

APPOINTMENT TO SUPERNUMERARY ACADEMIC POSITIONS POLICY

Section	People & Organisational Development
Contact	HR Advisor
Last Review	October 2007
Next Review	November 2009
Approval	

Purpose:

To provide limited-tenure employment opportunities for prospective career academics in employee categories which are considered by the University to be under-represented in the University's academic workforce, e.g. women, Maori, Pacific Islander, and people with disabilities. Such employment will enable individuals to complete post-graduate qualifications and gain experience working in an academic role, creating opportunities for those individuals to develop an academic career.

During such engagements the employee may seek career opportunities by applying for appropriate vacant positions within the University.

Policy:

The University shall, from time to time, appoint to limited-tenure supernumerary positions at the Lecturer, Assistant Lecturer or Graduate Assistant levels, persons in employee categories that are considered by the University to be under-represented in the University's workforce. This may include women, Maori, Pacific Islander, and people with disabilities.

Academic departments, schools and institutes are able to establish supernumerary positions from within their budgets. Additional University funds (up to 50 percent of the employee's salary), which are managed centrally by the Human Resources Section, may be provided as required upon application by the Pro Vice-Chancellor to the Director-Human Resources. Funding through the central supernumerary budget is limited.

Departments (or equivalent) should identify promising post-graduate students who meet the employee under-representation criteria, and/or may advertise such opportunities within the department (or equivalent) in order to attract suitable interest.

Procedure:

Heads of Department (or equivalent) will provide the following information in an application for establishing a supernumerary position to their Pro Vice-Chancellor. This should include:

1. Academic record of candidate
2. Current curriculum vitae of candidate
3. Plan of academic study / qualification to be completed
4. Proposed job profile
5. Plan for mentoring support

Approval Process:

1. Application is prepared by Head of Department (or equivalent) and sent to Pro Vice-Chancellor.
2. Pro Vice-Chancellor provides a supporting memorandum to the Director – Human Resources.
3. Director – Human Resources obtains approval from the Vice-Chancellor.



Audience:

Pro Vice-Chancellors
Heads of Schools/Institutes/Departments

Relevant legislation:

State Sector Act 1988 and Amendments
Employment Relations Act 2000
Human Rights Act 1983

Legal compliance:

Part VIIA (Personnel Provisions in Relation to the Education Service) of the State Sector Act 1998, requires (S77A. General principles) that (I) every employer in the Education service shall operate a personnel policy that complies with the principle of being a good employer, which ... (II) requires:

- (d) Recognition of
 - o The aims and aspirations of the Maori people; and
 - o The employment requirements of the Maori people; and
 - o The need for greater involvement of the Maori people in the Education service; and
- (e) Opportunities for the enhancement of the abilities of individual employees; and
- (f) Recognition of the aims and aspirations, and the cultural differences, of ethnic or minority groups; and
- (g) Recognition of the employment requirements of women; and
- (h) Recognition of the employment requirements of persons with disabilities.

Related procedures / documents:

[Equal Employment Opportunities Policy](#)

Document Management Control:

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