



Massey University

**ACADEMIC PROMOTION ROUND
2009 BOOKLET**

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1. INTRODUCTION

The Academic Promotion Round 2009 Booklet applies to applications for promotions at Levels 1 and 2, including applications for movement within and to salary ranges and levels from Tutor to Associate Professor. It also details the Decision-making Procedures and Review Procedures for Level 1 and 2 Promotions.

There will be a Promotion to Professor round in 2009, however this will run on a different timeframe to the main Academic Promotions Round detailed in this document.

2. **General Information**

- 2.1 Promotion is defined as:
- (a) movement over a bar;
 - (b) movement to a higher grade;
acceleration within the Tutor/Senior Tutor, Practicing Veterinarian/Professional Clinician, Lecturer/Research Officer, Senior Lecturer Range 1/Senior Research Officer Range 1 scales.
- 2.2 Level 1 promotions are defined as:
- (a) accelerated increments in the Tutor, Senior Tutor, Practicing Veterinarian/Professional Clinician, Lecturer/Research Officer, Senior Lecturer Range 1/Senior Research Officer Range 1 grades;
 - (b) movement from Tutor/Practicing Veterinarian/Professional Clinician/Lecturer/Research Officer grades to Senior Tutor/Senior Practicing Veterinarian/Senior Professional Clinician/Senior Lecturer/Senior Research Officer grades.
- 2.3 Level 2 promotions are defined as:
- (a) movement to and within Senior Practicing Veterinarian/Professional Clinician Range 2/Senior Lecturer Range 2/Senior Research Officer Range 2 grades;
 - (b) movement to Associate Professor rank. (Progression within the Associate Professor range is by annual salary review separate from this process).
- 2.4 Applicants are advised that each Head of Department/Institute/School will:
- (a) receive all applications;
 - (b) supply a statement concerning each applicant to the College Promotions Committee (A senior staff member may be delegated by the HoD/I/S to prepare the statement on his/her behalf);
 - (c) advise the applicant in general terms of the statement they intend forwarding to the College Promotions Committee;
 - (d) make available to the applicant a copy of the HoD/I/S statement on request;

Please note that a Head of Department/Institute/School cannot stop an eligible applicant submitting an application for promotion. It is necessary, however, that the Head of Department/Institute/School be aware of the promotion application and submit a statement about it to the Pro Vice-Chancellor.

Where there may have been a relatively recent change in reporting line an applicant may request their HoD/I/S seek additional comments from their former HoD/I/S for integration into the statement.

- 2.5 A Head of Department/Institute/School may make a recommendation for promotion on behalf of a staff member. In this situation, the guidelines for preparing applications should be used, making it clear that a recommendation is being made, rather than an application.
- 2.6 The proposed timetable for the 2009 Promotions Round is set out in Appendix 1. *Please note that while every effort will be made to follow the timeline, a legitimate need may arise to vary it. If this occurs, all reasonable effort will be made to advise applicants accordingly.*
- 2.7 An application format is provided as Appendix 2. It is also available on the Human Resources website <http://hrs.massey.ac.nz>.
- 2.8 For salary scale information, refer to the MU Collective Employment Agreement or email the Human Resources Section at hrs@massey.ac.nz.
- 2.9 The effective date of promotion is normally the 1st of January following the Promotion Round.

3. **Eligibility**

- 3.1 All academic staff on continuing employment agreements are eligible to apply.
- 3.2 Staff whose appointments are fixed-term agreements are not eligible to apply for promotion through this Round.

4. Submitting the Application

- 4.1 Applications for promotion must be submitted to the Head of Department/Institute/School on the format provided in Appendix 2. It is essential that applicants submit up-to-date and accurate information.
- 4.2 For Level 1 promotions, the **original application plus 8 copies** are required. For Level 2 promotions, the **original application plus 16 copies** are required. See Appendix 3.
- 4.3 Applications must be photocopied on both sides of the paper.
- 4.4 Applications must be lodged with the Head of Department/Institute/School by 20 April 2009.
- 4.5 Testimonials solicited from students, staff or colleagues are not to be included with promotion applications, except where specifically allowed under Section 5.2 of the Academic Promotions Round Booklet.
- 4.6 Late applications **WILL NOT** be accepted.
- 4.7 Applicants for Associate Professor must also submit the following:
 - (a) Curriculum Vitae, and
 - (b) Names, addresses, facsimile and E-mail addresses of at least four referees (from whom at least two will be chosen by the applicant's Pro Vice-Chancellor in consultation with the applicant's Head of Department/Institute/School, with discretion to identify up to two additional referees with international standing in the discipline). **Applicants are strongly encouraged to identify those referees who are independent and of international standing in the discipline.** Applicants may be asked to provide other referees if those nominated are unavailable or do not provide reports on request.
- 4.8 Applicants are to ensure that their case is submitted complete in every respect and includes all the evidence they wish to be considered. Applications are considered on the basis of the information provided at the time of submission, (ie. no later than 20 April 2009) and subsequent information cannot be accepted. Applicants are also reminded that they should choose referees with care, and ensure that those nominated are able to provide relevant in-depth comment.

5. Preparing the Application

5.1 **General Information**

- 5.1.1 There are three fields of contribution that are considered in assessments for promotion. Each is evaluated to the extent that is consistent with the context in which staff members work and their conditions of employment.

The three fields are:

- (a) teaching;
- (b) research and scholarship;
- (c) service.

- 5.1.2 In accordance with the emphasis given within the Education Amendment Act S162(4)(a), teaching and research will be given primary importance in assessing the merit of an application. Service will be recognised as a very important contributing factor to applications.
- 5.1.3 Consideration for promotion at any level involves two steps. First, the committee involved must be satisfied that the applicant has reached and sustained a level of performance consistent with his or her current position in both teaching and research.

