

NMIT ACADEMIC PROGRESSION PROCEDURE

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	People and Culture		
Approval Date	11.08.2026	Sponsor	People and Wellbeing Manager
Next Review	01.01.2029	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.07.2026	People and Wellbeing Manager	New

Te Pūtaki | Purpose

This procedure describes the process for administering, assessing, approving and implementing academic career and salary progression at NMIT in accordance with the [NMIT Academic Progression Policy](#) and applicable employment agreements.

The scope and principles stated in the Policy apply to these Procedures.

Tirohanga Whānui | Overview

NMIT conducts processes that enable academic staff to

- progress to more senior positions through Career Progression, or
- be acknowledged and rewarded for their performance through Salary Progression.

Eligibility requirements and progression criteria are determined by the [TEU Kaimahi Collective Agreement](#) and are implemented for NMIT staff through guidance, processes and supporting documentation maintained by People and Wellbeing.

Ngā Hātepe | Procedure

Progression Cycle

NMIT will provide academic kaimahi with regular progression opportunities. The timing and frequency of progression processes will be determined by NMIT having regard to organisational requirements, available funding and applicable employment agreement provisions.

People and Wellbeing will communicate application opportunities, requirements and timeframes to academic staff.

Application Submission

Applicants must submit their application in writing within the specified timeframes, using the approved NMIT process and forms.

Applications should include the information specified within NMIT progression guidance materials. Incomplete applications may not be considered for progression.

Assessment and Verification

Applications will be assessed against the applicable progression requirements and criteria contained within the [TEU Kaimahi Collective Agreement](#), by a panel established for this purpose.

Assessment of applications may include:

- verification of employment information
- review of supporting evidence
- manager input
- other information relevant to the application

Applicants are responsible for presenting a complete application and demonstrating how they meet the applicable progression criteria. Applications will be assessed on the information submitted by the published closing date.

To ensure fairness and consistency for all applicants, additional evidence, clarification or amendments to applications will not normally be sought or accepted following submission.

People and Wellbeing will develop and maintain guidance, tools and assessment processes to support the consistent application of progression requirements.

Recommendations and Approval

People and Wellbeing will coordinate the assessment process and submit progression recommendations for consideration by the Chief Executive Officer.

The Chief Executive Officer will consider recommendations and approve progression outcomes in accordance with the Academic Progression Policy.

Communication and Implementation

The panel convenor with assistances from People and Wellbeing will notify applicants of the outcome of their application.

All applicants will receive feedback on the outcome of their application.

Where an application is unsuccessful, feedback will identify areas for further growth and development.

Approved salary and career progression changes will be implemented in accordance with approved effective dates and applicable employment agreement provisions.

Monitoring

The Agreement Monitoring Committee will monitor implementation of academic progression processes in accordance with the responsibilities specified in the applicable collective agreement.

Guidance Documents

Supporting documents are maintained by People and Wellbeing and may be updated from time to time to support implementation of this procedure.

Supporting guidance for kaimahi may include:

- Academic Progression Application forms
- Application guidance
- Application examples
- ASM, SASM and PASM job descriptions
- Factors characterising ASMs, SASMs and PASMs
- FAQs

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

[NMIT Academic Progression Policy](#)

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT [Kaimahi Hub - Forms and Guides](#) Salary Progression

[TEU Kaimahi Collective Agreement](#) - refer *Section 3.3 Salary Progression, Schedule A. Agreement Monitoring Committee* and *Schedule C Factors Characterising ASMs, SASMs and PASMs*