

Many thanks,
Vinay Shah
Accountant

Wellpark College of Natural Therapies Limited
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Create Date:9/07/2008 4:19:24p.m.

Sender:"Lesley Edgeley-Page" <xxxxxx.xxxxxxxxxxxxx@xxxx.xxxx.xx>

Sent_To:Principal1 <xxxxxxxxx@xxxxxxxx.xx.xx>

Sent_CC:

Sent_BC:

Subject:Re: Staff for Degree - Wellpark

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Dear Phillip

Thank you for your email and I did enjoy being back at Wellpark. Thank you for looking after us so well.

In terms of a level playing field, I can't really comment on another provider, except to assure you that all degree applications have to meet the same criteria. Many first degree providers take some time to build up the qualifications of the staff, but NZQA watches it through the monitoring process. NZQA also has procedures for the withdrawal of approval and accreditation if providers do not maintain degree standards.

The panel was well aware that it is difficult to find staff with higher level qualifications which focus on naturopathy and/or herbal medicine as well. For this reason you will note that the requirement that the panel set you was to "provide a staffing plan for the positions required (with qualifications and full -time and part-time indicated), with position descriptions for each of the key roles." (You should indicate which positions are already filled). (I still have to tidy the words a little). The key words are 'staffing plan' and 'position descriptions' and the aim of the requirement is really to ensure that Wellpark is aware of what staffing will be needed and that it has a plan that will identify the positions and then how Wellpark will attract the appropriate people (or assist people to upgrade to fill the position). That would be par of the plan.

I hope this helps.

In regard to Hans' qualifications, he has a masters degree in science, a certificate in naturopathy and three post-graduate qualifications in herbal medicine - very well qualified.

Kind regards

Lesley

>>> "Principal1" <xxxxxxxxxx@xxxxxxxx.xx.xx> 4/07/2008 9:29 a.m. >>>
Dear Lesley,

Thank you for the panel visit last week and the direction that the panel pointed the College into. We do believe we are moving in the right direction and certainly take on board the panel's desire to see staff with high qualifications and research (and publishing) experience. I do have a query however. The New Zealand College of Massage has a Bachelor's degree. This is, as I understand, a purely in-house degree with no links to external institutions at all. Their staff profiles (see <http://www.massagecollege.co.nz/>) show little evidence of higher qualifications and/or publishing. The question I would ask is around a level playing field for the approval of degrees. I have no problem with the instructions that we received from the panel. I believe that this is the right way to go in terms of raising the bar, but I do question that some may be judged and approved at different standards.

There is another small issues related to this in that Hans, who I have the greatest respect for, appears only to have a Bachelor's level qualification, but heads a whole department at the university. However, I do not question Hans's right to sit on the panel, or his judgements in terms of staffing - they are sound, but it appears that there is no consistency in the process and I am simply feeding this back to you. The real difficulty is in locating staff with requisite qualifications who are also naturopaths and herbalists. We will be looking overseas, as they do not exist in New Zealand, and this involves considerable time, effort, money and the bureaucracy of the immigration service. However, we have achieved this in the past and will be doing so again in regards to this degree, that the College and its governing body is committed to.

We will keep you informed.

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Phillip Cottingham ND BHSc. Grad.Dip. (Herbal Medicine)

Principal

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Create Date:5/08/2008 3:14:11p.m.

Sender:"Lesley Edgeley-Page" <xxxxxx.xxxxxxxxxxxxx@xxxx.xxxx.xx>

Sent_To:Principal1 <xxxxxxxx@xxxxxxxx.xx.xx>

Sent_CC:

Sent_BC:

Subject:Re: Degree Panel Report

Hi Philip

Sorry for taking a while to respond to you. I've been totally swamped. The Wellpark panel report is with the panel members for their approval. Thursday 7 August is their deadline, so hopefully, if I get all responses by then, I should be able to get it out to you on Thursday.

Kind regards

Lesley

>>> "Principal1" <xxxxxxxx@xxxxxxxx.xx.xx> 22/07/2008 11:51 a.m. >>>

Hi Lesley,

Hope this finds you well. Just wondering when we can expect the written report. We are working on the responses to the verbal feedback, but would be good to have the written report to ensure that we are on the right track.

Thanking you.

Phillip Cottingham ND BHSc. Grad.Dip. (Herbal Medicine)

Principal

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Create Date:19/08/2008 5:27:58p.m.

Sender:"Lesley Edgeley-Page" <xxxxxx.xxxxxxxxxxxx@xxxx.xxxx.xx>

Sent_To:Principal1 <xxxxxxxxxx@xxxxxxxx.xx.xx>

Sent_CC:

Sent_BC:

Subject:Re: Degree Panel Report

Hi Philip

At long last. It has been quite difficult trying to allude to the earlier meeting as well as covering the recent one. Please let me know if it is not clear to you. Could you please check this for factual accuracy in relation to any details about the College. It should just be a 10 minute check. You cannot comment on the panel discussion of course. Once that is done you can use it to help you with the requirements.

I look forward to hearing back from you.

Kind regards

Lesley

>>> "Principal1" <xxxxxxxxxx@xxxxxxxx.xx.xx> 19/08/2008 9:57 a.m. >>>

Dear Lesley,

I wonder how this is coming along. I understand it has been with the panelists, but I really need to get on to responding and it is difficult when I don't have the exact wording in front of me.

Thanking you.

Phillip Cottingham ND BHSc. Grad.Dip. (Herbal Medicine)

Principal

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Create Date:16/09/2008 2:28:53p.m.

Sender:Principal1 <xxxxxxxxxx@xxxxxxxx.xx.xx>

Sent_To:"Lesley Edgeley-Page" <xxxxxx.xxxxxxxxxxxx@xxxx.xxxx.xx>

Sent_CC:Accounts1 <xxxxxxxxxx@xxxxxxxx.xx.xx>

Sent_BC:

Subject:Revised Application from Wellpark

Dear Lesley,

Please find attached a copy of the information that panel required for the revision of the application. I have enclosed two versions, one with financials included and one with them removed. I would request that the panel members only see the one with the financials removed (particularly Dr. Vijay as he is a staff member and this creates difficulty). If Vicky and Hans wish to see the financials, I have no objection. Following will be a hard copy, with the signed agreement from the Trustees re underwriting the programme delivery.

I will be away until October 10th, but wanted to get this to you now so the process of approval can get underway.

Hope all is well. Thanking you.

