performance review, even though there is no salary increase linked to their review.

### Part-time staff with FTE of 0.1 or less

The Head of Department will decide whether a review is required for those who have an FTE of 0.1 or less and will communicate this to the staff member. If no review is required, the HoD or delegate reviewer will notify the Promotions and Remuneration team to close off the review.

Staff whose FTE is above 0.1 will be required to undertake a review.

### Staff member leaving the University.

Staff who are leaving the University prior to 1 February 2025 and are not returning to the University, will not be required to undertake a review. In these instances, the HoD or delegated reviewer will notify the Promotions and Remuneration team to close off the review.

Where there is a likelihood the staff member may return to the University in the future, a review is still required.

### Staff member retiring

Staff who are retiring will be eligible for a review if their employment is continuing into the 2025 academic year.

### Postdoctoral Fellows

Postdoctoral Fellows are required to participate in the Academic Performance Appraisal even though there is no salary review associated with it.

### Applying for promotion

Staff who applied for promotion are still required to participate in the review.

### **Fixed term agreements**

Staff with fixed term employment are included in the review even if their employment ends before 1 February 2025. These staff member may be eligible for a salary progression on 1 February if another consecutive fixed-term agreement is offered.

### **Research and Study Leave**

Staff members on research and study leave are required to participate in in the review.

### **Staff on Parental leave**

Head of Departments should assess the staff member's performance during the months that they are 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.

# The Review

The Annual Performance Appraisal Review is an opportunity for the staff member and their reviewer to review and discuss their performance.

## Prepare

You will receive notification via email from the HR Promotions and Remuneration Team when the review is open. You will need to prepare a review statement via the online system [Progress](#).

## Time Frame

Your Head of Department will determine the timeframe within which you will need to submit your documentation.

## Delegation of Review

The Head may delegate the review to someone else, for example your direct supervisor. Where this occurs, you will be advised.

## Discuss

Your reviewer will arrange a meeting to discuss your review statement and performance over the last review period.

## Future planning and development

The review also provides you with an opportunity to set out your objectives for the coming year. These will be discussed with your reviewer as part of the review process.

## Outcome

The reviewer will make an assessment of performance. An assessment of satisfactory performance will normally lead to a one-step salary progression, for those not already at the top of the salary range.

Once the review has been finalised, you will be notified via email from the HR Promotions and Remuneration Team. You will then be able to log into your review and read the reviewer comments, and salary progression (if applicable).

## Review Statement

Your review statement will contain a summary of:

- a. Significant achievement in teaching during the review period
- b. Research accomplishments during the review period
- c. Service activities during the review period,
- d. Key Objectives and goals for the next review period.

### Evidence

You will need to attach evidence appropriate to the role and expectations of the position in order to support your review. The documentation required will be determined by the Head, Dean or Pro-Vice Chancellor, depending on the requirements of each Division or School.

The following documents are recommended as evidence in supporting your review:

- Up to date standard [University CV](#) with outputs and activities in the review period highlighted
- Schedule of Teaching Responsibilities for the review period in the standard template
- Standard evaluations of teaching for the review period

The following are exempt from providing certain documentation:

**Research-only Staff** - Research-only staff are not required to submit the documentation relating to teaching.

**Teaching-only Staff** - Teaching-only staff are not required to submit the documentation relating to teaching research.

**Staff who applied for promotion** - If you applied for promotion in May 2024, you may attach your promotion application documents instead of the documentation requested above. You will still be required to make comments on (d) Key Objectives and goals.

If the promotion application is unsuccessful, the performance and salary assessment of the review will apply.

### Prepare

Take time to prepare for your performance review. The following resources will help you in preparation for your review;

- [Academic Titles guidelines](#) - sets out the expectations for your academic role.
- [Last review](#) - refer to the objectives and reviewer comments in your last review when preparing the statement.
- [Strategic Frameworks](#) – you may wish to consider how your work has aligned with the University's strategy and objectives, particularly:
  - [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.

- [Pacific Strategic Framework](#) - in your review statement, you should address your contribution to the implementation of Pacific Strategic Framework goals in your department, school or division.
- [Academic Leadership Framework](#) – it is recommended that you review the Academic Leadership Framework for assistance with describing indicators of leadership.
- [Research and Study Leave](#) – if you have taken RSL, 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 research outputs and other activities 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.
- 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

## Submitting your review via Progress

Your review will be submitted via the online system, [Progress](#).

Your review statement has four sections for you to complete:

1. Teaching
2. Research/professional practice
3. Service and key objectives and academic goals
4. Key Objectives and Academic Goals

In the section “More Information” you may include information that does not relate to teaching, research and service.

The “Leave” section may be used to confirm significant periods of absence.

Text is compulsory for the first four boxes. If you are in a research position and do not teach, you may state “Not applicable” for the teaching text box. If you are in a teaching position and do not do research, you may state “Not applicable” in the research text box.

Progress will allow up to 5000 total characters in total across the four sections. This is approximately 1 to 1.5 pages. Spaces and line breaks are included in the character count.

If you have further information which will exceed the character limit, you may insert this information into a Word document and upload that document.

### CV and Supporting Material

The following documents are to be uploaded under the cv and supporting material section;

- Up to date standard [University CV](#)
- Schedule of Teaching Responsibilities for the review period in the standard template
- Standard evaluations of teaching for the review period

Word, Excel or PDF documents can be attached for supplementary information.

### Further support

Tools to help you with using progress:

- [How to submit your review on Progress](#)
- [Frequently asked questions online](#)



## Role of the Reviewer

The reviewer's role is to assess the performance over the last year and to discuss with the staff member and agree on key objectives and development objectives for the coming year and outline any support that will be provided.

There is one level of review in the Academic Performance Appraisal. The Review is set up by default to the Head of the Unit. The Head may [delegate the review](#) to someone else, e.g a direct supervisor. In these cases, the Head will need to inform the staff member and the delegated reviewer.

The Head of Department or delegated approver will arrange a meeting to discuss their staff members performance and career development.

Following the meeting the reviewer will enter comments into the review statement 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. If the first reviewer assesses the staff member's performance as satisfactory, the comments may be brief.  
  
If the reviewer outlines the staff member's performance as unsatisfactory, the comments need to set out the reason for the decision and outline the support which they will be provided for the coming year.
- 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.
- e. Once the review is completed is review is submitted to Promotions and Remuneration, Human Resources, who notify the staff member the review has been finalised.