PROFESSORIAL APPOINTMENTS

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<tr>
<th>Section</th>
<th>Human Resources</th>
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<tbody>
<tr>
<td>Approval Date</td>
<td>17.07.2015</td>
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<td>Approved by</td>
<td>Directorate</td>
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<td>Next Review</td>
<td>17.07.2019</td>
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<td>Responsibility</td>
<td>Human Resources Manager</td>
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<td>Last Reviewed</td>
<td>Key Evaluation Question</td>
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PURPOSE

To provide for the appointment of professorial staff (Professors and Associate Professors) and set out the criteria for appointment and the process to be followed for making those appointments.

Nelson Marlborough Institute of Technology (NMIT) aims to appoint as professorial staff those who are acknowledged in academic or professional communities for the distinction of their leadership and support in research, scholarship, service, and learning and teaching.

NMIT is committed to equity in the appointment of professorial staff.

SCOPE

This policy applies to the establishment of and appointments (including the promotion of NMIT staff) to the following positions:

- Professor
- Associate Professor

This policy applies to the use of the following titles:

- Professor
- Associate Professor

DEFINITIONS

PROFESSOR:
A title recognising distinguished and acknowledged leadership in one of the disciplines of NMIT. Leadership in this context relates to:

- Academic
- Research and/or Scholarship
- Learning and Teaching
- Practice
ASSOCIATE PROFESSOR:
An academic staff member whose performance and contribution to NMIT has clearly surpassed that of a Principal Academic Staff Member (PASM) and indicates the potential to achieve to the level required for appointment to Professor.

RESPONSIBILITIES

<table>
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<tr>
<th>Chief Executive</th>
<th>Appoints Professors and Associate Professors, on advice of the Professorial Appointment Committee. Determines the number of professors and associate professors that will be appointed.</th>
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<tbody>
<tr>
<td>Professorial Appointment Committee</td>
<td>Advises the CE on suitable appointments to Professor or Associate Professor, when the appropriate criteria are met.</td>
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POLICY

**REQUIREMENTS FOR PROFESSORS AND ASSOCIATE PROFESSORS**
The appointment of Professors and Associate Professors will only be made by NMIT in recognition of those who have established a reputation amongst their colleagues, locally, nationally and, where appropriate, internationally for the standing of their academic contribution.

This policy and associated procedures are to be interpreted in the light of this overarching requirement.

**PROFESSOR**
A candidate for the position of Professor will normally be expected to hold a doctoral qualification and to provide evidence of excellent performance in at least three of the four categories (see Criteria for Appointment and Appendix One – Requirements for Professor) over a period of at least seven years.

**ASSOCIATE PROFESSOR**
A candidate for the position of Associate Professor will normally be expected to either hold or be studying towards a doctoral qualification and to provide evidence of excellent performance in at least two of the four categories (see Criteria for Appointment and Appendix Two – Requirements for Associate Professor) over a period of at least five years. A candidate will also normally be expected to have held a position equivalent to that of Principal Academic Staff Member for at least two years.

**MAINTENANCE OF ACADEMIC STANDARDS**
The performance of Professors and Associate Professors is expected to continue to match the characteristics specified in Appendices One and Two at all times throughout the duration of their appointment.

Through annual performance appraisals, Professors and Associate Professors will be held accountable for their performance with both their respective terms of employment or engagement, and any relevant NMIT policy.

**USE OF TITLES**
Following appointment, Professors and Associate Professors may use their conferred titles on all NMIT 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 NMIT unless they have been appointed to an NMIT professorial position.

**PROCEDURE**

**ESTABLISHMENT OF POSITIONS**
Managers wishing to establish a position at the level of Professor or Associate Professor within their Programme Area must submit a plan for consideration to the Chief Executive who may approve such a position after having received advice from the Professorial Appointments Committee.

Notwithstanding the above, if at any time the Chief Executive considers that it is in the interests of NMIT to establish a position at the level of Professor or Associate Professor then the Chief Executive may do so.

**PROMOTION TO POSITIONS**
At the direction of the Chief Executive the Professorial Appointments Committee will call for applications from NMIT staff for promotion to Professor or Associate Professor, if necessary, specifying the number of positions available and the academic areas where they may be held. Notice calling for applications shall be given by the Committee at least two months prior to the meeting at which they will be considered.

**PROFESSORIAL APPOINTMENTS COMMITTEE**
The Professorial Appointments Committee will comprise:

- Group Director
- Human Resources Manager
- Director of Māori Education
- One Academic Board member
- One or more senior academic staff members (either internal or external to NMIT) as appropriate to the applications under consideration at the time
- At least one external Professor or Associate Professor of another institution, who may participate for their specific knowledge of the candidate’s discipline, and who will comment on applications and nominations, and partake in the Committee’s discussions

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

The Committee shall have the power to determine its processes.

Processes must be robust, transparent and ensure consistency of outcomes is maintained.

The Professorial Appointments Committee will meet as required or at least annually.