Phillip Cottingham ND BHSc. Grad.Dip. (Herbal Medicine)

Principal

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College of Natural Therapies

APPLICATION FOR BACHELOR OF NATUROPATHY

Supplementary Documents Required for Revision of Application

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Table 1 – Summary of Panel Requirements & Recommendations and the College’s Response

Requirement Wellpark was required to:	Panel’s Comments	Action Taken	Page no.
Wellpark is required to provide evidence of how laboratory facilities will be provided.	The College does not have a laboratory, but it was confident that they could rent laboratories (from Unitec perhaps) for the little time that they were desirable. Virtual laboratories were improving considerably and were a possibility for the future.	Unitec has been contacted and they have responded stating that this arrangement would be similar to one they already have with another Private Training Establishment. They are yet to get back with details. I will inform the panel as soon as this occurs.	1
Wellpark was required to provide a staffing plan, which should cover the positions required and indicate the qualifications needed, whether part-time or fulltime and with position descriptors for each of key roles.	There was concern about the lack of a full-time staff.	The numbers of full-time academic staff in the naturopathic faculty have been increased to 4. There are also two other staff members who are involved with the Medical Sciences faculty. There have been increased responsibilities placed on the naturopathic faculty members, who are now responsible for a set of courses within the programme (as are the medical science staff)	2
	There was concern about the research experience of staff as well as having staff who have published papers	The revised job descriptions show that new staff will be required to have research experience as well as be published.	2



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Requirement Wellpark was required to:	Panel's Comments	Action Taken	Page no.
	There was concern about the qualifications of the staff	Addressed in the new staffing plan	2
	There was a need to have a full-time research fellow	Addressed in the new staffing plan	3
	The panel considered that there should be one more staff member to assist the clinic supervisor, especially if the latter were to be able to do research.	Addressed in the new staffing plan	
Wellpark is required to provide a budget covering appropriate and well qualified staffing, library development, research development and support, professional development and the costs of database purchase.	The panel was still concerned about staff qualifications although three staff were currently completing masters' degrees. One of those was to be research leader, but despite being highly skilled, a research record and experience in developing a research culture were lacking. The key difficulty in staffing is that the college uses a number of casual staff, who are also practitioners. While there is some value in the practical, professional expertise they bring, the degree also needs a group of more permanent staff, who can lead the degree, maintain its academic integrity and work on research.	This has been addressed in the new staffing plan.	54
Wellpark is required to provide evidence from the Trust that they are prepared to underwrite any shortfall resulting from the operational and capital requirements of the degree programme.	The panel remained anxious that sufficient funding and support were available to sustain the degree into the future. The College confirmed that it has reserves that can be utilized if need be. It is committed to the degree programme and to building research capability. The College asserted that the support from the Trust is unequivocal and that it had	An underwriting document has been prepared and is included in this revised documentation	59 & 60



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Requirement Wellpark was required to:	Panel's Comments	Action Taken	Page no.
	the funds to support the degree.		
Wellpark is required to make a commitment to appoint an appropriately qualified research leader with a track record in research and provide a position description for the research leader.	The staff has very little research experience and certainly not enough to get the research strategy underway. The panel sought a commitment from the College that, on approval of the degree, it would appoint an appropriately qualified research leader with a track record in research. The panel was concerned that the research leader should have the qualifications and research experience to develop and lead research at the College.	Addressed in the new staffing plan	31 & 71
Wellpark was required to develop a flexible workload model that fosters the development of a research culture.	The College is developing a new workload formula. It will include a time allocation of ten hours per week for research. The panel asked if that time allowance could be flexibly used so that staff could have blocks of time for research when necessary. Some of the staff reported that they were currently working 16 contact hours per week, which is acceptable, but the College is aiming at 12 as a bench mark.	Addressed in the new staffing plan. Our research has shown that in Private Institutions, teaching allocations for degree level staff varied between 12 and 16 hours per week. The workload plan included here, has a teaching allocation of between 11 & 13 hours per week. Whilst universities may have different allocations, we submit that our allocation is reasonable considering the funding levels and fee constraints we operate under. It will allow for meaningful research activities to be carried out.	6



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Recommendation. It was recommended that Wellpark	Panel's Comments	Action Taken	Page no.
<p>The panel recommended that the supervisor to student ratio in the clinic be 1:10.</p>	<p>The panel asked to see the clinical supervisor, as it remained concerned at her workload and wondered if this constituted a risk in itself. The College explained that the five specialists who would devote time to the clinic would be rotated and would work in conjunction with the clinic supervisor.</p>	<p>The College has taken on board this recommendation and will (where feasible) offer clinical supervision at a rate of 1:10. The College's clinic only contains 8 clinic rooms, so the ratio is currently set at 1:10, but this could alter if the clinic premises were altered, hence the College's commitment.</p>	<p>3</p>
<p>The panel recommended that the Advisory Committee should include a working academic from another tertiary institution.</p>	<p>The advisory committee included a former academic, but the panel considered that the advisory committee needed to include on an ongoing basis, a working academic from another tertiary institution. This representative should also be an experienced researcher.</p>	<p>The College agrees with this recommendation and will institute steps to place an external health academic on the advisory group.</p>	

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Wellpark is required to provide evidence of how laboratory facilities will be provided.

The Following is a letter from Clive Standen, School of Health Science (Osteopathy), Unitec in response to inquiries made regarding laboratory facilities.

Hello again Phillip

Laboratories - I assume this means for courses other than the Unitec ones and for science courses as opposed to practical laboratories.

You need to write to us with the request indicating:

the lab time required - how much per week, what resources he requires, who will be teaching etc.

We already have a draft contract with Te Whare Wananga o Awanuiarangi for hiring the Waitakere Science Labs, staff, consumables etc so this could work well as a template.

regards

Clive

The details of the laboratory time, requirements, etc., are in process and will be forwarded to Unitec by the end of October. The College intends to enter into an agreement with Unitec regarding laboratory hire. The budgetary details of this are yet to be determined, but the budget that follows has made accommodation for this expenditure.

The Panel's report requires:

Wellpark to develop a comprehensive plan for the staffing of the degree.

In response to this the College has created a second revision of the staffing plan in the following manner:

A revised collegial group (see below) has been created that will guide the development of curricula and course material. This group will meet regularly to assess the progress in development and delivery. It will ensure that the programme aims and objectives are being translated into the delivery of the programme, as well as ensuring that assessment development meets the requirements of an undergraduate degree programme. Minutes from those meetings will be available to the academic board, naturopathic advisory group and the programme monitor annually.