Second, the applicant must demonstrate, in teaching and research (subject to 5.1.5), the following:

- (a) **sustained merit** (for Level 1 promotions);
 - (b) **sustained excellence** (for promotion to and within Senior Lecturer Range 2/Senior Research Officer Range 2);
 - (c) **sustained distinction** (for promotion to Associate Professor).
- 5.1.4 An application for promotion based on any one field would be enhanced by the quality of the applicant's performance in the other fields.
- 5.1.5 For promotion to Senior Tutor/Senior English Language Teacher/Senior Practising Veterinarian/Senior Clinician, the fields concerned would be teaching and service with sustained merit in teaching and at least competency in service required. For Senior Research Officer the fields concerned would be research/scholarship and service with sustained merit in research/scholarship and at least competency in service required.
- 5.1.6 Each of the standards (merit, excellence, distinction) indicates the performance expected for the grade to which it applies. It is not sufficient for an applicant to have performed adequately over an extended period of time in their current grade for them to be promoted to a higher grade.

5.2 Criteria and Evidence Specific to Teaching

5.2.1 Criteria

Good teaching enhances student development in the directions specified for particular programmes. Criteria for promotion will allow for different teaching philosophies and contexts.

Indicators of teaching effectiveness include:

- (a) the utilisation of current research-based knowledge;
- (b) planning and teaching strategies that present knowledge clearly and engage challenge and stimulate students to become independent learners;
- (c) evaluation of one's own teaching activities;
- (d) effective communication with students;
- (e) appropriate assessment procedures;
- (f) evidence of self-evaluation and continuing professional development;
- (g) recognition of teaching quality by peers and students;
- (h) Teaching Portfolio (Refer Training & Development Unit for assistance).
- (i) effective education and teaching of post-graduate students.

5.2.2 Evidence

Applicants (except those in research-only positions) should present evidence of teaching effectiveness, which includes both quantitative and qualitative data from a variety of sources. This should include:

- (a) quantitative data on teaching loads, including data on paper numbers, contact hours, on-campus courses, student numbers, supervision loads; number of successful postgraduate student completions.
- (b) a brief outline and justification of the applicant's approach to teaching;
- (c) examples of paper design (including learning outcomes, curriculum outline/s and teaching and assessment strategies) highlighting aspects that reflect the applicant's approach to teaching;
- (d) an overview of student feedback eg. SECAT, etc., including (where appropriate) feedback from the applicant's research students, all with summary comments from the applicant;
- (e) a description of steps taken by the applicant to further develop her/his teaching effectiveness;
- (f) details of prizes awarded for teaching or other forms of recognition of excellence;
- (g) assessment by the Small Group Instructional Diagnosis [SGID] (contact Training & Development Unit).
- (h) evidence of incorporation of relevant recent research into paper content.
- (i) any other evidence demonstrating teaching effectiveness and commitment;

5.3 Criteria and Evidence Specific to Research/Scholarship

5.3.1 Criteria

Contributions in this field may occur through achievements in research, scholarship, artistic activity and/or professional activity. They should add to the established body of knowledge and in so doing extend the discipline.

The work should be creative, involving work that peers regard as original in its conceptualisation of the subject, and/or the techniques used and/or applications. Research productivity should be sustained over a number of years with evidence of continued productivity up to the time of the promotion application.

For promotion to each successive level, the aspects to be assessed are extended with a more significant contribution required in each case.

Specifically:

For Level 1 promotions:

- (a) contributions arising from scholarship and research (outputs classified as 'Research' in the Academic Outputs Database, Refer Appendix 4), and/or the equivalent in terms of artistic or professional activity (outputs classified as 'Professional/Community').

For Level 2 promotions:

(a) For movement to and within the Senior Lecturer Range 2/Senior Research Officer Range 2 grade In addition to the Level 1 requirements (above):

- (a) a sustained programme of research/scholarship of national/international significance in the discipline;
- (b) results of research/scholarship published in sources highly respected within the discipline.

(b) For movement to Associate Professors In addition to the requirements for Level 1, Level 2, SL 2 (above):

- (a) a leadership role in research/scholarship in the field within the University;
- (b) research/scholarship meeting international standards in the discipline for this level.

5.3.2 Evidence

In assessing the **extent of contribution** to research, items such as the following will be taken into account:

- (a) research projects completed or currently engaged in, for instance a PhD, and the extent of the applicant's personal contribution to such research;
- (b) publications arising from research/scholarship and the extent of responsibility for these;
- (c) role in research teams;
- (d) attainment of research-based qualifications;
- (e) extent of advisory role on research to graduate students and colleagues;
- (f) extent of successful completions of supervision of graduate students;
- (g) work as consultant, editor, reviewer or assessor of research activities;
- (h) performances/recordings/productions/exhibitions arising from creative work in an artistic field relevant to individual's academic appointment;
- (i) plans, reports, designs, patents, software arising from activity in a professional field relevant to the individual's academic appointment;
- (j) presentations at scholarly meetings and conferences.

In assessing the **quality** of research, evidence such as the following will be taken into account:

- (a) critical reviews of the applicant's published work/artistic activity;
- (b) the standing of publishers and journals in which publications appear;

- (c) the standing of publishers/producers/performers/curators/institutions presenting the artistic work;
- (d) publications in refereed journals and acceptance rates of such journals (publications in non-refereed journals will be taken into account, but will not carry the same weight);
- (e) nature of editorial role in scholarly publications;
- (f) recognition of research and scholarship through grants, awards, scholarships, fellowships, etc.;
- (g) invitations to address scholarly meetings and conferences;
- (h) demonstrated efforts to improve research performance, including relevant professional development activities;
- (i) success in competitive peer review grant applications;
- (j) demonstrated performance as advisor to graduate student researchers;
- (k) the impact of research/professional activity upon life in New Zealand (including that of Maori and/or Pacific Island communities), or elsewhere;
- (l) recognition of excellence through awards, prizes and honours.
- (m) level of citations of one's publications in internationally recognised Citation Indices (eg. Social Sciences Citation Index, Science Citation Index, Arts & Humanities Citation Index).