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

Quorum for the Professorial Appointments Committee will be 4 members.
CRITERIA FOR APPOINTMENT
The following four areas of achievement are considered when an appointment to Professor or Associate Professor is under consideration:

1. Academic Leadership
2. Research and/or Scholarship Leadership
3. Learning and Teaching Leadership
4. Practice Leadership

The Professorial Appointments Committee’s considerations will be subject to the criteria noted in Appendices One and Two.

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

Referees’ 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.

Applications will be submitted in the manner prescribed by the Professorial Appointment Committee, as set out in this policy.

NEGOTIATION OF NEW TERMS AND CONDITIONS OF EMPLOYMENT
The relevant Manager shall be responsible for negotiating new terms and conditions of employment (including salary) with the successful candidate.

APPEALS
There shall be no right of appeal under this policy for candidates who have been unsuccessful in their application for appointment to Professor or Associate Professor.

There shall be a right of appeal under this policy for academic staff who have been unsuccessful in their application for promotion to Professor or Associate Professor.

GROUNDs FOR APPEAL
Applicants may appeal if the decision is manifestly inconsistent with the evidence provided and there is a failure in procedure or process that is so substantial that it may have affected the decision.

COMPOSITION OF THE APPEALS COMMITTEE
The Appeals Committee shall comprise three senior staff as appointed by the Chief Executive, of whom one shall be a Principal Academic Staff Member at NMIT. In addition, the Chief Executive may appoint a senior academic
adviser external to NMIT to be a member of the Appeals Committee. At least one member of the Professorial Appointments Committee that originally evaluated the application will contribute to Appeals Committee deliberations.

APPLICATION FOR APPEAL

Any application for appeal must be submitted to the Chair 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 Chair will advise the Chief Executive of the appeal and the Chief Executive will convene the Appeals Committee.

An application for appeal must clearly state the reasons for the appeal.

The Chair of the Appeals Committee shall promptly consider the application to appeal and advise the applicant in writing of the decision to grant the application to appeal.

If an application to appeal is granted, the applicant may withdraw the appeal at any time prior to the date of the appeal hearing.

APPEAL PROCEDURE

The Appeals Committee shall consider the appeal within 10 working days of the appeal being received.

The Appeals Committee would normally expect the applicant to appear in person at the appeal hearing.

The Appeals Committee shall decide whether to recommend upholding, reviewing or overriding the Professorial Appointments Committee’s decision.

The Appeals Committee shall communicate its recommendation to the Chief Executive. Where the Chief Executive decides that the original decision be changed, the position will be confirmed by the Professorial Appointment Committee.

The decision of the Appeals Committee shall be final.

CONFIDENTIALITY AND PRIVILEGE

The proceedings of the Appeals Committee shall be confidential and privileged.

REFERENCES

INTERNAL
Academic Employee Progression
Equal Employment Opportunities

EXTERNAL
Employment Relations Act 2000
State Sector Act 1988
Education Act 1989
APPENDICES

APPENDIX ONE: REQUIREMENTS for PROFESSOR

APPENDIX TWO: REQUIREMENTS for ASSOCIATE PROFESSOR
## APPENDIX ONE: REQUIREMENTS FOR PROFESSOR

**Minimum Qualification:** Usually a Doctorate and not less than a Masters.

Candidates for Professor are expected to have met the requirements for appointment at the level of Associate Professor. They are also expected to have international recognition and a reputation as a leader in their discipline. To this end they will provide evidence of the performance in the areas as defined below, considered over the last seven years.

*Excellence in three of the categories MUST be demonstrated; and must include excellence in Academic Leadership, Research and/or Scholarship Leadership; the fourth category must be at least satisfactory.*