The collegial group will comprise:

- Head of Faculty – Naturopathy/ Herbal Medicine
- Head of Faculty – Naturopathy/Nutrition
- Senior Tutor – Naturopathy
- Senior Tutor – Clinical Practice
- Head of Faculty – Medical Sciences
- Research Fellow
- Research and Professional Development Coordinator
- Principal
- Representative – appointed by the Academic Board (independent of Naturopathy and Nutrition faculties)

The collegial group will guide the development of the Bachelor of Naturopathy in terms of:

- The development of curriculum
- The development of course materials
- The internal moderation processes
- Peer assessment and review
- The development of course resources

Staff workloads (see page 311 – table 20) have undergone a second revision to address the requirement for research and academic professional development.

All staff will be required to have their own Professional Development plan (see template attached). This applies not only to staff that are tutoring within the degree, but is across the College for staff tutoring more than 50 hours per annum.

As part of the professional development plans for selected staff (mainly the collegial group, but others as well) research will be significant. (See research plan.)

Student numbers and staff requirements have been recalculated over the period 2008 – 2012 (see page 312)

Two new positions have been created: Head of Faculty – Naturopathy & Herbal Medicine, Senior Tutor - Naturopathy

Two other positions have been created or revised:

Research fellow (see page 31 for Job Description)

Professional Development Leader (see page 37 for job description)

Selected staff from the collegial group will be given responsibility for a range of courses. Specialist tutors will be employed for selected small sections of the programme. These tutors will follow the curriculum material, as well as provide professional input, based on their clinical experience. The scope of tutoring for these tutors will be confined to small sections of any course.

We have appointed a faculty support staff member to provide direct administrative support to the faculty. Currently 11 hours per week are allocated to this, an allocation which will be reviewed in 2009. Support staff numbers (currently eleven full-time support staff are employed) will be reviewed to ensure that any increase in workload through the degree delivery will be assessed and responded to appropriately.

Appropriate allocation has been made in the budget to accommodate assistance in clinical supervision. At this stage that assistance may be provided by more than one practitioner.

If, prior to the programme commencement, there is a change in personnel, the College will undertake to ensure that staff with equivalent qualifications and experience (where possible) are engaged in the programme.

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Table 19 Course Coordinator Allocations

Yr/Sem	Course	Cr Pts	Level	Staff (Course Coordinator)
Y1 S1	Intro to Critical Thinking	5	6	Research Coordinator and Professional Development Leader
	Human Anatomy & Physiology 1	20	5	Head of Faculty – Medical Sciences
	Foundations of Body Therapies	15	6	Principal
	Foundations of Naturopathic Practice	15	5	Senior Tutor - Naturopathy
	Chemistry for Health Science	5	5	Senior Tutor – Medical Science (Chemistry)
Y1 S2	Medical Sciences 2,	15	5	Head of Faculty – Medical Sciences
	Foundations of Herbal Medicine	15	5	Senior Tutor - Naturopathy
	Medical Humanities 2 (Unitec)	15	5	Unitec Staff
	Biochemistry for Natural Health Science	15	6	Senior Tutor – Medical Science (Chemistry)
Y2 S1	Pathophysiology	20	6	Head of Faculty – Medical Science
	Health Assessment for Natural Therapies 1	15	6	Head of Faculty – Medical Science
	Medical Humanities 3 (Unitec)	15	6	Unitec Staff
	Nutrition 1	10	6	Head of Faculty - Nutrition
Y2 S2	Health Assessment for Natural Therapies 2	15	6	Head of Faculty – Medical Science
	Herbal Medicine 1	15	6	Head of Faculty – Naturopathy & Herbal Medicine
	Intro to Clinical Practice	10	7	Senior Tutor - Naturopathy
	Nutrition 2	20	6	Head of Faculty - Nutrition
Y3 S1	Research methods (Unitec)	15	7	Unitec Staff
	Clinical Practice for Naturopaths 1	30	7	Senior Tutor – Clinical Practice
	Herbal Medicine 2	20		Head of Faculty – Naturopathy & Herbal Medicine
Y3 S2	Clinical Practice for Naturopaths 2	30	7	Senior Tutor – Clinical Practice
	Nutrition 3	15	7	Head of Faculty - Nutrition
	Evidence Based Practice	15	7	Principal

Course Coordinator's Description of duties:

- Develop curricula from course descriptors given (see Application document Part 4)
- Develop, maintain and monitor assessments
- Prepare for and respond to internal and external moderation of assessment
- Develop study guides, readings and other course material
- Tutor selected portions of the course
- Assist in tutor selection, tutor induction and monitoring, and performance review
- Mark selected assessments
- Contribute to collegial group (attend meetings, email and online discussions, contribute to development of faculty academic strategies, etc.)

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Table 20 Staff Workloads (revised)

For salaried teaching staff the following workload policy will apply on a weekly basis:

Full-Time Salaried Staff (Head of Naturopathy)	Hours per week (semesters)	Hours per week (outside semesters)
Tutoring hours:	11 - 13	0
Research hours:	10	13
Professional Development (Teaching)	1-2	1-2
Administration, Marking & Course Preparation	15-17	25
Total Hours	40	40

This translates to the following on an annual basis:

Tutoring hours:	396-468
Research hours:	568
Professional Development (Teaching)	104
Administration, Marking & Course Preparation	940-1012
Total Hours	2080

Full-Time Salaried Staff (tutors)	Hours per week (semesters)	Hours per week (outside semesters)
Tutoring hours:	11-13	0
Research hours:	10	15
Professional Development (Teaching)	1-2	1-2
Administration, Marking & Course Preparation	15-17	23
Total Hours	40	40

This translates to the following on an annual basis

Tutoring hours:	396-468
Research hours:	600
Professional Development (Teaching)	104
Administration, Marking & Course Preparation	908-980
Total Hours	2080

Part-Time contracted staff

Those who are given professional development plans, including research, will be paid separately for the hours spent in researching, under a contracted basis, with a set amount negotiated between the College and themselves.

Projected Staffing Needs

The following table outlines a projection of Student Numbers for the years 2008 – 2012.

