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ACADEMIC PROBATION (POLICY and PROCEDURE)

Section	People and Organisation Development		
Approval Date	08.05.2018	Approved by	Directorate
Next Review	23.04.2021	Responsibility	People and Organisation Development (POD) Manager
This review	23.04.2018	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. REFER Staff Appointments
CTLT	The Certificate in Tertiary Learning and Teaching (Level 5) expired in 2017 and was replaced by the New Zealand Certificate in Adult and Tertiary Teaching (Level 5) and the New Zealand Certificate in Adult Literacy and Numeracy Education (Level 5).
Equivalence	The NMIT minimum teaching qualification which can be decided by the Chief Executive on a case-by-case basis.
Limited tenured	a.k.a. Fixed term
NZCATT	New Zealand Certificate in Adult and Tertiary Teaching (Level 5) - 60 credits
NZCALNE	New Zealand Certificate in Adult Literacy and Numeracy Education (Level 5) - 40 credits
Recognition of Academic Credit	The process through which previous relevant experience and qualifications can be officially recognised. Recognition of Academic Credit for the individual NZCATT/NZCALNE courses can be approved by the provider of the teaching qualification (TANZ eCampus).

Tenured	a.k.a. Permanent
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SCOPE

All tenured and limited-tenured ASMs.

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

RESPONSIBILITY

Ara Institute of Canterbury	Programme developer
CE	Can grant and approve equivalence on a case-by-case basis.
Head of Department (HoD)	<ul style="list-style-type: none"> Explain the Probation Requirements to the employee and to initiate the Probation Forms. Complete and record in writing three formal reviews with the employee during the probation period. Approve satisfactory completion of Probation Requirements and confirm the appointment.
HoD in consultation with POD Manager	When considering probation requirements the options available are to extend, terminate or confirm the appointment.
TANZ eCampus (as the provider of the teaching qualification)	Approve (if appropriate) Recognition of Academic Credit applications for individual courses of the NZCATT (Level 5) and the NZCALNE(Level 5).

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 FTE.
- 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, a minimum of 30 credits of the NZCATT (Level 5) and/or the NZCALNE (Level 5), from the following courses:
 - NZCATT/NZCALNE: **Learner Centred Practice** (20 Credits);
Learner Centred Practice is the pre-requisite for the other courses and **must** be completed first
 - Plus **ONE** other level 5 course from the following:

NZCATT: **Teaching Approaches for Learner Success** (10 credits)
 Assessment and Moderation (15 credits)
 Perspectives on Teaching and Learning (15 credits);

OR
NZCALNE: **Embedding Literacy and Numeracy** (20 credits)

Minimum total of 30 credits.

VARIATION TO PROBATION

For ASMs appointed at salary step 8 and who hold an adult teaching qualification at least equivalent to the former Ara CTLT (Level 5), or current NZCATT (Level 5), with the optional NZCALNE (Level 5) as an addition, 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 New Zealand 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 former Ara CTLT (Level 5), or current NZCATT (Level 5), with the optional NZCALNE (Level 5) as an addition.

The maximum teaching load of 0.8 FTE 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 courses in the NZCATT (Level 5) programme - i.e. to have gained all 60 credits and be granted the full qualification. The completion of the NZCALNE (Level 5) is optional, but highly recommended for tutors teaching at Level 1 to 3.

PROGRESSION

To progress from salary step 8 to step 9 in the ASM Employment Agreement ASMs **must have** successfully completed the NZCATT (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 – [SnapHire Manager Guide](#)

EXTERNAL

TANZ eCampus:

[New Zealand Certificate in Adult and Tertiary Teaching \(Level 5\)](#)

[New Zealand Certificate in Adult Literacy and Numeracy Education \(Level 5\)](#)