5.3.3 Research Referees

The independence of supporting evidence will be an important consideration. Referees' reports are required for all applicants for promotion to Associate Professor (Refer 4.7).

Referee reports for promotion to Associate Professor are to be requested by the Pro Vice-Chancellor (or his/her delegate) of the applicant's College.

All referee reports are to be confidential and must be sent directly to the respective Pro Vice-Chancellor as Chair of the relevant College Promotion Committee. Referee reports are made available to the College Promotions Committee and the University Promotions Committee.

5.4 Criteria and Evidence Specific to Service

The 'Service' category incorporates an applicant's contributions to the:

- (a) University (Department/Institute/School/College);
- (b) Discipline/Profession (in some cases including clinical/applied fields);
- (c) Industry and the wider community.

It is expected that all academic staff will make contributions in this category. The contributions made will not necessarily be in relation to all of the sub-categories, however, for movement to Associate Professor applicants will be expected, inter alia, to provide evidence that they have contributed to the professional development of academic colleagues (e.g. mentoring, coaching, etc).

5.4.1 Contributions to the University and its Organisational Structures

Service to the University includes the contribution made by the applicant to the work of their Department/Institute/School, the College, the Campus, and the University as a whole. It includes involvement in administrative tasks and functions, including committee work.

(i) Evidence for assessing contributions to Department/Institute/School

Service for these will be assessed predominantly by the extent and quality of such activities as:

- (a) administrative duties;
- (b) programme co-ordination;
- (c) paper co-ordination;
- (d) course advising and student support;
- (e) participation in staff recruitment and selection;
- (f) contributions to the University's EEO/EEoO obligations;
- (g) committee membership, participation and leadership;
- (h) contributions to strategic planning and reporting;
- (i) contributions to policy development;
- (j) contributions to the University's Treaty of Waitangi obligations;

- (k) assistance in the resolution of interpersonal issues;
- (l) contribution to colleagues' professional development (eg. mentoring, PRP, etc.);
- (m) engagement in departmental quality assurance activities.

(ii) Evidence for assessing contributions to College and/or University

As in relation to Department/Institute/School, service in these contexts will be assessed predominantly by the extent and quality of such activities as:

- (a) administrative duties;
- (b) participation in staff recruitment and selection;
- (c) committee membership, participation and leadership;
- (d) contributions to strategic planning;
- (e) contributions to policy development;
- (f) contributions to the University's EEO/EEoO obligations;
- (g) contributions to the University's Treaty of Waitangi obligations;
- (h) assistance with the resolution of interpersonal issues;
- (i) contribution to campus/University professional development activities;
- (j) engagement in campus/University quality assurance activities;
- (k) acceptance of office(s) or significant position(s);
- (l) representation on external bodies;
- (m) applying professional or scholarly competence in other activities relevant to academic responsibilities;
- (n) contributions to the implementation of established policies (such as ethics, or occupational health and safety);
- (o) contributions to University/College policy and operations through union activities.

5.4.2 Contributions to a Discipline/Profession

Service here includes the contribution made by the applicant to the work of a discipline/profession. It includes involvement in professional activities, administrative tasks and functions, committee work, and leadership in academic functions, artistic, professional or clinical/applied areas.

(i) Evidence for assessing contributions to a discipline/profession

Service to a discipline/profession will be assessed predominantly by the extent and quality of such activities as:

- (a) developing/maintaining professional expertise through fieldwork practice;
- (b) offices held in professional societies/associations;
- (c) serving as reviewer/referee or editing for professional or scholarly journal;
- (d) organisation of conferences, seminars, exhibitions, concerts;
- (e) recognition of activities through awards/prizes and honours.

5.4.3 Contributions to the Community

Service to the community includes contributions made to groups, organisations and public information contexts.

(i) Evidence for assessing contributions to the community

Service to the Community will be assessed predominantly by the extent and quality of such activities as:

- (a) contributions of professional expertise to public information;
- (b) contributions of research and scholarship to community life in New Zealand;
- (c) development of community initiatives;
- (d) contributions to the University's role as 'critic and conscience of society' (within field of expertise);
- (e) contributions to community organisations relevant to one's discipline and/or field of expertise (eg. Iwi Organisations, Boards of Trustees, etc.);

- (f) contributions to the understanding of Maori experience, Maatauranga Maori (Maori forms of knowledge) and race relations;
- (g) Recognition of activities through awards, prizes and honours.

6. Decision-making Procedures

- 6.1 Decisions concerning Level 1 promotions will be made by the College Promotions Committees.

Moderation of the decisions of the College Promotions Committee will be undertaken by the University Promotions Committee.

Details concerning the membership and procedures of College Promotion Committees are in Appendix 6.

- 6.2 Decisions concerning Level 2 promotions will be made by the University Promotions Committee. Details concerning membership and procedures of the University Promotions Committee are in Appendix 7.
- 6.3 Decisions for all promotions will be based on the information contained in the application, the referees' statements for Associate Professors, and the Head of Department/Institute/School statement.
- 6.4 Decisions will be conveyed to applicants in writing.
- 6.5 All unsuccessful promotions applicants will be invited to meet with the Pro Vice-Chancellor to discuss the outcome of their promotion application. Following the meeting, written feedback will be given on request. The applicant may choose to take a support person from within the University to this meeting.
- 6.6 Names of successful applicants and the general nature of their promotions may be published at the completion of the substantive academic promotions round each year if applicants provide their permission.
- 6.7 An analysis of the promotion round decisions will be published each year, on Staffroom available on the Massey University Home Page.