Table 21 – Projected Student Numbers

Cohort		2009 - Semester 1	Semester 2	2010 - Semester 1	Semester 2	2011 - Semester 1	Semester 2	2012 - Semester 1	Semester 2
1.	2009 - Feb intake								
2.	2009 - Mid year intake		25	25	23	23	20	18	
3.	2010 - Feb intake			25	25	23	23	20	18
4.	2010 - Mid year intake				25	25	23	23	20
5.	2011 - Feb intake					25	25	23	23
6.	2011 - Mid year intake						25	25	23
7.	2012 - Feb intake							25	25
7.	2012 - Mid year intake								25
	Diploma Students	115	90	90	90				
	Bridging Students		35	15	15	15	15		
	Totals	115	125	155	178	111	131	134	134

Table 22 – Projected staffing hours required

Cohort		2009 - Semester 1	Semester 2	2010 - Semester 1	Semester 2	2011 - Semester 1	Semester 2	2012 - Semester 1	Semester 2
1	2009 - Feb intake		276	258	287	300	286	300	286
	2009 - Mid year intake		324	276	258	287	300	286	300
	2010 - Feb intake			324	276	258	287	300	286
	2010 - Mid year intake				324	276	258	287	300
	2011 - Feb intake					324	276	258	287
	2011 - Mid year intake						324	276	258
	2012 - Feb intake							324	276
	2012 - Mid year intake								324
	Diploma Students	1440	1080	720	360				
	Bridging Students - Includes 1st year and upgrading students	250	250	250	250	250	250		
	No of equivalent Full-time staff required to accommodate @ 11 hrs/wk tutoring	4	5	5	4	4	5	5	6

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Position Descriptions for Staff Involved in Bachelor of Naturopathy

Position	Page No.
Head of Faculty Naturopathy/Herbal Medicine	
Head of Faculty Naturopathy/Nutrition	
Senior Tutor Naturopathy/Herbal Medicine	
Senior Research Fellow/Research leader	
Professional Development Leader	
Tutor: Part-time	

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Position Description: Head of Faculty Naturopathy/Herbal Medicine

Profile

- Qualities
- Have an appreciation of the whole picture
- Have leadership qualities
- Be organised
- Be a team player
- Be able to deliver education to students in an undergraduate programme in a vital, interesting, student-centred, integrative and comprehensive manner
- Have a vital interest in issues that affect natural medicine: philosophical, political, social, environmental, personal

Skills

- Be able to set goals and strategies
- Be able to communicate effectively
- Be able to organise a team of staff
- Conduct research (either: qualitative, quantitative or mixed-methodology)
- Be able to design curricula, programme documents and applications for programme approval in Naturopathy and Herbal Medicine
- Translate naturopathy & herbal medicine curriculum into educational delivery
- Design assessments related to the level of education delivered
- Engage students in academic and practice-based enquiry
- Maintain currency of information to students (both evidence and practice-based)
- Participate in educational debate

Experience

- Academic leadership
- Curriculum development for undergraduate programmes
- Have experience in conducting research (at least three projects) and research informed delivery of a teaching curriculum.
- Have published at least three research papers in peer reviewed journals
- Be active in research and be prepared to be an integral part of the College's research development.
- Be a qualified naturopath and herbalist (essential) of between five and ten years clinical experience
- Have a minimum of five years teaching experience in a tertiary institution.

Specific Duties and Responsibilities

Faculty Administration

Management of all faculty staff involved in naturopathy/herbal medicine

Academic Administration

- Development of the naturopathy/herbal medicine curriculum for faculty qualifications
- Management of the faculty's annual timetable in liaison with Faculty Administration
- Co-management of faculty relationships with students/student representatives
- Management of course packs and assessment design for naturopathy/herbal medicine

Research

- Oversee an approved, short faculty research project in herbal medicine annually with a view to publishing
- Conduct an approved research project biennially with a view to publishing
- Ensure the curricula have a strong base in evidence (research-informed curriculum)

Tutoring in the Faculty

Tutor courses as required

College Administration

- Member of the Academic Board
- Member of the Naturopathy/Herbal Medicine/Nutrition Education Advisory Board

Professional Association

- Required membership in relevant professional association
- Registered member of the NZ Natural Health Council

Maintain Faculty's relationships

- Ensure programmes have wide accreditation, nationally and internationally
- Build and maintain relationships with appropriate professional associations

Salary Range:	\$65,000 - \$75,000
Full-Time salaried role	

Specific Activities & Performance Measures

1. Faculty Administration		Activity	Performance Measure
1.1	Management of all faculty staff	Staff with the appropriate qualifications will be hired to teach the required courses.	Staff have appropriate qualifications, teaching experience, and a teaching certificate.
		All staff will be appraised once a year, using the following: Student feedback Peer review Observation (combinations of the above will be used as appropriate)	Staff have been appraised and appraisal reports are written and presented to the Faculty Administrator.
1.2	Reporting	Faculty Strategic plan is produced annually	Strategic plan is received by Principal for presentation to Board of Directors Strategic plan is approved by Board of Directors
		Semester reports are produced	Faculty Administrator has received report
1.3	Marketing the Faculty	Faculty Marketing strategy is produced	Marketing strategy is approved by Board of Directors
		Marketing activities implemented according to plan	Semester reports reflect this
		Assist or coordinate the writing of marketing material.	Appropriate content will be written for marketing material.
2. Academic Management		Activity	Performance Measure
2.1	Management of all academic administration Faculty Outcomes	Oversee a review all academic records for part-time and full-time students annually (or more frequently as appropriate) and report results	Report is received by Faculty Administrator
		Ensure that the faculty has met all requirements for graduating students.	All students in the faculty who qualify for graduation have the appropriate records complete for graduation.
		Review the completion record for the faculty's students and report on results	The faculty will maintain a 80 -90% completion rate.
2.2	Development of the curriculum for faculty qualifications	Faculty Curricula are developed and maintained to meet needs of the College and current trends with modalities delivered	Academic Board and Advisory group meeting minutes indicate College needs and current trends are reflected in curricula.
		Provide the curriculum for the next academic year listed by by the deadline specified for prospectus production. Review each qualification curriculum every three years with appropriate staff and professional associations to ensure viability of the courses.	The curriculum for each qualification and year will be provided after consultation as per above by the stipulated deadline. All courses offered will be relevant to the developments in the profession and in relations to professionals standards set by professional associations and in alignment with international best practice.
		Develop new curricula as required by the strategic plan	New curricula are developed as required by the Faculty strategic

