

## APPOINTMENT TO SUPERNUMERARY ACADEMIC POSITIONS POLICY

<b>Section</b>	People & Organisational Development
<b>Contact</b>	People & Organisational Development
<b>Last Review</b>	April 2014
<b>Next Review</b>	April 2017
<b>Approval</b>	SLT 14/04/87

### 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 at Massey University 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, may be provided as required upon application by the Pro Vice-Chancellor to the Assistant Vice-Chancellor (People and Organisational Development). Funding through the central supernumerary budget is limited.

Departments (or equivalent) should identify promising Massey 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.

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.
2. Pro Vice-Chancellor provides a supporting memorandum and request for approval to the Assistant Vice-Chancellor (People and Organisational Development).

**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
  - The aims and aspirations of the Maori people; and
  - The employment requirements of the Maori people; and
  - 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:**

Prepared by: Manager Remuneration and Reporting  
Authorised by: AVC, People & Organisational Development  
Approved by: SLT 14/04/87  
Date issued: 31 October 2003  
Last review: April 2014  
Next review: April 2017