



Review
Continuation of Professors

HR Policy
Policy

This document outlines the procedures to be followed for new permanent professor academic staff appointments where an initial contract of employment is reviewed under the terms of the “New Permanent Appointments” provisions of the Academic Staff Collective Agreement (ASCA).

The following provisions of the *Continuation* HR policy apply to the Continuation of Professors.

- Introduction
- Objective
- Timing
- Outcome
- Research and Study Leave and Continuation
- Professorial Staff
- Fixed Term Contracts
- Previous Employee
- Monitoring
- Appeal
- Excerpts from the Academic Staff CEC.

The following provisions of the *Continuation* HR policy **do not** apply to the Continuation of Professors, and these are covered below:

- Criteria and Standards
- Approval Process.

Criteria and Standards

New academic staff must ensure that they clearly understand the achievements expected of them in terms of teaching, research and service, from the start of their career with the University, by discussing these requirements with their HOD. The following will be taken into account when considering the Continuation of a staff member:

Departmental Expectations/Criteria

The University is committed to annual performance reviews of academic staff (the APR process). The Departmental Expectations/Criteria developed for the APR process will be the same criteria to be used as a base for measuring career development for the purposes of Continuation.

University Standards and Criteria

The “*Academic Grade of Professor – Standards and Criteria*” HR Policy defines University wide standards of performance expected of academic staff above the level of Lecturer. The requirements of the staff member’s contract of employment will also be taken into account.

Academic Training and Development

The University provides a range of training and development programmes in teaching and research. The University requires all staff engaged after 1 February 2001 who supervise post graduate students to complete the CPD course on Post Graduate Supervision. This course should be completed during the initial four year term of employment, but in any case must be completed prior to supervising graduate students.

Procedure

Those Professorial staff who are appointed on a tenuous contract of employment will be considered for Continuation under the following provisions.

Director of HR	Advises Vice Chancellor of Professorial staff to be considered for Continuation after three years of the ‘initial term’. With the approval of the Vice Chancellor, advises the Professorial staff member and the Dean of the forthcoming consideration for Continuation
Professor	Completes the “ <i>Application for Continuation – Professors</i> ” HR form. Forwards form to Dean.
Dean	Consults with such appropriate persons as he sees fit; may consult with the

	applicant; then completes the “ <i>Dean’s Report – Professor Continuation</i> ” HR form. Forwards Application and Dean’s Report to Vice Chancellor.
Vice Chancellor	Considers the Application and Dean’s Report. The Vice Chancellor may consult other appropriate persons as he/she sees fit, including a member or members of the UASC.
Vice Chancellor	Either: approves continuation or: seeks external referee advice, prior to further consideration of continuation or: defers continuation (see below) or: declines continuation (see below)

Approval

Where the Vice Chancellor approves Continuation, the Vice Chancellor will advise the Professorial staff member in writing of the decision.

Deferral

Where the Vice Chancellor is forming the view that Continuation should be deferred, the Vice Chancellor will discuss this view with the Dean. The Dean will then:

- advise the staff member that deferral of Continuation is being considered and that the Dean wishes to discuss the matter with the staff member before this decision is made
- advise the staff member that they may be accompanied by an employee representative
- meet the staff member with another person present
- provide a copy of this guideline to the staff member
- explain the reasons why Continuation may be deferred
- provide the staff member with an opportunity to present any explanation or information that ought to be considered by the University
- ensure that the Dean and the Vice Chancellor consider carefully any explanation or information prior to deciding on whether Continuation should be approved, deferred or declined
- where deferral is still considered, this option will be discussed by the Dean with the staff member.

If the staff member declines deferral of continuation, the Vice Chancellor will proceed to consider either approving or declining the application.

If the staff member accepts deferral of continuation, the staff member must appreciate that Continuation must not be assumed and that they must take steps to ensure that Continuation is warranted when it is next considered. The Vice Chancellor will confirm this decision and agreement to the staff member in writing.

Decline

Where the Vice Chancellor is forming the view that Continuation should not be approved, the Vice Chancellor will discuss this view with the Dean. The Dean will then:

- advise the staff member that Continuation may not be approved, and that the Dean wishes to discuss the matter with the staff member before this decision is made
- advise the staff member that they may be accompanied by an employee representative
- meet the staff member with the Director of HR or other person present
- provide a copy of this policy to the staff member
- explain the reasons why Continuation may not be approved
- provide the staff member with an opportunity to present any explanation or information that ought to be considered by the University.

The Vice Chancellor and Dean will then consider carefully any explanation or information prior to deciding on whether Continuation should be approved, deferred or declined.

Where the approval is not considered appropriate on the evidence, there should have been earlier advice to the staff member about her/his shortcomings and the staff member should have been given an opportunity to improve. Where this has not been the case, deferral may be considered in conjunction with the staff member. Where the staff member does not accept a deferral, the Vice Chancellor will proceed to decide between approving or declining Continuation. The Vice Chancellor will inform the staff member of the decision.

The application and all related information and correspondence will be forwarded to the Director of HR for filing on the staff member’s personal file.

Approved: Vice Chancellor