		approved by Academic Board and Board of Directors	plan
2.3	Manage moderation and other processes required	Moderation system is managed	Faculty Administrator's report reflects this
		Other systems are developed and maintained as required	
2.5	Management of the faculty's annual timetable	Establish with the Faculty Administrator the annual timetable by semester for the faculty.	The timetables are approved by the academic board
2.6	Management of faculty relationships with students/student representatives	Meet with faculty student representatives once per term.	Excellent relationships are maintained in which student representatives are heard and appropriate actions taken on their behalf.
		Meet with students as required.	Students in the faculty will know how to contact the Head of Faculty and will have opportunities for meetings as required.
3.	Tutoring in the Faculty	Activities	Performance Measure
3.1	Tutor as required (see workload formula)	Tutor module(s) within the faculty curriculum.	An excellent level of teaching will be obtained. (reflected in the Student Evaluations)
		Meet all requirements for tutors including submission of lesson plans, Tutor Assignment Records and Roll Lists.	All required paperwork will be submitted as required.
4.	Research	Activities	Performance Measure
4.1	Individual Research Project	Research project proposal is developed and submitted for approval	Research project is approved
		Research project is conducted	Research committee reports reflect
		Research project is completed, reports and papers written and published	Research committee reports reflect Paper is published
	Faculty research project	Oversee faculty research project (annually)	Research project is approved
			Research project report is written and/or published
4.3	Student Research activities	Student Research activities are developed and monitored (where applicable)	Academic Board and Research Committee minutes confirm these activities included
		Curriculum includes research activities in the form of literature reviews, research methods study and other activities	

5. College Administration		Activities	Performance Measure
5.1	Membership of the Academic Board	Attend all Academic Board meetings.	Meetings will be attended.
		Participate in Academic Board activities, such as disciplinary committee as required.	HoF will takes up responsibilities as required for the functioning of the Academic Board.
5.2	Membership of the Wellpark Educational Advisory Committees	Attend the quarterly Educational Advisory Committee meetings as required.	Meetings will are be attended.
		Participate in Advisory Committee activities as required.	HoF will takes up responsibilities as required for the functioning of the Advisory Committee.
6. Professional Associations		Activities	Performance Measure
6.1	Relationship-building and dialogue with professional associations	Meet with the applicable professional associations at least once per year to discuss curriculum, Community Education, Professional Development courses and developments in the profession that may affect the College. Ensure ongoing dialogue with professional associations	Meetings will be held annually and a report of those meetings will be submitted to the Academic Manager. Academic Board meeting and Principal's monthly meeting minutes confirm this
6.2	Maintain active membership in the relevant professional association	HoFs must hold current membership in their relevant professional association and/or register. The College encourages participation by HoFs in the leadership of said associations.	Current membership will be is held and all requirements for professional development in the association will be is maintained. As much aslf possible, HoF will hold positions of responsibility in the association and/or register.
7. Faculty Relationships		Activities	Performance Measure
7.1	Relationship with College Administration	Maintain effective relationships with College administration	Reports reflect this
7.2	Relationship with students	Maintain effective relationships with students	Reports reflect this
7.3	Relationships with other faculties	Maintain effective relationships with other faculties	Academic Board minutes and other reports reflect that this occurs
7.4	External relationships	Maintain effective relationships with professional organisations and registers	Annual Faculty report reflects this (evidence is attached)
		Maintain effective relationships with other academic institutions	
		Establish and maintain accreditations and MOUs with other institutions and accrediting bodies, both in New Zealand and internationally	

Reporting to:	Principal of Wellpark College Faculty Administrator
Responsible for:	All staff in the faculty All faculty resources Faculty budget Faculty Curriculum and delivery of education
Collaboration with:	Assistant Principal Administration Manager Student Liaison Student Support (for academic records)

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Position Description: Head of Faculty Naturopathy/Nutrition

Profile

- Qualities
- Have an appreciation of the whole picture
- Have leadership qualities
- Be organised
- Be a team player
- Be able to deliver education to students in an undergraduate programme in a vital, interesting, student-centred, integrative and comprehensive manner
- Have a vital interest in issues that affect natural medicine: philosophical, political, social, environmental, personal

Skills

- Be able to set goals and strategies
- Be able to communicate effectively
- Be able to organise a team of staff
- Conduct research (either: qualitative, quantitative or mixed-methodology)
- Be able to design curricula, programme documents and applications for programme approval in Naturopathy and Nutrition
- Translate naturopathy & herbal medicine curriculum into educational delivery
- Design assessments related to the level of education delivered
- Engage students in academic and practice-based enquiry
- Maintain currency of information to students (both evidence and practice-based)
- Participate in educational debate

Experience

- Academic leadership
- Curriculum development for undergraduate programmes
- Have experience in conducting research (at least three projects) and research informed delivery of a teaching curriculum.
- Have published at least three research papers in peer reviewed journals
- Be active in research and be prepared to be an integral part of the College's research development.
- Be a qualified naturopath and herbalist (essential) of between five and ten years clinical experience
- Have a minimum of five years teaching experience in a tertiary institution.

Specific Duties and Responsibilities

Faculty Administration

Management of all faculty staff involved in naturopathy/herbal medicine

Academic Administration

- Development of the naturopathy/herbal medicine curriculum for faculty qualifications
- Management of the faculty's annual timetable in liaison with Faculty Administration
- Co-management of faculty relationships with students/student representatives
- Management of course packs and assessment design for naturopathy/herbal medicine

Research

- Oversee an approved, short faculty research project in herbal medicine annually with a view to publishing
- Conduct an approved research project biennially with a view to publishing
- Ensure the curricula have a strong base in evidence (research-informed curriculum)

Tutoring in the Faculty

Tutor courses as required

College Administration

- Member of the Academic Board
- Member of the Naturopathy/Herbal Medicine/Nutrition Education Advisory Board

Professional Association

- Required membership in relevant professional association
- Registered member of the NZ Natural Health Council

Maintain Faculty's relationships

- Ensure programmes have wide accreditation, nationally and internationally
- Build and maintain relationships with appropriate professional associations