7. Review Procedures

- 7.1 Applicants may only request a review of the decision on procedural grounds. A procedural ground is an aspect of the procedure that was not correctly followed and which had a material impact on the decision that was made.
- 7.2 Notices will be placed in *Massey News* and also sent to all Heads of Departments/Institutes/Schools reminding applicants of the opportunity to seek such a review.
- 7.3 Applications for review of decisions close 2 October 2009.
- 7.4 Requests for review will be considered by the Promotions Procedures Review Committee. (Details in Appendix 8). Where any procedural shortcoming is identified, the individual's application will be returned to the relevant promotion committee (College or University Promotions Committee) for reconsideration, with the requirement that the necessary procedures be followed.
- 7.5 Applicants who have requested a review will be notified in writing of the decision.

8. Privacy and Confidentiality

- 8.1 Information provided by applicants will be used for the express purpose of assessing suitability for promotion. All materials and deliberations relating to academic promotion applications will be treated in

the strictest confidence by all participants in the promotions and review processes. Committee members will not discuss applications or committee recommendations outside of the committee meetings.

- 8.2 Referees and members of College Promotions, University Promotions and Promotions Procedures Review Committees are assured by the University that their deliberations and comments will remain confidential within the process of promotions and will not be released to applicants.
- 8.3 Applicants will have access on request to a copy of their HoD/S/I statement and the Independent Observer report.
- 8.4 Applicants will not have access to evaluative material gathered for the express purpose of assessing suitability for promotion in order to maintain the promise of confidentiality made by the University to Referees and to members of College Promotions, University Promotions and Promotions Procedures Review Committees. Evaluative material will include referee comments and records of the deliberations, reports and recommendations of the College and University Promotions Committees and the Promotions Procedures Review Committee.
- 8.5 Information collected for the purposes of assessing suitability for promotion will not be held longer than necessary and will be destroyed following final decisions on requests for reconsideration.

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2009 Promotion Round

DATE	TIMETABLE
By 9 March	Academic Promotions Booklets and eligible academic staff lists to Heads of Department/Institute/School
March	<p>Pro Vice-Chancellors through HoD/I/S's call for 'expressions of interest' from all academic staff not seeking promotion who are interested in serving on the College Promotions Committees.</p> <p>Academic Staff Unions and the Vice-Chancellor jointly call for 'expressions of interest' from academic staff not seeking promotion who are interested in serving as an Independent Observer on the College Promotions Committees.</p> <p><i>NB. The names of those serving on the College Promotions Committees will be advised to academic staff as soon as practicable and before the College Promotions Committees meet.</i></p>
20 April	Applications to Head of Department/Institute/School
6 May	Applications and Head of Department/Institute/Schools' statement to Pro Vice-Chancellors for College Promotions Committees
Between 18 May – 5 June	College Promotions Committees meet
19 June	College Promotions Committee decisions, rankings & recommendations to HR Section
Between 27 July – 31 July	University Promotions Committee meets
By 4 September	Applicants for promotion notified of decision
2 October	Requests for review of decision on procedural grounds only close
By 27 November	Applicants requesting review notified of decision

NB. Please note that while every attempt will be made to adhere to this timeline, events or circumstances may occur that necessitate a change. Staff, through their HoD/S/I will be notified accordingly.

Format for Academic Staff Promotion Application

Section 1: General Information

Name:
 Department/Institute/School:
 College:
 Qualifications:
 Date of last Promotion:

	Grade	Step (where relevant)	Salary	Effective From	Date of Last Promotion
Current					
Applied For					

Note: Please check with your Head of Department/Institute/School if you are uncertain about your current status/salary.

Section 2: Brief Overview of Application

Note: This should highlight key points of the application (not more than 2 pages)

Section 3: Qualifications/Prizes/Awards/Honours achieved since last promotion

*Note: For qualifications, give University and date granted
 For prizes/awards/honours give source and date.*

Section 4: Teaching

*Note: Refer to the criteria/evidence in the Academic Promotions Booklet, Section 5.2. Information provided should show a track record of sustained teaching with a summary of teaching history and detailed achievements **since last promotion**.*

- (a) Undergraduate, all modes.
- (b) Graduate, all modes
- (c) Graduate supervision completions (PhD, Masters, Diploma, Honours)

Section 5: Research/Scholarship

*Note: Refer to the criteria/evidence in the Academic Promotions Booklet, Section 5.3. Information provided should show a track record of sustained research with a summary of research history and detailed achievements **since last promotion**.*

Section 6: Service

Note: Refer to the criteria/evidence in the Academic Promotions Booklet, Section 5.4

- (a) Department/Institute/School
- (b) College and/or University
- (c) Discipline/Profession
- (d) Community

Section 7: Referees

Provide names and contact details of at least 4 referees (*refer Section 4.7*)

Section 8: Attachments

List all attachments. Include a current curriculum vitae. You might also wish to attach a RIMS printout of your publications to support your research.

Staff Member to Complete: I give permission for my name to be included in any publication of successful applicants at the conclusion of the substantive academic promotions round.

