

Senior Academic Staff Appointments and Promotions (SAAP)

Portfolio Requirements

SAAP applications must be in the form of a digital portfolio (Portfolio).
In creating your Portfolio, follow these requirements:

1. Platform:
 - a. The platform for Portfolios is Microsoft Word.
 - b. Mahara is no longer used for SAAP purposes.
2. Writing genre/standard:
 - a. Portfolios need to be reflective rather than merely descriptive. Te Puna Ako facilitates workshops ("Reflective Writing", and "Portfolio for Promotion") you may find helpful. Contact Judith King in TPA for details: jking@unitec.ac.nz
 - b. The Portfolio needs to be a comprehensive story in its own right. Links to other documents are for evidentiary purposes and may or may not be scrutinised in depth by the assessors.
 - c. The evidence you provide should clearly reflect who you are as a kaiako, how you have grown in your role over the years and include references to how you intend to keep growing as a kaiako. The more senior the role, the more you also need to demonstrate your leadership and leadership potential.
3. Length:
 - a. The limit is 7,000 words. One minute of video/audio is equivalent to 200 words.
4. Content:
 - a. Ensure your evidence is current. It should be from the previous three years for promotion to Senior Lecturer, the previous five years for Associate Professor, and the previous seven years for Professor.
 - b. Your Portfolio must include a ROMS Report (easily downloaded from ROMS; Portfolio workshops will cover this).
 - c. Your Portfolio must include Student Course Survey results for the past 2-3 years, from the institutional survey if available, or SGID (Small Group Instructional Diagnosis) reports or other course evaluations that have been completed. Should you intend to include SGID results or peer evaluations, we recommend that you obtain these EARLY. You can organise SGID reports through your [Te Puna Ako Liaison](#).
 - d. Keep a limit of 50 images/tables/charts for the whole Portfolio. Remember that you are expected to comment on images and explain their relevance to your application.
 - e. Less is best. Cross-reference evidence, if necessary, to avoid repetition (hint: use hyperlinks). Use bullet points where relevant to avoid long paragraphs.
 - f. Portfolios can be written in English or te reo Māori.

5. Navigability:
 - a. All relevant information should be included or linked in the document, or uploaded via the submission link.
 - b. Follow the structure of the portfolio template and make use of the included heading styles.
6. Useful links on Moodle can be found [here](#).

NOTE: Candidates may be disadvantaged if their Portfolios are difficult to follow.

The [SAAP Policy](#) is available on The Nest.