

ACADEMIC PROBATION

Section	Human Resources		
Approval Date	06.12.2010	Approved by	Directorate
Next Review	June 2011	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	4

PURPOSE

To ensure both tenured and non-tenured ASMs' probationary requirements are fair and equitable, clear and within the provisions of the Nelson Marlborough Institute of Technology (NMIT) Academic Staff Collective Employment Agreement.

DEFINITIONS

Allied, ASM, Tutorial:	Staff members are classified as <i>Allied</i> or <i>Tutorial</i> as determined by Human Resources - refer <i>Staff Appointments</i> . <i>ASM</i> (academic staff member) is a traditional term, used in some employment agreements, to denote a salary grade and is sometimes as a generic term for teaching staff.
CPIT	Christchurch Polytechnic Institute of Technology
Equivalence*	<i>Equivalence</i> with the full NMIT Certificate in Adult Teaching programme may be granted for the purposes of meeting <i>Probation Requirements</i> and progression through the ASM salary scale. The requirements for <i>equivalence</i> are set out in the Programme Regulations.
Head of School	The Manager of a teaching Unit (School) within NMIT.
Part time	Untenured positions paid on an hourly rate
Programme Leader	A person with delegated responsibility from the Head of School for co-ordinating delivery of programmes.
Recognition of Academic Credit	Recognition of relevant experience and qualifications as academic credit for courses through either Cross Credit or Recognition of Prior Learning (RPL) procedures - refer to: <i>Recognition of Academic Credit</i> .

SCOPE

All tenured and non-tenured ASMs except non-tenured ASMs in relieving positions and Part Time ASMs.

RESPONSIBILITY

Heads of School and/or Programme Leaders , are responsible for ensuring completion of ASM probationary requirements.

This includes the need to:

- Explain to a staff member the *Probation Requirements* and to initiate the *Probation Forms*.
- Complete and record in writing three formal reviews with the staff member during the probation period
- Approve satisfactory completion of *Probation Requirements* and confirm the appointment except that *equivalence** with the full Certificate in Adult Teaching (CAT) programme and *Recognition of Academic Credit* for individual CAT courses shall be approved by the Central Academic Committee on the recommendation of the Co-ordinator for the CAT programme – consistent with the process to approve any other course or programme completion.

Where probation requirements are not met, the *Head of School* should consult with the Human Resources Team Leader. The options available are to extend, terminate or confirm the appointment. Any extension to the term of probation shall be approved jointly by the *Head of School* and the Human Resources Team Leader.

POLICY

PROBATION PERIOD

That upon initial appointment, both tenured ASMs and non-tenured ASMs shall be placed on up to twelve months' probation, unless a shorter probation period is approved - refer *Variation to Probation*

PROBATION REQUIREMENTS

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, three courses in the Certificate in Adult Teaching (CAT) - the Foundation Course (15 credits) and two of five Core Courses (each 7.5 credits) – total 30 credits.

or

- Successfully complete, or gain by Recognition of Academic Credit, three courses in the CPIT Certificate in Tertiary Learning and Teaching (Level 5), the Course Learning and Teaching 1 (10 Credits) and two other level 5 courses (each 10 credits) – total 30 credits.

Unless a “Variation of Agreement” 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 target of 0.8 of the expected teaching load once appointment is confirmed.
- Use up to 3 weeks of discretionary leave for tutor training
- Use up to 5 days of professional development time for tutor training.

VARIATION TO PROBATION

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

ASMs may be appointed beyond salary step 8 and with a probation period of at least three months, where the staff member has:

- completed at least 4 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,
- a Masters degree or a higher qualification; and,
- an adult teaching qualification at least equivalent* to the CPIT Certificate in Tertiary Learning and Teaching (Level 5) or the NMIT Certificate in Adult Teaching.

The maximum target of 0.8 of the required teaching load only applies to the end of probation even if the probation period is less than twelve months.

EXPECTATIONS AND REQUIREMENT BEYOND PROBATION FOR CAT

By the end of the second year of appointment, ASMs are expected to have successfully completed, or gained by *Recognition of Academic Credit*, three further courses in the CPIT Certificate in Tertiary Learning and Teaching (Level 5) programme - i.e. three courses in addition to those required to meet probation requirements.

Within three years of appointment, ASMs are expected to have successfully completed the full CPIT Certificate in Tertiary Learning and Teaching (Level 5) programme (or *equivalent**) or gained, by *Recognition of Academic Credit*, courses toward the programme.

ASMs are required to have successfully completed the full CPIT Certificate in Tertiary Learning and Teaching (Level 5) programme (or *equivalent**) to progress from salary step 8 to step 9 in the ASM Employment Agreement

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 staff member and the performance of the staff member during the probation period should be considered. A written record of each review will be retained on the staff member's personal file with a copy to the staff member. 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.

APPENDIX

ASM Probation Form (Word version available in Human Resources Intranet Site)

REFERENCES

INTERNAL

Recognition of Academic Credit

Nelson Marlborough Institute of Technology Academic Staff Collective Employment Agreement, especially sections 7.5 and 3.6.

Professional Development Application Process

Certificate in Adult Teaching Programme Regulations

EXTERNAL

CPIT Certificate in Tertiary Learning and Teaching (Level 5) Programme Regulations

ASM PROBATION FORM

1. At appointment (completed by HR Team)			
ASM Name:		School:	
Date of appointment:		Probation to be completed by:	
			<i>to HOS</i>

2. Immediately after appointment (signed by HOS)			
• Staff induction completed	HOS _____	Date	__ / __ / __
• Staff training plan developed	HOS _____	Date	__ / __ / __
..... (ASM signature)			
			<i>to HR Team</i>

3. 3 Month Probation Review (completed by HOS)	
• Performance	
• Training plan progress	
Recommendation	
• Probation to be continued	<input type="checkbox"/>
• Employment to be confirmed	<input type="checkbox"/>
HOS (signature)	Date __ / __ / __
ASM (signature)	
<i>to HR Team</i>	

4. 6 Month Probation Review or earlier if all probation requirements are met (completed HOS)	
<ul style="list-style-type: none"> Performance 	
<ul style="list-style-type: none"> Training plan progress 	
Recommendation	
<ul style="list-style-type: none"> Probation to be continued 	<input type="checkbox"/>
<ul style="list-style-type: none"> Employment to be confirmed 	<input type="checkbox"/>
HOS (signature)	Date __/__/__
ASM (signature)	
to HR Team	

5. 12 Month Probation Review or earlier if probation requirements are met (completed by HOS)	
<ul style="list-style-type: none"> Performance 	
<ul style="list-style-type: none"> Training plan progress 	
<ul style="list-style-type: none"> Successfully complete, or gain by Recognition of Academic Credit, three courses in the Certificate in Adult Teaching (CAT) - the Foundation Course (15 credits) and two of five Core Courses (each 7.5 credits) – total 30 credits. <p>Or</p> <ul style="list-style-type: none"> Successfully complete, or gain by Recognition of Academic Credit, three courses in the CPIT Certificate in Tertiary Learning and Teaching (Level 5), the Course Learning and Teaching 1 (10 Credits) and two other level 5 courses (each 10 credits) – total 30 credits. 	
Recommendation	
<ul style="list-style-type: none"> Employment to be confirmed 	<input type="checkbox"/>
<ul style="list-style-type: none"> Meeting with Head of School to discuss non confirmation 	<input type="checkbox"/>
HOS (signature)	Date __/__/__
ASM (signature)	

HR Team confirmation letter sent	Date __/__/__
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