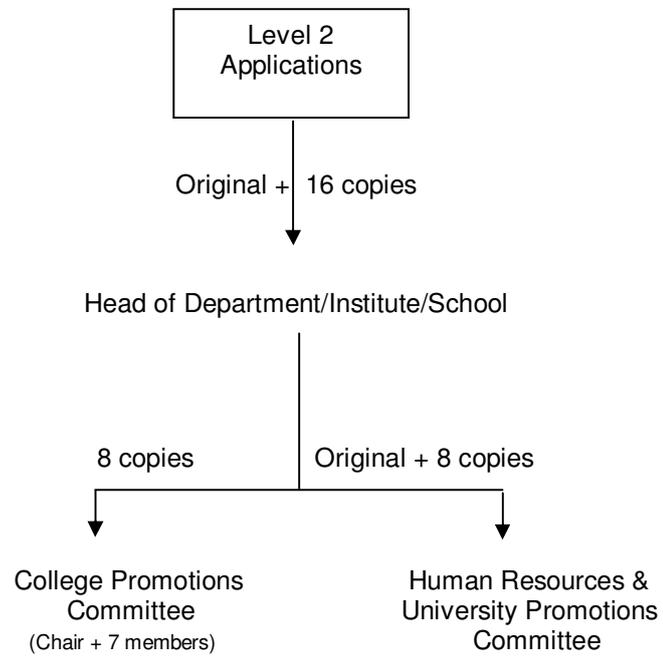
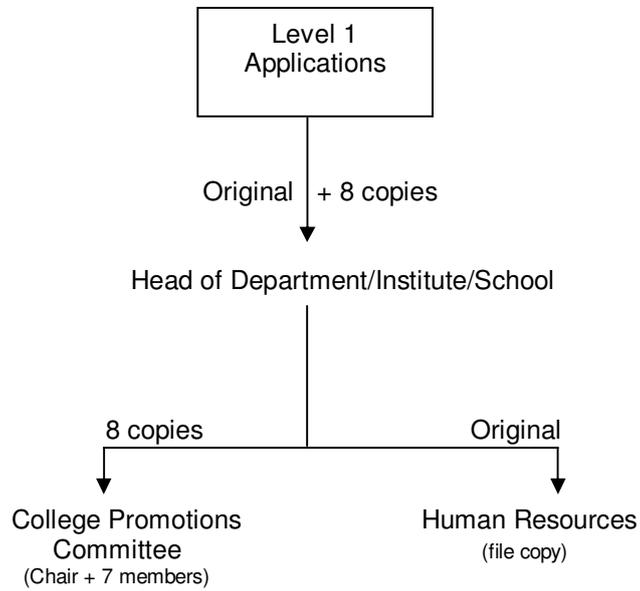
Yes No

I declare all information provided is to the best of my knowledge an accurate record.

Signed

Date:

APPLICATION PATHWAY



Academic Outputs Categories



Massey University

Academic Outputs Database - Category Descriptions

Preamble

This database is a component of a University-wide repository, established to maintain an accurate record of all significant research and professional/community outputs in the public domain produced by staff at Massey University.

In order to reflect Massey's reporting obligations under the Charter, Research (R) Categories provide data for Primary Aim 1.0: Research, and Professional/Community (PC) Categories provide data for Primary Aim 3.0: The University and the Wider Community.

The Office of the Deputy Vice-Chancellor (Research) upholds responsibility for the repository. Reporting requirements will be established and adjusted (if necessary) in consultation with Colleges, with the aim of allowing for the needs of internal University stakeholders while meeting funding agent requirements.

In accordance with the Academic Outputs Policy, nominated Massey University Staff are required to submit evidence of academic outputs to Research Management Services on a regular basis. They are expected to keep full copies of all academic outputs, and have these readily accessible. These need to be made available on an as required basis.

It is not expected that all activities that count as professional practice within the University will be included in this database. Provision is made elsewhere for the reporting of activities not included below.

Only items supported by documented evidence will be included in this database. No single item should be reported in more than one category. All categories can record both Research and Professional/Community outputs; in order for an output to be classified as Research, it must be consistent with the Tertiary Education Commission's definition of research (2005).

AA: Book –

1. Authored

A book written by a single author or by multiple authors who share responsibility for the whole book. The book must have an ISBN.

2. Chapter in

A chapter contribution to an edited book that has been written by a single author or by multiple authors who share responsibility for the chapter. The book must have an ISBN.

3. Edited

Editorial responsibility is assumed for the whole book, either as an individual or by multiple editors. The book must have an ISBN.

4. Other

Any book contribution which is not defined in the categories above.

EE: Conference Contribution -

1. Abstract in Published Proceedings

A published abstract or synopsis of research submitted to a conference, or workshop/seminar of national or international importance.

2. Full Conference Paper

A full written paper which is publicly disseminated at a conference, or workshop/seminar of national or international importance. It may be peer reviewed.

3. Full Conference Paper in Published Proceedings

A full written version of a conference presentation/paper which is published in conference proceedings. The paper must have been presented at a conference, or workshop/seminar of national or international importance.

4. Poster

A visual representation of research which is publicly disseminated at a conference, or workshop/seminar of national or international importance.

5. Oral Presentation

An oral presentation of research given to a conference, or workshop/seminar of national or international importance.

6. Other

Editorial responsibility is assumed for the proceedings of a conference, either as an individual or by multiple editors.

7. Proceedings Editor

Editorial responsibility is assumed for a published conference proceedings, individually or in combination with other Editors.

BB: Confidential Output

Any output which contains confidential information that is accessible only to those authorised to have access.

CC: Design –

Research outputs result from investigation through the methods and practices of design informed by scholarly discourses in design and other related fields. Research outputs in design include, but are not limited to; fashion design, textile design, visual communication design, animation, graphic design, typographic design, brand identity, illustration, web design, performance design, interior architecture, spatial design, industrial design, (including mass production) transport design and combinations and/or developments of the above. Design research includes innovative work arising from professional practice, when it meets the PBRF definition of research and is publicly accessible through publication and/or exhibition. Design includes the following categories:

- 1. Design Output**
- 2. Event/Exhibition/Performance**
- 3. Website Design**

DD: Discussion Paper -

1. University/Departmental

A paper produced as a series in order to disseminate research papers and encourage discussion and suggested revisions prior to publication. Often has an ISBN/ISSN.

2. Commissioned

A commissioned paper produced as a series in order to disseminate research papers and encourage discussion and suggested revisions prior to publication. Often has an ISBN/ISSN.

GG: Exhibition –

Research outputs result from investigation through the methods and practices of art, informed by scholarly discourses in art and other related fields. The research results in artworks that are exhibited or otherwise presented in the public domain. Exhibition outputs include but are not limited to; sculpture, painting, photography, multi-media, new media, installation, site based works, video, performance and other time-based media.

It is important to note that Art as a distinct category while present in the British RAE categories that TEC adapted, is missing from the PBRF categories. This is an oversight that should be addressed following review of PBRF 2006. For the moment, artworks exhibited or otherwise presented in the public domain, including performance and site specific work should be carefully described within the category Exhibition – the only appropriate PBRF category for artworks that are clearly not artefacts/objects/or craftworks.