<table>
<thead>
<tr>
<th><strong>ACADEMIC LEADERSHIP</strong>&lt;br&gt;which may be demonstrated by:</th>
<th><strong>RESEARCH and/or SCHOLARSHIP LEADERSHIP</strong>&lt;br&gt;which may be demonstrated by:</th>
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<tbody>
<tr>
<td>• Leading curriculum development, including programme development and review</td>
<td>• International reputation</td>
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<tr>
<td>• Significant discipline leadership</td>
<td>• Leadership of research teams</td>
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<tr>
<td>• Effective leadership of academic teams</td>
<td>• Leadership of research for discipline / department</td>
</tr>
<tr>
<td>• Effective leadership of academic projects/committees</td>
<td>• Extent and quality of research quality and research outputs, including international standing</td>
</tr>
<tr>
<td>• Significant contribution to and membership of academic projects/committees, at faculty and institutional level</td>
<td>• Publication of research-based books / reports</td>
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<tr>
<td>• Leadership in strategy, policy and strategic reviews</td>
<td>• Commissioned reports</td>
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<tr>
<td>• Contribution to entrepreneurial activities</td>
<td>• Scholarly standing</td>
</tr>
<tr>
<td>• Leading national projects</td>
<td>• Reports on consultancies involving work of academic significance</td>
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<tr>
<td>• Participation in national and international projects</td>
<td>• Exhibition and performance of creative work</td>
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<tr>
<td>• Consultancy re discipline or academic leadership</td>
<td>• Significant and continuing contribution to body of knowledge or development of discipline</td>
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<tr>
<td>• Inter-institutional collaboration with academic disciplines</td>
<td>• A reputation which attracts students and staff</td>
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<tr>
<td>• Contribution to the implementation of institutional or professional policies</td>
<td>• Establishment of inter-institutional research collaboration</td>
</tr>
<tr>
<td>• Leadership in engagement with external communities</td>
<td>• Record of achievement of transfer and application of research to industry, the professions and the community</td>
</tr>
<tr>
<td>• Contributions towards critique and improvement of society</td>
<td>• Successful applications for patents or licences based on original research</td>
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<tr>
<th><strong>PRACTICE LEADERSHIP</strong>&lt;br&gt;which may be demonstrated by:</th>
<th><strong>LEARNING and TEACHING LEADERSHIP</strong>&lt;br&gt;which may be demonstrated by:</th>
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<tr>
<td>• International reputation and leadership within profession / industry / community</td>
<td>• Exemplary teaching performance</td>
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<tr>
<td>• Major consultancy contracts</td>
<td>• Ability to maximise student success and intellectual independence</td>
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<tr>
<td>• Significant networks across profession / industry / community</td>
<td>• Leading innovations in course design, teaching, assessment and evaluation</td>
</tr>
<tr>
<td>• Significant contribution to leadership and development of professional activities</td>
<td>• Leading improvements in teaching / facilitation, assessment and evaluation</td>
</tr>
<tr>
<td>• Public recognition of community / professional service</td>
<td>• Application of personal research and scholarship to improve teaching (content and process) and learning</td>
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<tr>
<td>• External awards, fellowships</td>
<td>• Institutional and/ or external awards for teaching</td>
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<tr>
<td>• Significant contribution to profession / industry through effective working group, or committee leadership</td>
<td>• Participation in and facilitation of professional development</td>
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<tr>
<td>• Contributions to clinical practice of demonstrable academic significance</td>
<td>• Primary supervision to completion at Masters and Doctorate level (if appropriate to the discipline)</td>
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<tr>
<td>• Membership of professional associations</td>
<td>• Examination of Masters or Doctoral theses, internal and external</td>
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**APPENDIX TWO: REQUIREMENTS FOR ASSOCIATE PROFESSOR**

Minimum qualification: Usually a Doctorate and not less than a Masters.

Candidates for Associate Professor are expected to have met the requirements for appointment at the level of Principal Academic Staff Member. In addition they are also expected to have at least national recognition and a reputation as a leader in their discipline. To this end they will provide evidence of performance in the following considered over the last five years.

**Excellence MUST be demonstrated in two areas as defined below and at least satisfactory performance in other categories, if applicable to the role.**

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<tr>
<td>• Leading curriculum development, including programme development and review&lt;br&gt; • Initiation, development and improvement of courses&lt;br&gt; • Effective leadership of academic projects/committees&lt;br&gt; • Leadership of institutional reviews&lt;br&gt; • Active contribution to and membership of academic projects/committees, including faculty and institutional working groups and committees&lt;br&gt; • Participation in national projects&lt;br&gt; • Leadership in engagement with external communities</td>
<td>• Established reputation&lt;br&gt; • Research outputs at national/international level, including joint and individual publications&lt;br&gt; • Publication of refereed journal articles or their equivalent&lt;br&gt; • Refereed conference presentations&lt;br&gt; • Exhibition and performance of creative work&lt;br&gt; • Technology transfer and consultancy&lt;br&gt; • External grant income&lt;br&gt; • Demonstrated research community networking&lt;br&gt; • Impact on industry / professional practice&lt;br&gt; • Mentoring new researchers&lt;br&gt; • Collaboration within / across disciplines&lt;br&gt; • External awards, national and international&lt;br&gt; • Reviewer for peer-reviewed journal&lt;br&gt; • Editor/editorial board for peer-reviewed journal</td>
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<td>• Established national reputation within profession / industry / community&lt;br&gt; • Consultancy contracts&lt;br&gt; • Networking across profession / industry / community&lt;br&gt; • Record of professional service&lt;br&gt; • Demonstrated collaboration / impact on industry&lt;br&gt; • Demonstrated leadership and record of action of professional practice&lt;br&gt; • External awards, national and international&lt;br&gt; • Service contribution to profession / industry through effective working group, or committee leadership&lt;br&gt; • Involvement in activities of professional bodies&lt;br&gt; • Membership of professional associations</td>
<td>• Exemplary teaching performance&lt;br&gt; • Ability to maximise student success and intellectual independence&lt;br&gt; • Use of teaching strategies to engage diverse learners&lt;br&gt; • Use of appropriate learning technologies innovation in course design, teaching / facilitation, assessment and evaluation&lt;br&gt; • Critical engagement in making improvements in teaching/ facilitation, assessment and evaluation&lt;br&gt; • Application of personal research and scholarship to teaching and learning&lt;br&gt; • Institutional and/ or external awards for teaching&lt;br&gt; • Participation in professional development&lt;br&gt; • Facilitation of professional development opportunities&lt;br&gt; • Primary supervision to completion at Masters level&lt;br&gt; • Supervision to Completion at Doctoral level&lt;br&gt; • Writing of text books&lt;br&gt; • Examination of Master theses</td>
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