Salary Range:	\$65,000 - \$75,000
Full-Time salaried role	

Specific Activities & Performance Measures

1. Faculty Administration		Activities	Performance Measure
1.1	Management of all faculty staff	Staff with the appropriate qualifications will be hired to teach the required courses.	Staff have appropriate qualifications, teaching experience, and a teaching certificate.
		<p>All staff will be appraised once a year, using the following:</p> <ul style="list-style-type: none"> • Student feedback • Peer review • Observation <p>(combinations of the above will be used as appropriate)</p>	Staff have been appraised and appraisal reports are written and presented to the Faculty Administrator.
1.2	Reporting	Faculty Strategic plan is produced annually	Strategic plan is received by Principal for presentation to Board of Directors Strategic plan is approved by Board of Directors
		Semester reports are produced	Faculty Administrator has received report
1.3	Marketing the Faculty	Faculty Marketing strategy is produced	Marketing strategy is approved by Board of Directors
		Marketing activities implemented according to plan	Semester reports reflect this
		Assist or coordinate the writing of marketing material.	Appropriate content will be written for marketing material.
2. Academic Management		Activity	Performance Measure
2.1	Management of all academic administration Faculty Outcomes	Oversee a review all academic records for part-time and full-time students annually (or more frequently as appropriate) and report on results	Report is received by Faculty Administrator
		Ensure that the faculty has met all requirements for graduating students.	All students in the faculty who qualify for graduation have the appropriate records complete for graduation.
		Review the completion record for the faculty's students and report on results	The faculty will maintain a 80 -90% completion rate.
2.2	Development of the curriculum for faculty qualifications	Faculty Curricula are developed and maintained to meet needs of the College and current trends with modalities delivered	Academic Board and Advisory group meeting minutes indicate College needs and current trends are reflected in curricula.
		Provide the curriculum for the next academic year listed by by the deadline specified for prospectus production. Review each qualification curriculum every three years with appropriate staff and professional associations to ensure viability of the courses.	The curriculum for each qualification and year will be provided after consultation as per above by the stipulated deadline. All courses offered will be relevant to the developments in the profession and in relations to professionals standards set by professional associations and in alignment with international best practice.

		Develop new curricula as required by the strategic plan approved by Academic Board and Board of Directors	New curricula are developed as required by the Faculty strategic plan
2.3	Manage moderation and other processes required	Moderation system is managed	Faculty Administrator's report reflects this
		Other systems are developed and maintained as required	
2.5	Management of the faculty's annual timetable	Establish with the Faculty Administrator the annual timetable by semester for the faculty.	The timetables are approved by the academic board
2.6	Management of faculty relationships with students/student representatives	Meet with faculty student representatives once per term.	Excellent relationships are maintained in which student representatives are heard and appropriate actions taken on their behalf.
		Meet with students as required.	Students in the faculty will know how to contact the Head of Faculty and will have opportunities for meetings as required.
3.	Tutoring in the Faculty	Activities	Performance Measure
3.1	Tutor as required (NB. Tutoring hours will be adjusted according to requirements – in general Heads of faculty will tutor no more than 20 hours per week and this may be adjusted according to workloads)	Tutor module(s) within the faculty curriculum.	An excellent level of teaching will be obtained. (reflected in the Student Evaluations)
		Meet all requirements for tutors including submission of lesson plans, Tutor Assignment Records and Roll Lists.	All required paperwork will be submitted as required.
4.	Research	Activities	Performance Measure
4.1	Individual Research Project	Research project proposal is developed and submitted for approval	Research project is approved
		Research project is conducted	Research committee reports reflect
		Research project is completed, reports and papers written and published	Research committee reports reflect Paper is published
4.2	Faculty research project	Oversee faculty research project (annually)	Research project is approved
			Research project report is written and/or published
4.3	Student Research activities	Student Research activities are developed and monitored (where applicable)	Academic Board and Research Committee minutes confirm these activities included
		Curriculum includes research activities in the form of literature reviews, research methods study and other activities	

5. College Administration		Activities	Performance Measure
5.1	Membership of the Academic Board	Attend all Academic Board meetings.	Meetings will be attended.
		Participate in Academic Board activities, such as disciplinary committee as required.	HoF will takes up responsibilities as required for the functioning of the Academic Board.
5.2	Membership of the Wellpark Educational Advisory Committees	Attend the quarterly Educational Advisory Committee meetings as required.	Meetings will are be attended.
		Participate in Advisory Committee activities as required.	HoF will takes up responsibilities as required for the functioning of the Advisory Committee.
6. Professional Associations		Activities	Performance Measure
	Relationship-building and dialogue with professional associations	Meet with the applicable professional associations at least once per year to discuss curriculum, Community Education, Professional Development courses and developments in the profession that may affect the College. Ensure ongoing dialogue with professional associations	Meetings will be held annually and a report of those meetings will be submitted to the Academic Manager. Academic Board meeting and Principal's monthly meeting minutes confirm this
6.2	Maintain active membership in the relevant professional association	HoFs must hold current membership in their relevant professional association and/or register. The College encourages participation by HoFs in the leadership of said associations.	Current membership will be is held and all requirements for professional development in the association will be is maintained. As much as possible, HoF will hold positions of responsibility in the association and/or register.
7. Faculty Relationships		Activities	Performance Measure
7.1	Relationship with College Administration	Maintain effective relationships with College administration	Reports reflect this
7.2	Relationship with students	Maintain effective relationships with students	Reports reflect this
7.3	Relationships with other faculties	Maintain effective relationships with other faculties	Academic Board minutes and other reports reflect that this occurs
7.4	External relationships	Maintain effective relationships with professional organisations and registers	Annual Faculty report reflects this (evidence is attached)
		Maintain effective relationships with other academic institutions	
		Establish and maintain accreditations and MOUs with other institutions and accrediting bodies, both in New Zealand and internationally	
		Coordinate and chair the Advisory Committee	

Reporting to:	Principal of Wellpark College Faculty Administrator
Responsible for:	All staff in the faculty All faculty resources Faculty budget Faculty Curriculum and delivery of education
Collaboration with:	Assistant Principal Administration Manager Student Liaison Student Support (for academic records)

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Position Description: Senior Tutor – Naturopathy/Herbal Medicine

Responsible To:	Head of Faculty - Naturopathy & Herbal Medicine
Responsible For:	Teaching and curriculum development within the naturopathic faculty of the College

General Description:

Duties and Responsibilities:

Salary Range:	\$60,000 - \$70,000 (dependent on qualifications and experience)
Full-Time salaried role	

Profile

Qualities:

- Be a team player
- Be able to deliver education to students in an undergraduate programme in a vital, interesting, student-centred, integrative and comprehensive manner
- Have a vital interest in issues that affect natural medicine, philosophical, political, social, environmental, personal

Skills

- Be able to:
- Design curriculum and document
- Translate curriculum into educational delivery
- Design assessments related to the level of education delivered
- Engage students in academic and practice-based enquiry
- Maintain currency of information to students (both evidence and practice-based)
- Participate in educational debate
- Conduct research (either: qualitative, quantitative and mixed-methodology)

Experience

- Be experienced in:
- Curriculum development for undergraduate programmes
- Have experience in conducting research (at least three projects) and research informed delivery of a teaching curriculum.
- Have published at least three research papers in peer reviewed journals
- Be active in research and be prepared to be an integral part of the College's research development.
- Be a qualified naturopath and herbalist (essential) of between five and ten years clinical experience.
- Have a minimum qualification of post-graduate degree in Naturopathy or Health Science.
- Have a minimum of five years teaching experience in a tertiary institution.

