**APPENDIX 4**

# Profile and Expectations for Professors and Associate Professors

**Overview**

Professors and Associate Professors provide academic leadership of the highest order by maintaining excellence and leadership in teaching, in research, and in one or more of the following domains: kaupapa Māori; community development; profession, vocation or industry contribution; service provision; or innovation and transformation.

Professors and Associate Professors have an established reputation amongst their colleagues locally, nationally and internationally for their excellence and leadership.

Professors and Associate Professors use their leadership and expertise as an educator and/or researcher to make a significant contribution to a better world, personally and collectively, and support others to do so also.

Professors and Associate Professors may achieve and maintain the expectations of a professor through work undertaken individually and/or jointly with others.

While the expectations are the same, Professors are expected to fulfil them at a higher level than Associate Professors.

The expectations for each Professor and Associate Professor are in Sections 1, 2 and 9 and at least one of Sections 3 to 8 below.

1. **TEACHING / AKO – Key Accountabilities – Kā kaweka take**

The Professor or Associate Professor:

* Demonstrates sustained excellence in their research-informed teaching practice, effectively using a variety of learning techniques;
* Provides consistent support for colleagues at Otago Polytechnic to strengthen their own teaching practice; and
* Provides leadership in developing and delivering learning and assessment opportunities for diverse learning contexts, which enhance ākonga achievement and meet the diverse needs of ākonga.

1. **RESEARCH / RAKAHAU – Key Accountabilities – Kā kaweka take**

The Professor or Associate Professor:

* Regularly produces high quality research outputs that demonstrate expertise as evidenced by their internationally recognised research profile (a “B” grading in the PBRF assessment process will be evidence of recognition at the appropriate level, but is not the exclusive measure);
* Provides consistent support for colleagues at Otago Polytechnic to become more research-active and increase the quality of their research; and
* Provides leadership in research both through collaborative research and through their significant contributions to the research environment at and beyond Otago Polytechnic.

1. **KAUPAPA MĀORI – Key Accountabilities – Kā kaweka take**

The Professor or Associate Professor:

* Is instrumental in the implementation and observation of Kaupapa Māori at Otago Polytechnic
* Demonstrates leadership in Kaupapa Māori; and
* Contributes to the advancement of Kaupapa Māori nationally.

1. **PROFESSION, VOCATION, OR INDUSTRY CONTRIBUTION – Key Accountabilities –** **Kā kaweka take**

The Professor or Associate Professor:

* Provides significant benefits for a profession or industry connected closely with their discipline area;
* Contributes formal or informal leadership to their profession or industry; and
* Maintains a strong network of relevant connections and develops partnerships and collaborations beneficial for kaimahi and/or ākonga at Otago Polytechnic and further afield.

1. **SECTOR LEADERSHIP– Key Accountabilities – Kā kaweka take**

The Professor or Associate Professor:

* Provides leadership towards the general development and effective operation of their Department, Otago Polytechnic, which may not be a formal role, e.g. developing a new initiative or managing a project;
* May undertake key leadership and policymaking roles at Otago Polytechnic/ Te Pūkenga, e.g. the chairing of academic committees and teams, programme leadership; and
* Contributes sector leadership beyond Otago Polytechnic in relevant spheres of influence.

1. **COMMUNITY DEVELOPMENT – Key Accountabilities – Kā kaweka take**

The Professor or Associate Professor:

* Provides significant benefits for a geographical community or community of interest using their research expertise;
* Contributes formal or informal leadership to one or more of their communities; and
* Maintains a strong network of relevant connections and develops partnerships and collaborations beneficial for kaimahi and/or ākonga at Otago Polytechnic and further afield.

1. **SERVICE PROVISION – Key Accountabilities –** **Kā kaweka take**

The Professor or Associate Professor:

* Provides significant service to one or more community groups, using their expertise as an educator and/or researcher;
* Contributes formal or informal leadership to community groups; and
* Maintains a strong network of relevant connections and develops partnerships and collaborations beneficial for kaimahi and/or ākonga at Otago Polytechnic and further afield.

