# **Advanced Academic Appointment Procedure**

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## **Purpose**

The purpose of this procedure is to provide criteria and process for an appointment to an advanced academic position with Toi Ohomai Institute of Technology Limited (Toi Ohomai) in recognition of outstanding contribution to research, scholarship, teaching and service.

## **Scope**

This procedure applies to all staff and stakeholders of Toi Ohomai with regard to the appointment to the following positions (the Positions):

* Professor / Ahorangi
* Associate Professor / Ahorangi Tuarua
* Adjunct Professor
* Emeritus Professor
* Visiting Professor
* Honorary Professor

This procedure also sets out:

* the criteria for applicants wishing to apply for one of the Positions
* the procedure for appointment to one of the Positions
* the conditions for using one of the Position titles

## **Definitions**

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| *Advanced Academic Positions* | Refers to positions at the level of Professor, Associate Professor, Adjunct Professor, Emeritus Professor, Visiting Professor or Honorary Professor |
| *Professor* | A title recognising distinguished and acknowledged leadership in one of the disciplines of the Polytechnic. Leadership in this context relates to either Academic, Research and/or Scholarship, Learning and Teaching or Practice Leadership. A Professor will have demonstrated sustained excellence in at least three of these four areas of leadership |
| *Associate Professor* | An academic staff member whose performance and contribution to the Polytechnic has demonstrated excellence in their own discipline beyond that of a principal academic staff member and who demonstrates the potential to achieve to the level required for appointment as professor. |
| *Adjunct Professor* | The title of Adjunct Professor may be confirmed conferred on a distinguished person who is not a member of staff of Toi Ohomai Institute of Technology who:   * Enjoys significant standing in their subject or profession and holds a senior position in their own institution; and * Is prepared to take part in Toi Ohomai Institute of Technology’s research, teaching, or commercial activities; and * Is able to act as an ambassador for Toi Ohomai Institute of Technology within their academic or professional sphere of activity. |
| *Emeritus Professor* | This title may be conferred on a person who is a retired Professor and who has given long and outstanding service to Toi Ohomai Institute of Technology. |
| *Visiting Professor* | This title may be conferred on a visiting scholar who holds a professorship within their own institution, for the duration of their visit only. |
| *Honorary Professor* | This title may be conferred on a distinguished person who is not a member of staff, but who satisfies the criteria in this procedure. The title will normally be awarded for a period of two years; this period may be extended for a further two years at the discretion of the Chief Executive. |

### **Background**

* 1. Professorships and Associate Professorships will be specific positions distinct from academic progression pathways (ASM → SASM → PASM)
  2. Faculty Leaders who wish to establish a position at the level of Professor or Associate Professor in a specific discipline area within their faculty shall, together with the Executive Dean Teaching and Learning, submit a proposal for consideration by the Executive Leadership Team.
  3. Notwithstanding clauses 1.2, if at any time the Chief Executive considers that it is in the interests of Toi Ohomai to make an advanced academic appointment, the Chief Executive may do so after consultation with the Executive Leadership Team.
  4. All appointments to advanced academic positions shall be made by the Chief Executive.
  5. Appointments to Professor and Associate Professor will be made on the recommendation of the Professorial Appointments Committee (the Committee).
  6. All applicants are advised to talk with their line manager and Faculty Leader (if in a Faculty) prior to submitting an application.
  7. Applications must be submitted on the appropriate form and require applicants to provide evidence of excellence across the following four Performance Areas:
* Teaching and Learning Leadership
* Research/Advanced Scholarship Leadership
* Academic and Service Leadership
* Practice Leadership
  1. A full curriculum vitae must accompany all applications.

### **Professorial Appointments Committee**

2.1 The Committee shall comprise the following members:

* Executive Dean – Teaching and Learning
* Head of Research
* Chief Executive
* Executive Director – People Engagement and Capability
* Executive Dean – Academic Development, Innovation and Research
* One academic staff representative
* At least one external Professor or Associate Professor of another institution, with specific knowledge of the discipline, subject to the conditions in the clause below.

2.2 For appointment of Professor, the Committee will have in attendance one professor from another institution, who will be required for their specific knowledge of the applicant’s discipline, and who will comment on applications and nominations, and participate in the Committee’s discussions.

