

Academic Promotion (and Progression)

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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 colleague promotion at Ara Institute of Canterbury Limited (Ara Ltd).

1.2 Scope and Application

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

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

1.3 Delegations

Deputy Chief Executive Academic, Innovation and Research (AIR), Deputy Chief Executive Customer Experience and Engagement (CEE), Deputy Chief Executive Corporate Services, other Division DCEs and People and Culture (P&C) colleagues according to the P&C delegation's schedule.

1.4 Definitions

- ASM:** Academic Staff Member grade or its equivalent.
- SASM:** Senior Academic Staff Member grade or its equivalent.
- PASM:** Principal Academic Staff Member grade or its equivalent.
- DCE:** Deputy Chief Executive
- HOD:** Head of Department
- P&C:** People and Culture
- Moderation Team:** Delegated team, including DCE AIR who review applications.

<p>Related Legislation or Other Documentation</p> <ul style="list-style-type: none"> NZQA Quality Assurance Framework AASC and TEU Employment Agreements Academic Promotion documentation and forms ER16 Progression within the ASM grade (AASC only) 	<p>Related Ara Ltd Policies and Procedures</p> <ul style="list-style-type: none"> CPP212 Talent Growth Cycle - Valuable Conversation CPP217 Professional/Capability Development CPP204 Equal Employment Opportunities CPP218 Induction CPP213 Recruitment, Selection and Appointment of Colleagues
<p>Related Other Documents</p> <ul style="list-style-type: none"> Framework for Māori Achievement 	<p>Good Practice Guidelines</p> <ul style="list-style-type: none"> Advice to managers and applicants is contained in the information document Academic Progression & Promotion Guidelines Information

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	<ul style="list-style-type: none"> • Academic Level Indicators and Practice Indicators • Academic Progression and Promotion Evidence Form • Academic Capability framework • Developmental Teaching Observation Template
<p>References</p> <p>Leaders and colleagues may seek further advice regarding any of the information in this Policy from:</p> <ul style="list-style-type: none"> • Their immediate supervisor • The designated P&C Business Partner for their area • P&C Business Partner Lead • P&C Capability Manager • P&C Employment Relations Lead <p>Waituhi.</p>	
<p>Notes</p> <p>Information on this topic was previously included in the P&C Management Policy and is substantially changed.</p>	

2 Principles

- 2.1 Academic promotion and progression are ways of acknowledging the capability, work and achievements of colleagues who demonstrate academic leadership, and teaching excellence and who also significantly contribute to the performance and profile of Ara Ltd.
- 2.2 Academic colleagues are expected to actively develop their skills and achieve competency against the Institute frameworks (see 3.2a). Colleagues 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 Ltd.

3 Associated Procedures for Ara Institute of Canterbury Ltd Corporate Policy on: Academic Promotion

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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 (i.e., ASM to SASM) while "progression" refers to advancement within a grade (i.e., within SASM or within PASM) that entitles a colleague to an increase in salary beyond that able to be approved within their Department.
- b. This policy does not address Progression within ASM as this process is covered by both the AASC and TEU Collective Agreements,
- c. Promotion between ASM and SASM and progression within SASM and progression within PASM occurs through an application process against specified criteria.
- d. Promotion to PASM is by vacancy and in accordance with the CPP213 Recruitment, Selection and Appointment Policy.

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- e. The criteria and formats for promotion applications are available from P&C and Waituhi.

3.2 Responsibilities

- a. The criteria established for promotion at and within each grade is determined by Ara Ltd and informed by the Academic Level Indicators and Academic Practice indicators (which are drawn from Ara Ltd's Learning and Teaching Framework, Framework for Māori Achievement, and the Academic Capability Framework), employment agreements and guidelines and the overall educational aims of the Institute.
- b. Academic colleagues are responsible for engaging with the Valuable Conversations approach, completing their promotions/progression applications on time, in accordance with the application process specified by P&C and their Manager (see Waituhi).
- c. The level 400 Manager is responsible for evaluating each application against the specified criteria and making a recommendation to the HOD.
- d. HOD's are responsible for the management of promotion and progression of applications within their department following recommendations from their operational manager (with level 400 delegations) and P&C Business Partner. This includes:
 - i. Having an oversight/plan on a year-by-year basis of growing capability in line with the Talent Growth Cycle
 - ii. Progression within SASM or PASM – reviewing each application against the specified criteria and making a decision on the outcome of the application before seeking DCE AIR approval.
 - iii. Promotion to SASM – reviewing each application against the specified criteria before making recommendations to the Moderation team.
 - iv. Advising colleagues within their department the outcome of their application in person, whether successful or unsuccessful, including written feedback.
- e. Department DCEs are responsible for reviewing and determining the outcome of applications for promotion from ASM to SASM.
- f. P&C is responsible for the effective administration of this policy including:
 - i. Coordinating the establishment of the applicable criteria for each level of promotion or progression
 - ii. development, updating and publishing of the guideline and forms on Waituhi
 - iii. provision of training for colleagues and their Managers
 - iv. administrative support to the Managers
 - v. setting timeframes for ongoing processes
 - vi. preparing outcome letters and providing these to HODs.
- g. The DCE P&C is responsible for considering and deciding upon any appeal of decisions.

3.3 Cultural Considerations

Ara Ltd recognises that under some cultures self-promotion may be challenging for some individuals. If this situation arises a colleague should discuss with their level 400 Manager options to be supported through this process.

3.4 Review of Unsuccessful Applications

Any colleague who considers that an application for promotion or progression has not received fair and equitable treatment may apply to the DCE, P&C for a review of the decision. The DCE, P&C 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 DCE, P&C may seek assistance with the evaluation from others.

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3.5 Confidentiality

The information supplied in applications is confidential to the Department DCE, Manager, HOD, peer verifiers, Moderation Team and P&C.

3.6 Notification

All applicants are advised in writing of the outcomes of the promotion process. All applicants are given feedback on their application. The relevant Level 400 Manager will deliver the written feedback to colleagues in person.

Colleagues who are not successful in their application for promotion will be offered the opportunity to have more in-depth feedback from decision makers.