

APPOINTMENT TO SUPERNUMERARY ACADEMIC POSITIONS POLICY

Section	People and Culture
Contact	People and Culture
Last Review	July 2025
Next Review	July 2030
Approval	SLT 19/12/210

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 in the relevant school or institute, e.g. women, Māori, Pacific Islander, and people with disabilities. Such employment will enable individuals to:

- complete postgraduate qualifications at Massey University and gain experience working in a fixed-term academic role, creating opportunities for those individuals to develop an academic career.
- secure early career academic experience after completing a doctoral degree, through a fixed-term academic appointment.

During such engagements the employee may seek career opportunities by applying for appropriate vacant positions within the University. In this event, any central salary subsidy shall cease.

Policy:

The University shall, from time to time, appoint to limited-tenure supernumerary positions at the Lecturer, Assistant Lecturer or Graduate Assistant levels, people in employee categories that are considered by the University to be under-represented in the University's workforce in the relevant school or institute. This may include women, Māori, 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, may be provided within available central funding, upon application by the relevant Pro Vice-Chancellor to the Executive Director, People & Culture. Funding through the central supernumerary budget is limited.

Academic Departments should identify promising Massey postgraduate students who meet the employee under-representation criteria, and/or may advertise such opportunities within the department in order to attract suitable interest.

Appointments will normally be for up to three (3) years except for Graduate Assistantships appointments will be for one (1) to three (3) years depending on the study to be undertaken i.e. pursuit of a Bachelor Honours degree would be up to one (1) year; Master's degree up to two (2) years; PhD degree up to three (3) years.

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 for approval.
2. If a request for funding from the central budget is to be made, Pro Vice-Chancellor provides a supporting memorandum and requests for approval from the central budget holder, Executive Director, People & Culture.

Audience:

Pro Vice Chancellors

Heads of Schools/Institutes/Departments

Relevant legislation:

Public Service Act (2020) and Amendments

Education and Training Act (2020)

Employment Relations Act 2000

Human Rights Act 1983

Legal compliance:

Part 3 (People working in public service) of the Public Service Act (2020), requires in s73(1)(a) that every employer in the Public Service must "operate *an employment policy that complies with the principle of being a good employer*", which ... requires:

[Excerpt from s73(3)]:

- d) recognition of -
- (i) the aims and aspirations of the Māori people; and
 - (ii) the employment requirements of the Māori people; and

- (iii) the need for greater involvement of the Māori people in the Public Service; and
- e) opportunities for the enhancement of the abilities of individual employees; and
- f) recognition of the aims and aspirations and employment requirements, 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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