



University
of Otago

ŌTĀKOU WHAKAIHU WAKA

Tutukihanga Pūmātauranga me te Arotake Whanakahanga **Academic Performance and Development Review**

- **Biennial Review 2024**
Ahorangi Tūhono, Ahorangi Rangahau Tuarua
**Associate Professors, Research Associate
Professors**

Guidelines

Updated July 2024

Purpose

The purpose of the Biennial Review of Associate Professors 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.

In this document the single term 'Associate Professors' refers to Associate Professors, Clinical Associate Professors and Research Associate Professors

Review Period

The review period is the most recent of the following:

Period	Detail
Last review	Date documents were submitted for the last biennial review of Associate Professors (i.e. September/October 2022)
Promotion	Date of applying successfully for promotion to Associate Professor (the application submission date of either May 2022 or July 2023).
Appointment	Date appointment as Associate Professor (if appointed between 2 February 2022 and 1 February 2024.)

Time Frame for Associate Professor review

Date	Detail
9 September 2024	Review opens. Human Resources Division e-mails out guidelines to Associate Professors, Clinical Associate Professors and Research Associate Professors. Academic Heads are given access in Progress to the lists of Associate Professors eligible for the biennial performance and salary review. Associate Professors begin to prepare and submit review documentation.
October – to HoDs	Each Head of Department will determine their own due date for submissions, and will arrange individual review meetings.
11 November – to Deans (Health Sciences)	Health Sciences only, Heads of Department forward review comments to Deans by this date.
2 December – to PVCs	In Health Sciences, Deans forward review comments to Pro-Vice-Chancellors by this date. In other Divisions, Heads of Department forward review comments to Pro-Vice-Chancellors by this date.
17 December – to HR	Pro-Vice-Chancellors submit recommendations to Human Resources by this date.
January / February 2025	Human Resources Division provides analysis of the reviews to the Vice-Chancellor. The Vice-Chancellor considers the reviews and makes decisions in consultation with the Pro-Vice-Chancellor. This is a comprehensive process which takes time to complete. It is likely that review outcomes will be communicated to staff and reviewers by Human Resources in February.
1 February 2025	Effective date for salary progressions.

Eligibility

The Associate Professor Review applies to permanent and fixed term staff in the following positions who are in the post on or before 1 September 2024:

- Associate Professors
- Clinical Associate Professors
- Research Associate Professors

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.

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.

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 Associate Professors 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.

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 finalised, you will be notified. 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. 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

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.

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.

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

There is a further section "More Information" where you can include information that does not relate to teaching, research and service.

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 a total of 15,000 characters across the four sections. This is approximately 3 pages. Spaces and line breaks are included in the character count.

There is an additional section (500 characters) available if needed; More information and Leave.

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](#)
- Email hr.academicreviews@otago.ac.nz or phone 03 479 8266

Role of the Reviewer

- Head of Department or Head of School
- Dean (in Health Sciences) and Pro-Vice Chancellor
- Vice Chancellor

The reviewer's role is to assess the performance in the review period, set out key objectives and development objectives for the coming review period, and outline any support that will be provided.

The **Head of Department** will arrange a meeting to discuss their staff member's performance and career development.

Following the meeting the **Head of Department** will enter comments into the review statement to:

- validate the quality of the achievements and evidence.
- comment on the key objectives that have been agreed for the next review.
- assess whether performance is satisfactory. If the first reviewer assesses the staff member's performance as satisfactory, the comments may be brief.

If the first 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.

- 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.

Note that any additional progression step is an exceptional case, which may be recommended by the **Pro-Vice-Chancellor** where the Associate Professor is performing well above the expectations for their point on the scale.

- Once the review is completed it will be submitted to the **Dean (in Health Sciences)** and then the **Pro-Vice-Chancellor**, who will make recommendations to Vice-Chancellor and additional comment, if required.
- The completed review documentation is submitted to Promotions and Remuneration, Human Resources, who will prepare a report for the **Vice-Chancellor's** consideration.
- The **Vice-Chancellor** consider the documentation and makes assessments of performance and salary.
- Once the review is completed is review is submitted to Promotions and Remuneration, Human Resources, who notify the staff member when the review has been finalised.

Reviewers for the Associate Professor Biennial Review

Division		First Reviewer	Second Reviewer	Third Reviewer	Fourth Reviewer
Commerce		HoD	PVC	VC	
Sciences		Dean or HoD	PVC	VC	
Humanities		Dean or HoS	PVC	VC	
Health Sciences	BMS DSM Dentistry UOW UOC	HoD	Dean	PVC	VC
	Pharmacy Physiotherapy	Dean	PVC	VC	