The artwork included in the exhibition is the research output and the information necessary to describe and quantify the exhibition context (curator/s scale of contribution and co-exhibitors) is to be included in the description of the research output in the “comments relevant to this output section” of RIMS.

1. Solo or Co-Authored

Exhibition or public presentation of original artwork, where the artist(s) are the sole creators of the exhibition, including but not limited to:

- Artwork exhibited in regional, national or international galleries or in recognised dealer galleries
- Artwork publicly presented in the form of site-specific exhibitions / installations / actions / interventions / performances
- Combinations or developments of the above

2. Inclusion in Group Exhibition

Exhibition or public presentation of original sole authored, co-authored or collaborative artworks in group exhibitions, including but not limited to:

- Exhibitions in regional, national or international galleries or recognised dealer galleries, or other sites of public presentation
- Commissioned artworks included in an exhibition as part of a biennale, national or international festival or other recognised art events
- Combinations or developments of the above

3. Curatorship

Research outputs result from investigation into the methods and practices of art and the social and cultural contexts of its public presentation / dissemination, conducted within the context of historical and contemporary art discourses.

Curatorial research outputs include, but are not limited to, exhibitions and associated publications such as catalogues, books and monographs.

HH: Film/Video/Multimedia

Original work in film, television and multimedia including but not limited to; publication for distribution or sale, screenings at festivals, theatres galleries or other public venues, original contributions to sound design, music composition, art direction, production and post-production, screenplay, direction, and other areas of specialty. Professional undertakings in film, television and multimedia qualify as research when they meet the PBRF definition of research, are located within a research context, and enter the public domain through distribution, exhibition or other form of publication.

II: Intellectual Property -

1. Patent

Granting by registration of the exclusive right to an invention. It passes through three phases.

Provisional: The submission of patent documents to be scrutinised by lawyers. The patent is not publicly disseminated at this stage.

Applications – or Complete after Provisional: The patent is published after additional scrutiny. An A1 number is awarded.

Granted: Heavy scrutiny by a single patent examiner and/or objectors to the patent. An A2 number is awarded.

2. Plant Breeders Rights

Granting by registration of the exclusive commercial rights to protect and market new varieties of plants and/or their reproductive material.

3. Trademark

Granting by registration of the exclusive rights to use a given 'name', 'brand' or 'logo'. The ® symbol indicates the registration of a trademark.

4. Registered Design

Granting by registration of the exclusive rights to use the external appearance of a manufactured article for up to 15 years.

JJ: Journal Article -

1. Review Article

A review or synthesis of original works on a particular topic (e.g. book, article, artwork, film, etc) published in a journal. The journal must have an ISSN.

2. Full Article in Journal

An original work published in a scholarly journal. The journal must have an ISSN.

3. Full Article in Professional Publication

An original work in a publication intended to inform practitioners in a professional field. The publication must have an ISSN.

4. Editorial, Brief Communication, Letter or Note

Non-refereed communications which were published in a publication controlled by an editorial board. The publication must have an ISSN.

5. Journal Editor

Editorial responsibility is assumed for a journal, either as an individual or by multiple editors.

6. Other

Any journal contribution which is not defined in the categories above.

KK: Literary Arts -

1. Creative Writing

Any prose writing that is presented as fiction (long or short) or as creative non-fiction (including life writing).

2. Poetry

A work of any length that is presented as poetic writing, rather than prose or 'fiction'.

3. Drama/Play

Any form of literature written for theatre performance or film production (including television or broadcast). It commonly consists of action and dialogue between characters in three-dimensional space.

LL: Monograph

A scholarly book or a treatise on a single subject or group of related subjects, usually written by one person. It is a one-time publication that is complete in itself.

MM: Composition

Musical composition published, performed **or** recorded and distributed by a recording company. Composition includes but is not limited to:

- Published scores
- Recordings
- Performances (e.g. jazz improvisation)
- Commissioned works

Combinations or developments of the above

NN: Oral Presentation -

1. Professional/Community

An oral communication tailored to a professional or community audience.

2. University/Departmental Colloquia Series

An oral communication delivered at a seminar or public occasion arranged for the dissemination of academic research or discussion.

OO: Other -

1. Encyclopaedia/Dictionary Entry

A contribution to a reference work containing articles on various topics. It is a comprehensive summary of knowledge or branch of knowledge.

2. Concise Publication

A condensed, brief or compact communication. It may include the following: pamphlets; booklet; exhibition catalogue.

3. Media Interview

An interview published in some form of media. Includes the following formats: Television; Radio; Newspaper/Magazine; Web.

*Note: This can also be classified as Peer Esteem in your Evidence Portfolio.

4. Media Article (Authored)

An authored article published in a media publication. This includes but is not limited to: • Newspaper; Magazine.

5. Other

Any output not described in any other category.

PP: Performance

Performances (by, for example, an actor, musician, dancer, conductor) including but not limited to the following: theatre productions, concerts and recitals, •Broadcast performances and other modes of presentation; Production of a audio/visual medium (such as CD or DVD recording).

1. Live

2. Recording

QQ: Report for External Body

A report that is commissioned and funded by an external organisation or Government Department.

RR: Scholarly Edition –

1. Critical Edition

An authoritative text on a given work/body of works, based on critical evaluation of all available sources, including detailed performance notes and a commentary on the decisions made in editing the work.

2. Performance Edition

A performance edition of a work/body of works informed by a critical evaluation of sources on which the performance notes and the performance itself are based.

3. Scholarly Edition

An edition of a work/body of works informed by critical evaluation of the sources (such as earlier manuscripts, texts, documents, letters, etc.), which sometimes includes analysis and commentary by one or more scholars known to be expert in the subject.

SS: Software

Innovative software products of commercial quality that are offered for sale or distributed as Shareware through a recognised publisher or distributor.