2.3 The Committee will meet at least annually, or as required.

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

2.5 The Committee process will be robust, transparent and ensure consistency.

2.6 The Committee will recommend appointments to the positions of Professor and Associate Professor to the Chief Executive, who shall have responsibility for making these appointments.

### **Procedure for appointment to Professor and Associate Professor positions**

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# 3.1 Appointment as a Professor or Associate Professor will be by application, with a fixed number of appointments made available, as advised, from time to time.

# 3.2 At the direction of the Chief Executive, the Committee will call for applications from staff for promotion to Professor or Associate Professor, specifying the number of positions available and the academic areas where they may be held.

# 3.3 Notice calling for applications shall be given by the Committee at least two months prior to the meeting at which they will be considered.

3.4 Applicants will be required to provide:

3.4.1 An academic portfolio with evidence of excellent performance across the following four Performance Areas:

* + 1. A full curriculum vitae; and
    2. Names and contact details for at least three referees who can attest to the applicant’s performance in at least one of the Performance Areas listed above. At least one of these referees will be external to Toi Ohomai. Referees will be requested to provide confidential references directly to the Committee.

3.5 The closing date for applications will usually be at least two weeks prior to the Committee meeting date, to allow time for the gathering of confidential references.

3.6 The Committee will recommend appointments of Professors and Associate Professors to the Chief Executive.

3.7 The Chief Executive will make appointments to the position of Professor and Associate Professor on the advice of the Committee, when the appropriate criteria are met.

### **Criteria for appointment to position of Professor**

* 1. The appointment of Professor will only be made 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. These procedures are to be interpreted in the light of this overarching requirement.
  2. 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 Performance Area categories listed above over a period of at least seven years. Performance in the fourth category must be at least satisfactory.
  3. Applicants will also normally be expected to have held the position of Associate Professor for at least two years.

### **Criteria for appointment to position of Associate Professor**

* 1. An appointment of Associate Professor will normally be expected to hold a doctoral qualification and to provide evidence of **excellent** performance in at least **two** of the four Performance Areas, specifically, Teaching and Learning Leadership and Research/Advanced Scholarship Leadership, for a period of at least five years.
  2. Applicants will also normally be expected to have held the position of Principal Academic Staff Member for at least two years.
  3. Before submission of an application, applicants for promotion to Associate Professor will be expected to identify with the Executive Dean – Teaching and Learning and their Faculty Leader, any faculty and institutional responsibilities appropriate to the position of Associate Professor which the candidate will assume if successful.

### **Criteria for appointment to position of Adjunct Professor**

* 1. Adjunct Professorships may be confirmed for individuals who may already hold, or have held a professorial level position elsewhere and meet the criteria for appointment as a Professor or Associate Professor, but who are not employees of Toi Ohomai.
  2. Adjunct Professor roles may also be conferred on individuals who would generally have practised in a profession or discipline with distinction and who possess special skills of value to Toi Ohomai.
  3. Candidates for appointment as an Adjunct Professor must:
     1. Enjoy significant standing in their subject or profession and normally hold a senior position in their own institution.
     2. Be prepared to take part in Toi Ohomai’s research, teaching, or commercial activities.
     3. Be able to act as an ambassador for Toi Ohomai within their academic or professional sphere of activity.
  4. They may be appointed at either Associate or Full Professor level on a contract for service or for a specified project or period or have an ongoing strong association with the institute in other ways.
  5. All Adjunct Professor appointments will be made by the Chief Executive in consultation with members of the Executive Leadership Team.
  6. Nominations may be sent to the Chief Executive by any member of the Leadership Team and should include:
     1. a full curriculum vitae of the nominee;
     2. a completed Adjunct Appointments Proposal form showing that the criteria for appointment has been met, prepared by the nominee;
     3. a statement from the nominating staff member indicating the nature of the work which the nominee would be undertaking.
  7. The Chief Executive will notify nominees of the outcome of the decision and will inform the Toi Ohomai Council of appointments at the next meeting of Council.
  8. Adjunct Professor appointments will normally be for a period of two years, although this time period can be extended for a further two years following review.
  9. Adjunct Professors will not be entitled to an honorarium; no remuneration or funding is attached to the role.
  10. The duties of the Adjunct Professor will be agreed annually with the relevant member of the Toi Ohomai Executive Leadership Team.