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Specific Duties and Responsibilities

Course Administration

- Develop curricula for a set of courses
- Coordinate assessment development for a set of courses
- Develop course material, study guides, teaching manuals and resources for a set of courses
- Ensure all tutorial staff delivering sections of courses as laid out in syllabus:
- Are familiar with aims and content of the course/s
- Can deliver classroom assessments, and mark assessments (if required)
- Provide regular feedback to course administrator regarding any issues arising from delivery of curricula

Assess tutors performance

- Build relationships with other institutions or relevant-associated groups?

Conduct Research

- Submit a personal research professional development plan to the Head of Faculty for approval by the academic board
- Conduct, report on and publish (in peer reviewed journals) at least one major research project every two years
- Write and publish at least three literature reviews in the field of naturopathy, herbal medicine and nutrition per annum

Deliver Tuition

- Tutor classes as per agreed annual schedule
- Teach the classes over the agreed number of weeks and time schedules
- Produce lesson plans according to agreed criteria (see attached template) for all tuition being delivered
- Maintain ethical and professional standards whilst delivering tuition
- Ensure the classroom environment is one conducive to the learning process
- Support students in their learning processes
- Ensure evidence-based information in natural medicine is made available to students
- Ensure student's understanding of the syllabus and curriculum related to the course content
- Ensure attendance records are completed and submitted for all courses according to agreed criteria

- Ensure student feedback forms are delivered at least once per course and more often as required by administration or earlier where there is a new tutor.
- Deliver lesson preparation and tuition for all classes in an agreed schedule over the year
- Assess student's performance in all classes being tutored
- Maintain communication with Wellpark Administration on all concerns related to class tuition
- Maintain Professional Qualifications
- Maintain qualifications required for delivery of tuition in a tertiary institution in New Zealand and provide the college with copy of qualifications.

Assessment of Student's Performance

- Prepare assessments for all courses in conjunction with the Head of Faculty
- Ensure assessment content is consistent with student outcomes
- Ensure all assessments have a marking schedule according to agreed criteria
- Prepare alternative assessments required for assessment of student's performance (particularly for tests)
- Ensure student's understand of the assessments and the assessment process
- Collect all assessments for marking
- Mark all assessments related to the courses taught
- Mark Assessments on College premises unless signed permission to mark offsite
- Ensure accurate recording of the results of all assessments related to the course
- Ensure that Heads of Faculty receive results of assessments no later than two weeks after the assessment is received from the student
- Ensure assessment/test samples are photocopied for required moderation and submitted to the Faculties Administrator.
- Liaise with students when there is an adjustment to required date for reception of assessment from the student
- Ensure assessment results are delivered to the Head of Faculty for delivery to administration
- Grade all assignments according to agreed criteria
- Approve final grades for courses
- Faculty and Tutor Meetings
- Attend the two scheduled compulsory tutor meetings dates as listed in the tutor handbook.
- Maintain all communications required for tuition delivery support
- Attend faculty meetings as required

Resource Management

- Ensure that all resources required are present in the classroom
- Inform administration at least two weeks prior to class of any resources required for tuition delivery
- Communicate with Head of Faculty regarding required and recommended texts for modules five months prior to the academic year
- Prepare such classroom material as is required for efficient delivery and assessment of the courses.
- Process resource orders through the HOF, then to accounts department.

Classroom Management

- Maintain an environment in the classroom that is conducive to the education process
- Ensure all lights, fans and gas heaters are switched off, doors locked and windows shut, at the end of the class. The classroom key is returned to its correct allocated place.

Moderation

- Participate in all moderation processes as required by the College for quality management processes

Clinical Program

- Assist Clinical Supervisor in ensuring that the classroom preparation and the clinical program prepares the student for, and ensures competence in, professional practice
- Communicate with clinic management to ensure resources are adequate for professional practice

Specific Duties and Performance Measures

Course Coordination and Curriculum Development

1.	Activity	Performance Measure
1.1	Be an integral member of the curriculum development team for the Bachelor of Naturopathy (with particular responsibilities for the herbal curriculum)	Meetings attended Assistance rendered Curriculum developed within set timeframes with contribution evident
1.2	Contribute to strategic direction of naturopathic faculty	Faculty strategic plans are produced (contribution acknowledged by Head of Faculty)
1.3	Contribute to programme reviews	Contribution acknowledged
1.4	Produce course material (assessments, study guides, presentations, articles, etc.) for the naturopathic faculty	Material produced and revised annually
1.5	Manage tutors who are teaching sections of the course in terms of: Familiarity with aims and content of the course Delivery of classroom assessments, and mark assessments (if required) Feedback regarding any issues arising from delivery of curricula Providing performance assessment	Feedback illustrates tutors are managed effectively
1.6	Develop curricula for selected courses	Curricula are developed according to faculty strategic aims and goals

2	Conduct Research	Activities	Performance Measure
2.1	Research Plan	Submit a personal research professional development plan to the Head of Faculty for approval by the academic board	Plan is received & approved by Academic Board, as evidenced in minutes
2.2	Research	Conduct, report on and publish (in peer reviewed journals) at least one major research project every two years	Research is published
2.3	Publish research	Write and publish at least three literature reviews (in peer reviewed journals) in the field of naturopathy, herbal medicine and nutrition per annum	Reviews are published
2.4	Research strategy	Contribute to the faculty's overall research strategy and ensure part-time staff and students are fully informed.	Faculty meeting minutes show contribution made.