TT: Technical Report -**1. Commissioned**

A published document which has been commissioned, written by an individual or jointly by a number of authors detailing the results of a technical or scientific research project.

2. University/Departmental Series

A published document written by an individual or jointly by a number of authors detailing the results of a technical or scientific research project.

UU: Thesis -**1. Masters**

A thesis advancing an original idea through research, submitted in part examination for an awarded Masters degree.

2. Doctorate

A thesis advancing an original idea through research, submitted in part examination for an awarded Doctoral degree.

3. Higher Doctorate

A thesis advancing an original idea through research, submitted in part examination for an awarded Higher Doctoral degree.

VV: Artefact / Object / Craftwork

This category includes but is not restricted to:

- Artefacts, objects or craftworks, exhibited, commissioned or otherwise presented or offered for distribution or sale in the public domain
- Cultural artefacts such as large permanent public sculptures

Combinations or developments of the above

WW: Working Paper

A paper published by a University department as a record of activities involved in carrying out a project. Often has an ISSN/ISBN.

Letter to Potential Referees

Dear

has applied for promotion to Associate Professor and has given your name as a referee. In accordance with current University Academic Promotions procedures, we now seek a referee's report from you. Given that referees' reports are an important element in the process, the University values your opinion on this candidate's suitability for promotion. The criteria for promotion include the following:

Candidates will be expected to have made an outstanding contribution to their field. Specific considerations are:

- Evidence of superior ability as a teacher and of academic leadership in teaching.
- Evidence of high scholastic achievement through original publications in learned journals of acknowledged high standing, or similar media of wide circulation, or in books.
- Evidence of standing in their discipline, and where applicable, contribution to their profession.
- Contribution to administrative functions within the University.

Outstanding and widely recognised competence and service to teaching, administration and their discipline may be accepted in lieu of an extensive publication record.

You may find it helpful in framing your remarks to comment on the following:

- the length of time you have known the applicant
- research experience and the quality of his/her publications and scholarship
- teaching experience and ability
- standing in the profession.

The University is, however, more interested in your candid assessment of the applicant than the format of your reference. Your reference will only be available to those directly involved in the promotion process. If you wish to ensure that your report remains confidential please mark it "**confidential**" and include a statement such as "***I provide this reference on the understanding that it will remain confidential to those concerned with considering applications and that it will not be used for any other purpose.***" Such a statement will enable the University to decline to supply the report to others, whereas most information is now available on request under the Official Information Act 1982 and Privacy Act 1993.

The University values your contribution to its promotion processes and would appreciate a response to this request as soon as possible, preferably by . Please reply by return fax/email (Pro Vice-Chancellor 'name'@massey.ac.nz).

Yours sincerely

'Name'
Pro Vice-Chancellor

NOTE:

Referee reports for Promotion to Associate Professor are to be requested by the Pro Vice-Chancellor of the applicant's College.

College Promotions Committee(s)

Membership:

- (a) Pro Vice-Chancellor (Chair)
- (b) Minimum of four and up to seven academic staff (excluding HoDs or equivalent) taking into account the diversity of the academic staff in the College and wherever possible there should be no less than two women members.
- (c) Independent Observer appointed by Academic Staff Unions and the Vice-Chancellor. In the absence of any nominations from the Unions the Vice-Chancellor will appoint suitably qualified persons to undertake this role.

- Note:**
- (i) *Each College Promotions Committee will appoint one of its members to monitor equity and conflict of interest matters.*
 - (ii) *Once the proposed composition of the Committee has been determined by the Pro Vice-Chancellor, the names will go to the Vice-Chancellor for final approval taking into account diverse representation, including factors such as location and gender.*
 - (iii) *The role of the Independent Observer is to monitor the committee processes and decision-making. The Independent Observers will not have access to documentation submitted by the applicants, Heads of Departments/Institutes/Schools or referees. They will have speaking rights only in relation to procedural matters and will not participate in the decision-making of the committee. The Independent Observer will sign a confidentiality agreement and provide a written report to the Vice-Chancellor, Unions and Chair of the College Promotions Committee once the Committee has made its decisions.*

Terms of Reference:

1. To conduct its business fairly, confidentially and with consistency.
2. In accordance with the set criteria:
 - (a) to rank Level 1 applications and to make decisions in respect of Level 1 promotions and formulate written grounds for those which will be used as the basis for feedback to applicants by the Pro Vice-Chancellor;
 - (b) to make and rank within each category (refer 2.3) recommendations to the University Promotions Committee in respect of Level 2 promotions and formulate written grounds for these which will be forwarded to the UPC to assist with their deliberations.
3. To prepare a report on its procedures and processes, including how it dealt with equity issues, and the pattern of its decisions and recommendations for both Level 1 and Level 2, with the report going to the University Promotions Committee.

Procedures:

1. Committee members will have access to all relevant documents (including applications, HoD/S/I statements, referees comments) at least 14 days prior to meeting.
2. Decisions will normally be reached by discussion and consensus.
3. Committee procedures will ensure that there is consistency with the University EEO Policy.
4. The Committee Chair will instruct the members and the Independent Observer prior to the commencement of the meeting on matters of confidentiality and conflict of interest, and include a statement concerning this in the College Promotions Committee report.

