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ACADEMIC PROBATION (POLICY and PROCEDURE)

Section	People and Organisation Development		
Approval Date	18.05.2009	Approved by	Directorate
Next Review	28.02.2018	Responsibility	People and Organisation Development (POD) Manager
This review	10.04.2017	Key Evaluation Question	6

PURPOSE

To ensure NMIT's probation requirements for both tenured and limited-tenured Academic Staff Members (ASMs) are fair and equitable, clear and within the provisions of the NMIT Academic Staff Collective Employment Agreement.

DEFINITIONS

ASM	Academic Staff Member employed in a teaching or non-teaching academic position. The term ASM includes academic staff members, senior academic staff members (SASM) and principal academic staff members (PASM). Tutor is a generic term which can refer to academic staff members. <i>REFER STAFF APPOINTMENTS</i>
Equivalence	The NMIT minimum teaching qualification which can be decided by the Chief Executive on a case-by-case basis
Recognition of Academic Credit	The process through which previous relevant experience and qualifications can be officially recognised. Recognition of Academic Credit for the individual CTLT courses can be approved by the provider of the teaching qualification (currently Ara).

SCOPE

All tenured and limited-tenured ASMs.

(**Except:** limited-tenured ASMs in relieving positions, and;
part-time ASMs.)

RESPONSIBILITY

Head of Department (HoD)	<ul style="list-style-type: none">• Explain the <i>Probation Requirements</i> to the employee and to initiate the <i>Probation Forms</i>.• Complete and record in writing three formal reviews with the employee during the probation period.• Approve satisfactory completion of <i>Probation Requirements</i> and confirm the appointment.
Ara Institute of Canterbury (as the provider of the teaching qualification)	Approve (if appropriate) Recognition of Academic Credit applications for individual CTLT courses
CE	Can grant and approve equivalence on a case-by-case basis
HoD in consultation with POD Manager	When considering probation requirements the options available are to extend, terminate or confirm the appointment.

POLICY

PROBATION PERIOD

Upon initial appointment, both tenured ASMs and limited-tenured ASMs shall be placed on up to 12 months' probation, unless a shorter probation period is approved - refer *Variation to Probation*

PROBATION REQUIREMENTS

Unless a "Variation to Probation" is approved, ASMs on probation shall:

- Not start beyond salary step 8 of an ASM Employment Agreement and not be eligible for annual grade increments under that agreement.
- Have a maximum teaching load of 0.8.
- Use up to three weeks of discretionary leave for tutor training
- Use up to five days of professional development time for tutor training.

ASMs shall, by the end of the probation period:

- Demonstrate up-to-date subject knowledge
- Create positive working relationships with the team
- Comply with job description requirements
- Successfully complete, or gain by Recognition of Academic Credit, 30 credits of the Ara Certificate in Tertiary Learning and Teaching (Level 5) comprising:
 - Learning and Teaching 1* (10 Credits); and
 - two other level 5 courses (each 10 credits)
 - total 30 credits.

VARIATION TO PROBATION

For ASMs appointed at salary step 8 and who hold an adult teaching qualification at least equivalent to the Ara Certificate in Tertiary Learning and Teaching (Level 5), the probation period may be reduced by up to nine months.

ASMs may be appointed beyond salary step 8 and have a probation period of a minimum of three months, where the employee has:

- completed at least four years full-time teaching service at other Tertiary institutes (in NZ or overseas) immediately prior to appointment at NMIT, and;
- been on a salary range beyond step 8 at those tertiary institutes, and;
- hold a Master's degree or a higher qualification, and;
- hold an adult teaching qualification at least equivalent to the Ara Certificate in Tertiary Learning & Teaching (Level 5).

The maximum teaching load of 0.8 only applies until the end of probation even if the probation period is less than 12 months.

EXPECTATIONS BEYOND PROBATION FOR ASMs

By the end of the second year of appointment, ASMs are **expected** to have successfully completed, or gained by Recognition of Academic Credit, the remaining three courses in the Ara Certificate in Tertiary Learning and Teaching (Level 5) programme - i.e. to have gained 60 credits and be granted the full qualification.

PROGRESSION

To progress from salary step 8 to step 9 in the ASM Employment Agreement ASMs **must have** successfully completed the full Ara Certificate in Tertiary Learning & Teaching (Level 5) qualification (or equivalent).

REVIEW OF PROBATION REQUIREMENTS

Three formal reviews are to be scheduled in advance at approximately equal intervals during the probation period. The agreed requirements of probation along with the expectations of the manager and Employee and the performance of the Employee during the probation period should be considered. A written record of each review will be retained on the Employee's personal file with a copy to the Employee. The review record must include actions to be taken to address any unsatisfactory performance and the possible outcomes if performance standards are not achieved; for example, that appointment may not be confirmed.

REFERENCES

INTERNAL

NMIT Academic Staff Collective Employment Agreement, especially sections 3.2.3 and 7.2
Professional Development Application Process
Staff Appointments procedure

EXTERNAL

Ara Certificate in Tertiary Learning & Teaching (Level 5) Programme Regulations