



memo

To: Heads of Schools **Date:** 31 July 2023

CC: Human Resources
SAAP Committee

From: Prof Martin Carroll
Chair, Senior Academic Appointments and Promotions Committee

Subject: PROMOTION TO SENIOR LECTURER AND ASSOCIATE PROFESSOR PROCESS 2023

Number of pages 3

Tēnā Koutou

This memo is to advise you of the formal process for nomination/application for promotion to Senior Lecturer (PASM Grade) and Associate Professor in 2023. Please circulate this to the academic staff in your School as soon as you are able.

The policy on Senior Academic Appointments and Promotions (SAAP, version 8) is now available on [The Nest](#).

The key policy changes are as follows:

- Subject to the rigorous SAAP Panel process, the Regional Co-leads will be the final decision makers.
- The SAAP Panel's Membership has been updated.
- Please note that the timeline for 2023 has been truncated, owing to accommodating Tāraia Te Anamata change process. We ask that you ensure applicants within your school are fully aware of the key dates.

Note the following:

- If you are applying for promotion, your application will be evaluated against the Characteristics of Senior Lecturer / Pūkenga Matua or Associate Professor / Ahorangi Tuarua positions, depending on for which you apply, the details for which are in the policy. Your application will not be evaluated against your existing Position Description, which relates to your current academic role or job.
- In the application process, the SAAP Nomination Form asks the Head of School to indicate whether they support the application, support it with reservations, or do not support it. Heads are invited to provide comments explaining their choice. This becomes visible to the Applicant, who submits it (Heads of School do not submit the form directly).

In the context of this policy, the process for the 2023 senior academic promotions round is as follows:

1. Members of the SAAP committee will be shared on The Nest once confirmed.
2. The SAAP Process Flowchart is a useful reference and located on The Nest on the Policies and Procedures page.
3. Applicants are expected to discuss their intention to apply with their manager as part of their ADEP or regular performance and career-related conversations.
4. Applicants need to confirm their intention to apply by completing the SAAP Nomination Form, obtaining input from their Head of School, and emailing to saap@unitec.ac.nz by **29th August 2023**.
5. Managers are to support the applicant in developing their ePortfolio.
6. Applicants are highly encouraged to attend SAAP workshops if they are considering applying.

When and Where?

Online – August 14th 2.00pm – 3.30pm - [Click here to join the meeting](#)

Online – August 16th 2.00pm – 3.30pm- [Click here to join the meeting](#)

Who is facilitating?

Chris King – Director, Schools and Performance

Jocelyn Williams – Manager, Te Puna Ako

James Oldfield – Digital Learning Manager

Maureen Perkins – Academic Adviser

Katrina Elliott – HR Business Partner

Marcus Williams – Director Research and Enterprise

What is covered?

Part One

SAAP HR process

Importance and place of research in Senior Lecturer/Associate Professor

Clarification around advanced practice as opposed to research for non-degree teaching applicants

Examples of evidence for excellence in teaching

Q&A

Part Two

How to build the application portfolio

7. Only ePortfolio applications will be accepted. Recommended platforms include MyPortfolio or Wordpress. The ePortfolio requirements can be found on The Nest; requirements for word length and limits on pages and graphics must be observed. Also, visit the [SAAP Moodle Page](#).
8. Applicants' verified publication records must be up to date in Unitec's Research Output Management System (ROMS).
9. The deadline for applications is **Tuesday 19th September 2023**. Applicants are required to send the link to their ePortfolio, to saap@unitec.ac.nz along with the completed SAAP Nomination Form and SAAP Application Checklist.

10. Applicants need to complete the SAAP Referee Form (electronically) found on The Nest, by **Tuesday 8th September 2023**. Please note:
 - The minimum number and type of referees is specified in the policy, so please check carefully. Applications that do not meet these requirements will not be accepted.
 - An accurate current email contact for each referee is essential.
 - Applicants must notify their referees to expect an email. Referees will be sent one email only and will not be followed up if they have not responded.
 - Referee's reports will be requested and collated by the SAAP Executive Officer. Referees will be required to complete their reports by **Friday 19th September 2023**.
11. In the case of applications for Associate Professor, the Committee may also seek advice from a senior discipline expert external to Unitec.
12. The SAAP Committee will meet in October to review all applications. Applicants may be interviewed at the panel's discretion.
13. The SAAP Committee makes its recommendation for promotion to the Regional Co-leads. All applicants will be advised of the outcome of their applications within 10 days of the Regional Co-lead's decisions, which will be by the end of November at the latest.

Links List on The Nest:

[Senior Academic Staff Appointments and Promotion Policy](#)

[SAAP Process Flowchart](#)

[SAAP Nomination Form](#)

[SAAP ePortfolio Requirements](#)

[SAAP Referee Form](#)

[SAAP Moodle page](#)