University Promotions Committee

Membership:

- (a) Vice-Chancellor (Chair)
- (b) All Pro Vice-Chancellors
- (c) Assistant to the Vice-Chancellor (Ethics) (in attendance)
- (d) Assistant Vice-Chancellor (People & Organisational Development) or delegate (in attendance)
- (e) An independent observer may be appointed by the Vice-Chancellor

- Note: (i) Should any of the above persons be unavailable, the Vice-Chancellor will appoint a replacement for that person. The Vice-Chancellor has the ability to co-opt others to enable diverse representation where appropriate.*
- (ii) The role of the Assistant to the Vice-Chancellor (Ethics) is to ensure proper process and procedures are followed, and to advise on any equity and conflict of interest issues. The Assistant to the Vice-Chancellor (Ethics) has full speaking rights on these matters at the meetings.*
- (iii) The role of the Independent Observer is to monitor the committee processes and decision-making. The Independent Observer will not have access to documentation submitted by the applicants, Heads of Departments/Institutes/Schools or referees. They will have speaking rights only in relation to procedural matters and will not participate in the decision-making of the committee. The Independent Observer will sign a confidentiality agreement and provide a written report to the Chair of the Promotions Procedures Review Committee once the Committee has made its decisions.*

Terms of Reference:

1. To conduct its business fairly, confidentially and with consistency.
2. To confirm Level 1 promotion decisions made by the College Promotions Committee having ascertained:
 - (a) consistency among the Colleges in the application of promotions criteria;
 - (b) the application of University EEO Policy.
3. In accordance with the set criteria, to make decisions on the recommendations of the College Promotions Committees in respect of Level 2 promotions, and to make recommendations on salary increases to the Vice-Chancellor, having ascertained:
 - (a) consistency among the Colleges in the application of promotions criteria;
 - (b) the application of University EEO Policy.
4. To formulate written grounds for all decisions made where these vary from College Promotions Committee decisions and recommendations; these grounds to be used as the basis for feedback to applicants.
5. To prepare a report on its procedures and processes and the pattern of its decisions.

Procedures:

1. Committee members will have access to all relevant documents (including applications, HoD/S/I statements, College Promotions Committee Reports, recommendations and ranking lists, Independent Observer reports) at least 14 days prior to meeting.
2. Decisions will normally be reached by discussion and consensus.
3. Committee procedures will ensure that there is consistency with the University EEO Policy.

4. The Committee must have a quorum of 5. In the event the Committee does not have a quorum, members present may either make recommendations to be ratified by the next Committee meeting or defer the meeting until a quorum is able to be present.

Promotions Procedures Review Committee

Membership:

- (a) Assistant Vice-Chancellor (Research) or Assistant Vice-Chancellor (Academic & Online Learning) (Chair)
- (b) A Regional Chief Executive
- (c) A Professor
- (d) Assistant to the Vice-Chancellor - Ethics (in attendance)
- (e) Assistant Vice-Chancellor (People & Organisational Development) or delegate (in attendance)

Note: Should any of the above persons be unavailable, the Vice-Chancellor will appoint a replacement for that person.

Terms of Reference:

The PPRC will meet for two purposes:

1. To review the procedures followed by the various promotions committees each year. In doing this, it will consider the reports provided by each promotions committee and the reports of the Independent Observers, and produce an overall report on the promotions round procedures for the Vice-Chancellor.
2. To consider requests for reconsideration put forward by any applicant for promotion in that year.

Such requests must be detailed in writing and must clearly identify any matters of procedure that the applicant wants the Committee to review. The Committee shall consider such applications to determine whether the applicant's Promotion Committee failed to adhere to procedural requirements. Where the Committee considers that there were procedural deficiencies and where it considers those deficiencies materially impacted on the Promotion Committee's decision, it shall return the individual's application to the relevant promotion committee (CPC/UPC) for reconsideration with the requirement that the necessary procedures be followed.

Procedures:

1. Committee members will have access to all relevant documentation (including applications, HoD/S/I statements, College Promotions Committee Reports, recommendations and ranking lists, Independent Observer reports plus a statement from both the HoD/S/I and Pro Vice-Chancellor on the review request) at least 7 days prior to meeting.
2. The Committee may seek further information as required.

Summary of Responsibilities

1. Applicant:

- Ensure application is complete and up to date in all respects and includes all the evidence s/he wishes to be considered.
- When applying for promotion to Associate Professor choose referees with care. They should be independent referees of international standing in the discipline who can provide in-depth comment. They should not, except in exceptional circumstances, be close colleagues, co-authors, collaborators, former research supervisors or relatives.
- Submit the original and either 8 copies (if a Level 1 promotion) or 16 copies (if a Level 2 Promotion) of the completed application form and current CV to her/his Head of Department/Institute/School. One copy only is required of separate supporting attachments such as books, guides, CDs, etc.

2. Head of Department/Institute/School:

- To draw this document to the attention of all eligible academic staff in their department.
- If requested, discuss the merits and appropriateness of the application for promotion with the staff member.
- Supply a statement that specifically addresses the applicant's merits against the promotion criteria and incorporate comments from a former HoD/I/S if requested by any applicant who has had a recent change in reporting line during the period under review.
- Advise the applicant in general terms of the statement s/he intends forwarding to the College Promotions Committee.
- Make available a copy of the statement if requested by the applicant.
- Advise the PVC immediately of applicants seeking promotion to Associate Professor and forward list of nominated referees to enable early action on obtaining referee reports.
- In the case of a Level 1 Promotion forward the original application plus a copy of the HoD/Hol/HoS statement to Human Resources and forward 8 copies of both documents to the Chair of the College Promotions Committee.
- In the case of a Level 2 Promotion forward the original + 8 copies of the application and HoD/Hol/HoS statement to Human Resources and the other 8 copies of both documents to the Chair of the College Promotions Committee.

3. Pro Vice-Chancellor:

- Call for 'expressions of interest' from academic staff not seeking promotion who are interested in serving on the College Promotion Committee.
- Provide the Director-HR with nominations for membership of the College Promotions Committee for approval by the Vice-Chancellor.
- Request referee reports for applicants seeking promotion to Associate Professor.
- Convene and chair meetings of the College Promotions Committee.
- Instruct members of the Promotions Committee and the Independent Observer on matters of confidentiality and conflicts of interest.

- Prepare a written report for the University Promotions Committee on the procedures and processes followed by the College Promotions Committee and summarise the decisions and recommendations made in respect of Level 1 and Level 2 promotion applications.
- If requested, meet with staff members seeking feedback on unsuccessful applications.