



FAQs

(Frequently Asked Questions)

For: All staff

Date: 22 August 2018

We have created this tool to answer any frequently asked questions you may have relating to the Renewal Plan.

You can contact the renewalplan@unitec.ac.nz mailbox for further information.

Our operating model

How quickly will the proposed changes happen?

All staff have had the opportunity to attend the Renewal Plan briefings and we have sought feedback on the plan. We are consulting on the key proposed changes to the academic portfolios now and individual staff change proposals will come out during September. It is proposed that some programmes will start to cease from the end of 2018.

How will we retain key institutional knowledge?

The selection process will be key to ensuring that we keep our institutional knowledge. There will be no voluntary redundancy. We will propose a selection process as part of our change proposals (which we will be seeking feedback from you on) to ensure that we retain 'the people with best fit for role'.

When can we expect 'stability'?

Our environment is never truly stable but we anticipate by mid-2019, we will have completed the majority of change proposals. There will be future changes with the ITP Roadmap work also.

Our academic portfolios

What criteria is being used to determine which programmes are being 'taught out'?

The proposal for which programmes may be affected is the result of much work in collaboration with staff. Predominantly we have used three criteria– strategic relevance, financial sustainability, and educational performance to inform the proposed course rationalisation.

Can we see the documentation to support the analysis on programmes?

We have attached an example of the decision matrix. Each Dean/Head of Practice Pathway can provide the specific programme information and has a presentation which will be available to you.

When will a decision on programmes be shared?

We announced the proposed academic rationalisation changes on 16 August 2018. We are planning to consider all feedback and be able to confirm programmes by the last week in August.

Which programmes are affected?

- (BA) Bach Arts
- (BIC) Bach Communication (Language studies)
- (GLANG) Short Courses in International Languages
- (NZCE2) NZCert English Language L2
- (NZCE3) NZCert English Language L3 – some parts
- (NZCE4) NZCert English Language L4 – some parts
- (BIC) Bach Communication
- (MIC) Master International Communication
- (DCOMP) Doctor of Computing
- (BPSA) Bach Performing & Screen Arts – some parts
- (DCMUS) Dip Contemporary Music
- (MDES) Master Design
- (BASHB) Bach Applied Science/Human Bio (Osteopathy)
- (BHSD) Bach Health Social Development
- (BSPT) Bachelor of Sport
- (MOST) Master of Osteopathy
- (MAP) Master Applied Practice (Generic)
- (MED) Master Education
- (MEDM) Master Educational Leadership & Management
- (PHD) Doctor of Philosophy
- Graduate Diploma of Event Communication
- Post Graduate Diploma in International Communication

Please note: CIE Network to be confirmed soon due to size and complexity of programme portfolio

I have been advised in a meeting that my programme is being 'taught out' – does that mean I have been formally disestablished?

No. At this stage, we are seeking feedback on the proposed changes to the academic portfolios and programmes. Once this is complete and we have been able to consider this feedback, we will confirm the final decision on which programmes are intended to be taught out. At that stage, we will be working on drafting change proposal documents. We will be working with affected staff closely as we need to retain sufficient resource to the end of the affected programmes to maintain consistency for our students. We will be working on various options with affected staff that may mean reduced FTE and possibly redundancy if we have too many staff. This may be on a staged basis as the teach out reduces the student numbers. There may be attrition over this period and redundancy will be our last resort. If your role is formally disestablished, then you would be given notice as per your employment agreement.

Who do I speak to for specific questions relating to my pathway/network programmes?

You should speak with your Academic Leader, Head of Practice Pathway, or Dean in the first instance. Alternatively, you can contact renewalplan@unitec.ac.nz.

Can we please consider appointing an International Director who will have oversight of both International and Pacific as a great fit to best support the institution and ensure areas of responsibility and gaps are covered?

We are considering this at the moment.

Would it be an option to save significant dollars by pausing the new Professional Development system of 'badging'?

We agree that this is a busy time, however the `badging` is important to demonstrate our commitment in the teacher capability space. It also provides evidence for the EER review. Badging is an efficient approach because it enables teachers to use their current and future practice as their professional development as well as being a simple way to recognise existing capability.

How many Academic Leader type roles are you proposing to have in the new academic leadership structure? E.g. what would be the ratio?

This is currently being worked on. We will be advising the proposed structure in due course once more analysis and consultation has occurred with the relevant groups.

Which parts of the BPSA (Bach Performing & Screen Arts) you will be looking at discontinuing?

The breadth of the BPSA offering is not expected to be reduced. However, the costs of delivering the screen discipline are being looked at which could result in reduced academic FTE and reduced allied staff associated with screen delivery.

Questions specific to casual and fixed-term contracts

I am currently on a casual contract – how will I be impacted by the Renewal Plan?

If there are any changes to any hours you are working you will be informed by your line manager.

I am currently on a fixed-term contract – how will I be impacted by the Renewal Plan?

You will be advised if there any changes to your end date, and will be given notice as outlined in your employment agreement.

Contractors

Do you have a target to reduce contractor numbers?

Yes, this will be reviewed as part of the Renewal Plan.

Redundancy

If my position is disestablished will I have an opportunity to be redeployed?

Yes, if there are vacant roles, there may be opportunity for redeployment if you have the skills and attributes for a particular role.

If I am in a pathway where I am not directly affected but there are others that are being proposed to be redundant, could I offer to take redundancy if they were able to teach available programmes across the pathway?

