**Appendix 2:**

**Application for Promotion from Associate Professor to Professor.**

This application form is for use in relation to [Salary Review and Promotion Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/salary-review-and-promotion/) and the [Professorial Appointments Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/professorial-appointments/).

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
|  | |
| **Substantive Position** |  |
| **College or Service Area** |  |
|  | |
| **Last Promotion Date** |  |
|  | |
| **Summary** (Changes since appointment as Associate Professor) | |
| **Achievements since promotion** | |
| **Development Goals for the future** | |

**Three (3) Referees** who have agreed to be contacted by Otago Polytechnic Limited (the Professional Applications Committee will contact referees directly, please do not include letters).

**Referee 1:**

|  |  |
| --- | --- |
| Name |  |
| Affiliation |  |
| Position |  |
| Country |  |
| Email |  |
| Phone Number |  |

**Referee 2:**

|  |  |
| --- | --- |
| Name |  |
| Affiliation |  |
| Position |  |
| Country |  |
| Email |  |
| Phone Number |  |

**Referee 3:**

|  |  |
| --- | --- |
| Name |  |
| Affiliation |  |
| Position |  |
| Country |  |
| Email |  |
| Phone Number |  |

**Referral Documents**

* [Salary Review and Promotion](https://online.op.ac.nz/about-us/governance-and-management/policy-library/salary-review-and-promotion/) Policy
* [Professorial Appointments](https://online.op.ac.nz/about-us/governance-and-management/policy-library/professorial-appointments/) Policy

**Endorsed by:**

Head of College or Manukura Ara Auahataka │Deputy Chief Executive

or

Tumu Whakarae │ Chief Executive:

**Name:**

**Signature:** **Date:**

The application shall be submitted by email to: **PeopleAndCulture@op.ac.nz**

**Applicant Signature:**  **Date:**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Office Use Only:* ***People and Culture***

* *Terms and conditions agreed*
* *Payroll if required*