1. **INNOVATION AND TRANSFORMATION – Key Accountabilities –** **Kā kaweka take**

The Professor or Associate Professor:

* Makes a significant contribution towards a step change to address a major social, environmental or technological issue, using their expertise as an educator and/or researcher;
* Contributes formal or informal change leadership in New Zealand and/or internationally;
* Maintains a strong network of relevant connections and develops partnerships and collaborations beneficial for kaimahi and/or ākonga at Otago Polytechnic and further afield.

1. **GENERAL RESPONSIBILITIES – Key Accountabilities – Kā kaweka take**

In addition to the above, the Professor or Associate Professor demonstrates sustained excellence in all the following expectations:

**9.1** **Quality Outcomes**

Practice always within the quality standards of the Polytechnic’s policies and procedures and maintaining professional standards.

**9.2** **Teamwork**

Act in a collegial manner and participate in Department and Otago Polytechnic events.

* Providing leadership and make an active contribution to the improvement of the direction and operation of their teaching team and Department, including participation in Committee/project teams and attendance at meetings and functions
* Providing leadership and make an active contribution with respect to Department processes, e.g. assessment committees, admissions/ākonga selection processes
* Contributing to Department publications (newsletters, handbooks etc) and promotion and marketing activities
* Being respectful and professional in dealings with other kaimahi
* Providing open and honest feedback when requested, both to individuals and on organisational processes or issues
* Lead, guide and support others with respect to the development of their teaching practice.

**9.3** **Administration**

Take responsibility to ensure administrative processes are completed in a timely fashion and with least effort.

* Completing administrative requirements in relation to reporting ākonga attendances and assessments in own ākonga groups in a timely and accurate manner
* Planning for own workload, personal and professional development and performance reviews
* Meeting legislative requirements
* Examining regularly own work practices to ensure personal effectiveness and efficiency
* Lead and guide others in developing effective work practices.

**9.4** **Health and Safety**

Ensure that all practicable steps are taken to ensure safety and the safety of others in the workplace on or off campus and comply with all Health and Safety legislation, guidelines and policies.

* Observing safe work practices, rules and instructions relating to work and study, and pro-active in hazard management
* Ensuring that activities, or failure to take action, do not cause harm to oneself or other person/s
* Maintaining current knowledge of the use of safety equipment
* Being proactive in the reporting of unsafe conditions or equipment, and of incidents.

**9.5 Professional Development**

* Develop and regularly update (at least yearly) personal and professional development plan, in conjunction with programme manager/coordinator/HOC.
* Actively pursue own professional and personal development with a view to:
* Maintaining currency in subject area(s)
* Developing further expertise in subject area(s)
* Enhancing teaching effectiveness
* Enhancing personal effectiveness.
* Undertake training as required to meet legislative requirements and specific Polytechnic kaimahi requirements e.g. Health and Safety training
* Initiate and respond to feedback from ākonga and peers using institutional feedback processes
* Seek and use available resources to improve teaching effectiveness.

**9.6** **Ethical Behaviour**

* Practice in a non-racist, non-sexist and ethical way, working within the provisions of the Human Rights Act with regard to,and being sensitive to ākonga and colleagues with special needs.

**PERSON SPECIFICATION**

A Professor is expected to have:

**1.** ***Knowledge and Experience***

* Extensive and current knowledge of specialist subject areas;
* Recent and relevant experience in the trade/profession/vocation/industry;
* Extensive teaching experience at an advanced level; and
* Have a portfolio with appropriate evidence of quality and impact.

**2.** ***Qualifications***

* Doctoral qualifications in specialist subject area; and
* A teaching qualification at Level 7 or above.

**3.** ***Skills and Attributes***

* Able to meet the key accountabilities
* Ākonga focused

Please also refer to the [Professorial Appointments Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/professorial-appointments/).