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## ACADEMIC STAFF MEMBER SALARY ASSESSMENT

<b>Section</b>	Human Resources		
<b>Approval Date</b>	16.11.2015	<b>Approved by</b>	Directorate
<b>Next Review</b>	09.03.2017	<b>Responsibility</b>	Director of People and Organisation Development
<b>Last Review</b>	09.11.2015	<b>Key Evaluation Question</b>	6

### PURPOSE

To ensure starting salaries for academic staff:

- are consistent throughout Nelson Marlborough Institute of Technology (NMIT)
- meet the requirements of the current Academic Staff Members Collective Employment Agreement (refer clause 4.2.2, Agreement dated 01.03.2007)
- fairly reflect their workload.

### SCOPE

All Academic Staff Members (ASMs), Senior Academic Staff Members (SASMs), and Principal Academic Staff Members (PASMs) - as defined in the current Academic Staff Members Collective Employment Agreement - full-time, proportional and part-time.

### RESPONSIBILITY

The manager responsible for appointing an academic staff member shall ensure that the staff member is aware of this document at the time of appointment.

The Directorate member responsible for appointing the Academic Staff Member shall approve the salary or hourly rate.

## DEFINITIONS

ASM	Academic Staff Member in the generic sense (ie, all tutors)
Manager	The Curriculum Manager for a group of Programmes. A Manager reports directly to a Director.
Director	Second-tier roles titled Director

## PRINCIPLES

1. *"Equal Employment Opportunities"*, shall be the base document to ensure fairness in all appointment procedures.

In fixing a starting salary, recognition will be given to:

- Prevailing market rate
- Relevant experience whether paid or unpaid.
- Teaching experience.
- Qualifications, skills and expertise.
- Salaries paid to existing staff holding similar qualifications and/or skills.
- Time spent on voluntary work, parental duties and other full time domestic responsibilities.

## CREDITS TO DETERMINE FULL-TIME SALARY OR PART-TIME HOURLY RATE

Credit will be given in terms of the guidelines below. Each full credit will be equivalent to one step on the ASM scale to a maximum of ASM 08. Part credits will be rounded.

The following will apply:

1, 2 or 3 credits corresponds to ASM step 01

4 credits corresponds to ASM step 02 etc

10 or more credits corresponds to ASM step 08

		CREDITS
<b>1</b>	<b>Previous full-time employment in teaching or adult education within the last ten years:</b>	
1.1	Tertiary, if subject area relevant	1.0/year
1.2	Tertiary, if subject area not relevant	0.5/year
1.3	Primary, Pre-school, Secondary Teacher/Adult Education if subject area relevant	0.5/year

1.4	Primary, Pre-school, Secondary Teacher/Adult Education if subject area not relevant	0.25/year
<b>Note:</b>	<ul style="list-style-type: none"> <li>a) The total credits for 1 above shall not exceed 4 credits.</li> <li>b) Previous tertiary education tutoring to be aggregated and credit given for full or part years served on the basis of one year for 825 timetabled teaching hours.</li> <li>c) Any prior salary assessment at another tertiary institution will be taken into consideration.</li> <li>d) Tertiary teaching experience that occurred more than ten years previously will be recorded at 0.25 credits per year up to a maximum of 1 credit.</li> </ul>	
<b>2</b>	<b>Previous full-time employment relevant to the position.</b> Service within previous 10 years	Up to 3 credits 0.5 per year
<b>3</b>	<b>Required qualifications (Degree/Diploma/Trade etc.) as specified in the person specification.</b> Up to 2 credits for one qualification and up to 3 credits for 2 or more qualifications.	Up to 3 credits
<b>4</b>	<b>Relevant voluntary work.</b> 0.25 equivalent year	) Up to ) 1 credit
<b>5</b>	<b>Domestic/Parental responsibility.</b> 0.25 equivalent year	) in total )
<b>6</b>	<b>Life experience and/or special cultural attributes deemed relevant to the job description</b>	Up to 1 credit
<b>7</b>	<b>Internal relativity discretion</b>	Up to 1 credit
<b>Note:</b>	<ul style="list-style-type: none"> <li>a) The Employer may pay above the assessed rate.</li> <li>b) Not more than 1.0 credit may be claimed for any one year.</li> </ul>	

## PART-TIME ACADEMIC STAFF MEMBERS

### HOURLY RATE

At first appointment, part-time academic staff will be assessed at an hourly rate commensurate with their full-time and permanent colleagues.