### **Criteria for appointment to position of Emeritus Professor**

7.1 The Council may, after consultation with the Committee, confer the title Professor Emeritus on a retiring Professor who has given long and outstanding service to Toi Ohomai.

### **Criteria for appointment to position of Visiting Professor**

* 1. In most cases visiting academics will be referred to as Visiting Scholars while at Toi Ohomai, however the Chief Executive may, on the advice of the Faculty Leader and Executive Dean Teaching and Learning, confer the title of Visiting Professor on an individual who carries the status of Professor or Associate Professor at another tertiary institution that is recognised by Toi Ohomai.

### **Criteria for appointment to position of Honorary Professor**

* 1. Applicants for appointment as an Honorary Professor must:
     1. Enjoy significant standing in their subject or profession, and normally hold a senior position in their own institution
     2. Be prepared to take part in Toi Ohomai’s research, teaching, or commercial activities
     3. Be able to act as an ambassador for Toi Ohomai within their academic or professional sphere of activity.

* 1. Conditions for appointment as an Honorary Professor:
     1. The title of Honorary Professor may only be conferred on individuals who are not members of staff of Toi Ohomai.
     2. Honorary Professorships are normally awarded for a period of two years, although this time period can be extended for a further two years following review.
     3. Honorary Professors will not be entitled to an honorarium; no remuneration or funding is attached to the role.
     4. The duties of an Honorary Professor will be agreed annually.
  2. The appointment process for an Honorary Professor:
     1. Appointments will be made by the Chief Executive, usually in consultation with members of the Executive Leadership team.
     2. Nominations may be sent to the Chief Executive by any member of the Leadership Team.
     3. Nominations must include a full curriculum vitae and a completed Honorary Appointments Proposal form showing that the criteria for appointment have been met, prepared by the nominee, and a statement from the nominating Leadership Team member indicating the nature of the work which the appointee would be undertaking.
     4. The Chief Executive will notify nominees of the outcome and will inform the Toi Ohomai Council of appointments at the next meeting of Council.

### **Use of Advanced Academic Titles**

* 1. Following appointment, Professors, Associate Professors and Adjunct Professors may use the title conferred on all Toi Ohomai documentation and communications.
  2. Staff previously holding a professorial position at another educational institution do not have the automatic right to continue using the title at Toi Ohomai unless they have been appointed to a Toi Ohomai professorial position.
  3. Staff who have been conferred with the title Professor Emeritus by a previous institution may use that title, as long as the name of the institution that conferred that title is made clear in all correspondence.

### **Appeals**

* 1. Applicants may appeal if the decision is manifestly inconsistent with the evidence provided, and there is a failure in procedure, or the failure in process is so substantial that it is considered it smay have affected the decision.
  2. There is no right of appeal against non-appointment to a professorial position solely on the grounds of the judgement exercised by Toi Ohomai.

### **12 Appeals Committee**

12.1 The Appeal Committee shall comprise three senior staff as appointed by the Chief Executive, of whom one shall be a member of the professoriate at Toi Ohomai.

12.2 In addition, the Chief Executive may appoint a senior academic adviser external to Toi Ohomai to be a member of the Appeal Committee.

12.3 At least one member of the Committee that originally evaluated the application will contribute to Appeal Committee deliberations.

### **13. Appeal Procedures**

13.1 Applications for appeal must be submitted to the Chair of the Committee no later than five working days after the applicant has been advised in writing that their application has been unsuccessful.

13.2 The Chair of the Committee will advise the Chief Executive of the appeal and the Chief Executive will convene the Appeal Committee.

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

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

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

13.6 The Appeal Committee shall consider the appeal no later than 14 days after the closing date for applications to appeal.

13.7 The applicant will usually be expected to appear in person at the appeal hearing.

13.8 The Appeal Committee shall decide whether to recommend upholding, reviewing or overriding the decision of the Committee.

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

13.10 The decision of the Appeal Committee shall be final.

13.11 The proceedings of the Appeal Committee shall be confidential and privileged.

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# **LINKS TO POLICY AND FORMS**

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| POLICY: Advanced Academic Appointment (TBC) |
| Related forms  TBC |

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# **DOCUMENT CONTROL**

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| Responsibility: | TBA |
| First point of contact: | TBA |
| Approved: |  |
| Review due: |  |