No. There is no voluntary redundancy. We are currently designing the change process and how roles will be selected. A proposal will come out and seek feedback in this regard.

If my position is proposed to be disestablished and I want to know what my redundancy package may be, who do I contact?

Once individual change proposals are in progress or out for feedback and your position is proposed to be disestablished you can then seek an estimate of what your severance would likely be if your role was confirmed redundant. You can contact human.resources@unitec.ac.nz and an estimate can be provided.

If there is a reduction of positions in my area and I am unsuccessful in obtaining one of the newly created positions – when do I leave and will I get redundancy?

If an employee's role is disestablished and they are not successful in obtaining another position at Unitec, they would be given notice as per their employment agreement. Redundancy (if any) would be paid according to their employment agreement.

How do I know if I am eligible for a redundancy payment?

You can check this in your employment agreement. If you have any questions you can contact the HR Services team in the first instance.

I have two positions at Unitec. One of my positions is being disestablished – does this affect my other position?

No.

I have been advised that my position may be made redundant, what can I expect to happen from here?

This will be set out in the change proposal.

What is the earliest that employment will end if positions are disestablished?

This will depend on the closure of the programme or how long your services would be required. For the academic positions, some programmes will be completed this year and some will be taught out over the next few years. For support roles, your last day will depend on how long your services are required. You will be given notice as per your employment agreement.

Our students

Are we planning on sending any formal communications out to our students?

Yes. Communications were sent out on Thursday 16 August and the Interim Chief Executive and Student President will be holding briefing sessions at Mt Albert and Waitakere over the next few weeks.

What do I tell my students about the Renewal Plan at Unitec if they ask me questions?

Answer to the best of your knowledge. It is important that our students are well supported and focused on their studies. If you have any further questions you are unable to answer you can email renewalplan@unitec.ac.nz or direct these to your Head of Practice Pathway or Dean.

Workload of existing staff

Are academic staff still expected to continue with their research outputs during this time?

For staff who are teaching degree level and above on a permanent contract or fixed term contract of 12+months , there will be a requirement to continue with research outputs.

Applying for opportunities

Can I apply for other positions at Unitec even if my position was made redundant?

Yes. If you are successful in attaining another position, you will not be eligible for a redundancy payment.

I have decided to consider other opportunities, can I get help with my CV and interview help?

Yes. You can contact the recruitment team who are happy to assist you.

How do I apply for a new position and when will positions be advertised?

You can view open vacancies on our [Careers Page](#).

If I am given notice that I am being made redundant, or I decide to leave Unitec, can I request and receive an employment reference?

We will provide you with a Certificate of Employment. If you would like a verbal reference you can ask your Line Manager if they are happy to be contacted.

If my role has been confirmed redundant, can I leave early if I find a new job?

Yes, you can resign at any time but you may risk forfeiting your redundancy payment. It is important that our students remain well supported during this change.

Change Proposals

Do I need to submit feedback if there is only a proposed minor change to my position?

We encourage feedback from all staff potentially impacted by a proposal. This is vital for a successful change process, so that the best structure is put in place.

Who can share the change proposal with?

You can seek independent advice should you wish to do so. You can talk to family, friends, your Union (if applicable) or professionals who can help you.

EER

What happens to the preparation work for EER?

We need to keep continued focus on the important aspects of EER.

Senior Leadership

Why have we paused recruitment for the Chief Financial Officer?

Given the current financial situation and uncertainty around the ITP roadmap, we thought it prudent to wait to recruit this role.

We have moved from eight ELT (Executive Leadership Team) members to four. Is there a plan to recruit for the four positions in the near future?

No, given the current situation, we are trying to minimise the cost and we will assess ideal sizing for the ELT next year. The ITP roadmap could affect the decisions we need to make around ELT.

Our staff

Am I able to take leave during this period of change?

Yes, we encourage you to apply for leave in the usual manner via PeopleSoft.

Who will inform absent staff of the changes?

If you are on leave and potentially affected by change, your line manager will contact you.

Feedback and recommendations

What is the best way to provide feedback?

Email your feedback and any ideas to renewalplan@unitec.ac.nz.

Will there be opportunity to share feedback/speak with Commissioner Murray Strong?

Murray will be right across this change and we will be sharing Q&A's with him.

Available support

What support is available to staff during this time?

We acknowledge the impact this period of change and uncertainty may have and remind you that confidential support and assistance is available through our Employee Assistance Programme (EAP). All access to EAP is fully funded by Unitec. To access practical assistance on issues that may be impacting you or affecting your wellbeing, please contact 0800 327 669 or visit www.eapservices.co.nz

I am concerned about the wellbeing of a colleague – what should I do?

There are a number of support mechanisms at Unitec. It is important to encourage them to talk to their Manager or contact EAP. You can also chat to your HR Business Partner to determine which options may be suitable for your colleague. We also have Glenda Grant, our Conciliator on site to assist staff and students.

Our financials

When can we expect a return to surplus?

We are hoping to have a positive balance sheet by 2020.

What about offering staff a voluntary salary reduction towards a contribution to the deficit. It might not be popular at all and times are financially tough for a lot of people but if people are ready to donate \$50 a fortnight, a month, a year towards the deficit, it might allow us to save some of the jobs and/or programmes?

We are considering all ideas such as the one above.

What about asking the teaching staff to donate a few hours every three month to run free introductory classes open to the public on their subject of expertise. That'll be a great marketing exercise and not require any additional cost to Unitec. That might lead to increased interest and potential future enrolment from the community.

We like this idea too.