Part-time academic staff shall have one hourly rate at any time irrespective of where they teach within the Institute. Weighting factors may be applied to the hourly rate to determine the overall salary.

### WEIGHTING FACTORS

Weighting factors to reflect different work requirements shall be determined and applied to the hourly rate where the staff member's work involves timetabled teaching.

Part-time academic staff may have different weighting factors applied to their salary assessment depending on the programme on which they teach:

Eg, part-time ASM Z for Programme X may be paid hourly rate A x weighting factor 1.5; for concurrent work on Programme Y Part-time ASM Z may be paid hourly rate A x weighting factor 1.3.

- Programme Areas may choose to set a Programme Area weighting factor rather than a per programme factor.

Weighting factors should take account of:

- the level of delivery
- class size
- curriculum stability
- the degree of assessment required
- administrative requirements
- industry/community liaison
- meeting attendance.

Weighting factors shall be determined to achieve fair and equitable relativity with tenured employees doing comparable work. Appendix A provides guidelines for setting weighting factors.

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## MARKET RATES

Notwithstanding the above clauses, higher starting salaries may be paid at the discretion of the CEO to attract and retain the best person for any particular job. This discretion to be subject to the provisions of the market salary allowance clause in the ASM Collective or Individual Employment Agreement.

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## SALARY

Part-time academic staff salaries shall be calculated:

- Step 1            Multiply the part-time ASM hourly rate (refer ASM Collective Employment Agreement, Schedule C) by the weighting factor.
- Step 2            Add to the result of Step 1, any annual market rate which might apply.

## ANNUAL REVIEW

Weighting factors and market rate allowances shall be reviewed and approved by the Chief Executive annually and may increase or decrease depending upon movement in academic staff workloads, and/or the market.

## PROVISIONS FOR APPEAL AGAINST SALARY

Any appeal shall first be made to the appointing manager.

A right of appeal, on procedural grounds only, shall lie to an Appeal Committee comprising the Director of People and Organistaion Development, one staff representative. The Appeal Committee shall make recommendations to the Chief Executive whose decision shall be final.

Any appeal under this clause must be brought within two weeks of the ASM being notified of the salary assessment.

Note: No right of appeal applies to annual weighting factors or market allowances.

## APPENDIX

Guidelines for Weighting Factors

## REFERENCES

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### INTERNAL

NMIT ASM Collective Employment Agreement  
Equal Employment Opportunities  
Staff Appointments

## GUIDELINES FOR WEIGHTING FACTORS

Minimum weighting factor for each timetabled teaching hour	Activity
1.2	Teaching to a prescribed scheme of work, with limited preparation, and no follow up marking or assessment required outside of the classroom, eg, pottery classes, welding classes where materials are prepared in advance by full-time tutorial or general staff. Tutors will however be responsible for planning lessons and liaising with staff to ensure materials needed are available. Follow-up work average fifteen minutes for each hour of teaching.
1.3	Teaching to a prescribed scheme of work, with limited preparation, and follow-up marking required outside of the classroom. Follow-up work will average 25 minutes for each hour of teaching.
1.4	Teaching to a prescription which is not detailed on a lesson-by-lesson basis. The tutor is required to develop a lesson-by-lesson programme. Follow-up work outside the classroom may be required, and will average 30 minutes for each hour of teaching.
1.5	Teaching to a prescription which is developed by the tutor. Follow-up, or preparatory work will average 40 minutes for each hour of teaching. Tutors are required to take charge of assessment including preparing examinations, marking schedules, and marking examinations.
1.6	Teaching to a prescription which is developed by the tutor. Lesson preparation may involve research on particular topics. Tutors are required to take charge of assessments including preparing examination papers, marking schedules and marking papers, and be involved in school meetings to discuss grades, and general progress of students. Follow-up or preparatory work will not exceed 50 minutes for each hour of teaching.

Any factor of 1.7 or greater will be negotiated directly by the manager and specific responsibilities clearly documented. It must be noted that a multiplying factor of 1.74 is equivalent to a full-time salary and therefore a full-time equivalent workload.