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ACADEMIC EMPLOYEE PROGRESSION

Section	People and Organisation Development		
Approval Date	08.01.2014	Approved by	Executive Team
Next Review	14.09.2023	Responsibility	Executive Director: Ōritetanga, People, Culture and Learner Services
This review	14.09.2021	Key Evaluation Question	6

PURPOSE

To build a culture of purposeful inquiry into teaching practices and support staff engagement in change and quality improvement. Career progression, appraisals and other forms of recognition are all key components for developing this culture. NMIT positively acknowledges academic employee achievement by providing professional career advancement through a clear progression pathway within and between Academic Grades.

SCOPE

- All academic employees holding permanent full-time or proportional appointments. It does not apply to academic employees on a fixed term appointment or contractors or volunteers.
- All academic employees belonging to a collective employment agreement (CEA) or an individual employment agreement (IEA) in which case the relevant agreement will take precedent.
- These procedures apply to progression within and between academic grades and associated salary movements.
- These procedures do not apply to tutorial or institute-wide salary increases and increases negotiated within employment agreements.

DEFINITIONS

Academic Grades	There are three (academic) grades referred to with increasing seniority: ASM, SASM and PASM.
Academic steps	There are 11 academic salary steps within the ASM grade. There are no steps within the SASM and PASM grades.
AMC	Agreement Monitoring Committee (as described in the Collective Employment Agreement).
ASM	Academic Staff Member
Career progression	Movement to a more senior academic grade.

CE	Chief Executive
CEA	Collective Employment Agreement
Market allowance	This is a payment negotiated in recognition of industry experience and/or skills shortage.
NZCATT	New Zealand Certificate in Adult and Tertiary Teaching (Level 5)
PASM	Principal Academic Staff Member
POD	People and Organisation Development
Progression panel	<p>The panel is made up of equal numbers of not less than two each of Management Team representatives and two non-management team members. The members will include at least two of the following:</p> <p>POD Manager as Convener</p> <p>Directorate member</p> <p>A PASM (who is not themselves applying for progression)</p> <p>A SASM (who is not themselves applying for progression)</p> <p>A TEU observer will be present but will not be a voting member of the panel.</p>
Salary progression	Movement to a higher salary within an academic grade.
SASM	Senior Academic Staff Member

RESPONSIBILITIES

AMC	<ul style="list-style-type: none"> Monitor the implementation of provisions of the NMIT Academic Staff Members Collective Employment Agreement.
Academic Progression Panel	<ul style="list-style-type: none"> Consider applications from the academic progression round in accordance with the terms of reference described in Appendix 1, for making recommendations to the CE on promotion to PASM and salary progression within PASM, and for deciding all other career and salary progressions arising from the progression round.

Chief Executive	<ul style="list-style-type: none"> Review and approve recommendations for promotion to PASM and salary progression within PASM of the Academic Progression Panel.
Curriculum Manager	<ul style="list-style-type: none"> Review and approve, through the performance appraisal process, standard increments within the ASM grade Supporting staff in their application and preparation.
POD Manager	<ul style="list-style-type: none"> Panel Convener Organising the annual progression round and notifying academic staff

The decisions of the panel and Chief Executive are final. Appeals are only on the basis of process to ensure that the requirements of natural justice are met and shall be made to the CE within fourteen days of notification.

PROGRESSION WITHIN THE ACADEMIC STAFF MEMBER GRADE

MOVEMENT FROM SALARY STEP 8 TO SALARY STEP 9

This clarifies the description in the team member's employment agreement:

CONDITIONS

In order for a team member to progress to salary step 9 they will need to have completed:

- the equivalent of twelve months' full-time service on salary step 8 of the ASM grade;
- probation requirements;
- the agreed professional development plan for the previous twelve months;
- NZCATT or recognised equivalent;
- verification through the performance appraisal process will establish the ASM characteristics are met.

PROCEDURE

- The POD Manager will advise Curriculum Managers and Managers each year of those team members who will complete the equivalent of twelve months' full-time on salary step 8 during the following year.
- At least four weeks before ASMs complete the equivalent of twelve months' full-time on salary step 8 Curriculum Managers shall ensure a review is carried out and that the performance appraisal is completed.
- The Curriculum Managers will advise the ASM in writing of the outcome of the review.
- The Curriculum Managers will forward the completed recommendation/approval to the POD team in time for any salary increase to be paid to the team member on completion of twelve months on salary step 8.

MOVEMENT OTHER THAN FROM SALARY STEP 8 TO SALARY STEP 9

As described in the employee's employment agreement.

CAREER PROGRESSION: ASM -> SASM; OR SASM -> PASM

Career progression is as described in the relevant employment agreement.

Guidelines to assist employees to apply for career progression to SASM or PASM will be determined by the Agreement Monitoring Committee each year. They will be published on the POD Intranet page, and publicised to employees.

This procedure applies to base salary and is not affected by market allowances.

SALARY PROGRESSION: WITHIN ASM, SASM OR PASM

Salary progression is as described in the relevant employment agreement.

Guidelines to assist employees to apply for salary progression within the ASM, SASM or PASM salary ranges will be determined by the Agreement Monitoring Committee each year. They will be published on the POD Intranet page and publicised to employees.

REFERENCES

INTERNAL

The following documents are available for NMIT staff through the NMIT intranet (POD page):

- Relevant Employment Agreement
- Career Progression Guidelines
- Factors characterising ASMs, SASMs and PASMs
- ASM Job Description
- SASM Job Description
- PASM Job Description
- Application Form A – ASMs applying for Salary Progression
- Application Form B – SASMs applying for Salary Progression
- Application Form C – PASMs applying for Salary Progression
- Application Form D – ASMs applying for Career progression to SASM
- Application Form E – SASMs applying for Career progression to PASM