**APPENDIX 1**

**Application for Appointment as Associate Professor or Professor**

An application for appointment as Professor or Associate Professor shall be a portfolio comprising one (1) digital document:

* A narrative description of how the applicant meets the criteria; and
* Appendices of supporting evidence that are organised, numbered and clearly linked to the narrative description.

The narrative description shall:

* Identify whether the applicant is seeking an appointment to the position of Professor or Associate Professor.
* Be not more than four thousand (4000) words, structured appropriately with headings to include the following content.
* Include the applicant’s name and contact details, work history and qualifications.
* Include a three hundred (300) word overview of the applicant’s reputation for academic leadership of the highest order.
* Describe, with reference to evidence, how the applicant demonstrates both excellence and leadership in Teaching, in Research and in the other domain/s referred to in Clause 2.2 of the Professorial Appointments Policy. The same evidence may be used to demonstrate excellence and/or leadership in more than one (1) domain.
* Provide the names, positions, and contact details of three (3) referees who have agreed to be contacted by Otago Polytechnic Ltd in relation to the application and who are people with established reputations within each relevant domain.

The appendices shall:

* Comprise only evidence of how the applicant meets the criteria. Examples below.

**Examples of Evidence of Reputation, Excellence and Leadership**

|  |  |  |
| --- | --- | --- |
| **Reputation** | **Excellence** | **Leadership** |
| * Prizes/awards
* Invitations
* Appointments
* Other recognition of work.
 | * Indices and citations
* Impact
* Reviews
* Publications
* External grant success
* Learner success and feedback.
 | * Chairing/convening roles
* Editorial roles
* Team or project leadership
* Contributions to the development of individuals or organisations
* Organisational feedback e.g., 360 Degree.
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Include the endorsement required by Clause 2.4 of the [Professorial Appointments Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/professorial-appointments/).

* May include up to three (3) letters of support that directly address the criteria and provide evidence substantiating their professional opinion.

The applicant shall provide a copy of their application to each nominated referee at the same time as submission to People and Culture.

The application including a link to the digital portfolio shall be submitted by email to: [**PeopleAndCulture@op.ac.nz**](file:///C%3A%5CUsers%5CJOfee%5CDownloads%5CPeopleAndCulture%40op.ac.nz)