

APPOINTMENT TO SUPERNUMERARY ACADEMIC POSITIONS POLICY

Section	People and Culture
Contact	People and Culture
Last Review	June 2019
Next Review	June 2024
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, Maori, Pacific Islander, and people with disabilities. Such employment will enable individuals to:

- (a) complete post-graduate qualifications at Massey University and gain experience working in a fixed-term academic role, creating opportunities for those individuals to develop an academic career.
- (b) 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, persons 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, 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, may be provided within available central funding, upon application by the relevant Pro Vice-Chancellor to the Deputy Vice-Chancellor (People and Culture). Funding through the central supernumerary budget is limited.

Academic Departments should identify promising Massey post-graduate 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 that 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; Masters 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 request for approval to the Deputy Vice-Chancellor (People and Culture).

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 7A (Personnel provisions in relation to the education service) of the State Sector Act 1998, requires in S77A (General principles) that (1) every employer in the education service must operate a personnel policy that complies with the principle of being a good employer, which ... (2) requires:

[Excerpt from S2]:

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