3. Tutor in the Naturopathic Faculty			
3.1	Classroom Delivery	Prepare professionally for tuition delivery	Lesson Plans are furnished prior to delivery on the template provided Lesson plans are approved by Heads of Faculty.
		Deliver tuition according to the agreed schedule	Tuition is delivered (in case of illness or other unforeseen circumstance [see contract] where tuition cannot be delivered, the Heads of Faculty and the tutor will be responsible for ensuring classroom delivery takes place in a similar manner to that of the current tutor)
		Utilise resources available for tuition delivery	A range of resources are evident from the lesson plans
		Maintain ethical and professional standards in tuition delivery	Ethical and professional standards are maintained according to the Wellpark College Code of Ethics and standards of the professional association to which the tutor belongs
		Support students through the learning process	Student Evaluations show evidence that: The classroom environment is supportive of students Student feel supported through the educational process All materials required by students are presented to them (see checklist in classroom folders)
		Ensure student's understanding of the contents of courses and what is expected from them.	Checklists are completed
		Ensure Student evaluation forms are handed out and completed	Evaluations are completed and returned for each course taught
		Record attendance	Attendance records are completed
		Where applicable check with students they have required text books and teach from these.	Affirm students have required textbooks for class. Tutor teaches from text as part of the Course. Recorded on lesson plan.
3.2	Contribute to academic community	Attend meetings/forums when required	Meetings are attended
		Produce articles for faculty and wider academic community	Articles are produced
		Be a part of College's peer review system	Contribution is acknowledged by Head of Faculty

4. Student Assessment			
4.1	Design assessment	Ensure assessments are prepared where required and/or designated.	Assessments are attached to course packs
		Align assessments to Performance Criteria and College outcomes	Pre-assessment moderation reveals that they are so aligned
		Assessments contain marking schedules	Pre-assessment moderation reveals that marking schedules are present
4.2	Deliver assessment	Students have a clear understanding of what is expected of them in the assessment process	Student evaluation shows that they have an understanding of expectations
		Mark assessments in a fair, accurate and consistent manner	Post-Assessment moderation reveals that there is fairness, accuracy and consistency
		Mark Assessments in a timely and accurate manner	Assessments do not leave the College and are results are returned to Head of Faculty for Post-Assessment moderation within two weeks of the assessment submission by student
4.3	Assessment records and moderation	Record assessment results accurately (according to the weighting system if applicable)	Assessment audit reveals that marks are accurately recorded and student result form is returned with assessment
		Participate in moderation process	Tutor is willing to receive feedback (and adjustments if required) to assessments Tutor moderates assessment and delivery (if applicable)
5. Meeting attendance			
	Attend meetings	Attend Tutor orientation prior to the academic year	Attendance recorded
		Attend collegial group meetings on a monthly basis	Attendance recorded
		Meet with Head of Faculty (as required)	Head of Faculty feedback reflects this

6. Resource Management			
6.1	Resource acquisition	Resources are requested in a timely manner (preferably prior to the start of the academic year if it involves major outlay)	Resource requests are received by the Heads of Faculty in a reasonable time
6.2	Resource maintenance	Resources are cared for and stored in a manner that will maintain resources for future use	Resource check (quarterly) reveals resources are in a sound condition and stored in a manner that maintains them well
		Classroom is cared for	Lights, fans and gas heaters are switched off at the end of class Classroom is left clean Doors and windows are shut (and locked where applicable), key returned to allocated key board.
6.3	Resource availability	Classroom resources (such as handouts) are available to students in a manner that supports learning	Student evaluations reveal that this is so

Description of Role

This is a full-time position requiring a minimum of 40 hours per week.

Reports:

- Weekly verbal report to Naturopathic Head of Faculty
- Professional development/research plan annually
- Course report/review annually

In assisting the Tutor to reach the performance criteria listed above the College will:

- Ensure tutor orientation processes are comprehensive, clear and accessible
- Produce instruction material to ensure tutor understanding is comprehensive
- Provide support through the Heads of Faculty to ensure ongoing tutor understanding and communication is maintained
- Receive tutor feedback and respond in a timely manner to any reasonable request
- Ensure communication to tutors is clear, timely and comprehensive
- Provide ongoing professional development training in teaching, curriculum development and assessment
- Provide opportunities for professional development in current natural therapies programmes being offered at the College

Senior Research Fellow/Research Leader

Profile

Qualities

- Have an investigative mind
- Be vitally interested in integrating knowledge and understanding originating from the Natural Therapies/Traditional/Complementary/Alternative Medicine model with the Biomedical model
- Be organised and able to meet deadlines
- Be a team player
- Be able to articulate knowledge about research to a wide range of listeners, from students to experienced researchers

Skills

Be able to:

- complete research projects (quantitative, qualitative and mixed-methodologies)
- write research reports accurately and comprehensively
- write research to a standard required by peer-reviewed, professional publications
- participate in planning academic strategies related to research
- tutor effectively in the fields of naturopathy, yoga and research
- write funding applications for research

Experience

- Have at least three years research experience
- Have published at least ten research papers in peer-reviewed journals
- Have applied for funding for at least three research projects (or been involved in the funding application)
- Have taught effectively in an undergraduate environment

Role and Function

Set the research agenda for the College's faculties

- Consult with faculties to gain input into objectives for research
- Create research plans for the faculties
- Ensure research plans are congruent with College's overall research and academic development strategies
- Ensure funding avenues are explored and presented to College administration
- Assist staff with research funding applications

Conduct Faculty Administration Research within the College's academic environment

- Management of all faculty staff
- Create a three to five year plan for own research projects
- Ensure plans gain approval from the research committee
- Ensure plans meet College's research goals and objectives for research (meaningful research that benefits the College and natural therapies)

Academic Administration Support the faculties in developing research-informed curricula

- Development of the curriculum for faculty qualifications
- Review curricula developed by faculties for research-informed content and evidence-base
- Management of the faculty's annual timetable in liaison with Faculty Administration
- Develop database of research resources for the faculties
- Produce monthly newsletters/information sheets on research developments in Traditional, Complementary and Alternative Medicine globally
- Ensure students are informed about research
- Management of faculty relationships with students/student representatives
- Management of course packs and assessment design

Develop Research-Based seminars within the College environment

- Conduct a faculty research project annually with a view to publishing
- Conduct seminars quarterly for the College community in research, research-based topics and integrative medicine

Tutoring in the Faculty

- Tutor modules courses as required (maximum 4-5 hrs/week)

College Administration

- Member of the Academic Board
- Member of the Research Committee
- Member of the Research group (developing research within the College environment)
- Member of the Wellpark Education Yoga & Ayurveda Advisory Boardgroup
- Member of the Academic Board

Professional Association

- Required membership in relevant professional association
- Member of the NZ Charter of Health Professionals and appropriate registering body
- Relationship-building and dialogue with professional associations

Salary Range:	\$7060,000 - \$8070,000 – See attached extract from AUS website (page 7) for confirmation that this range falls within the norm for Research Fellows
Full-Time salaries role	

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Specific Activities and Performance Measures

1.	Set Research Agenda	Activity	Performance Measure
		Consult with faculties to gain input into objectives for research	Research Plans are created and faculty implementation monitored
		Create Research Plans for Faculties	
		Ensure research plans are congruent with College's overall research and academic development strategies	
		Ensure funding avenues are explored and presented to College administration	Documentation reflects funding avenues (domestic and international) have been investigated
		Assist staff with research funding applications	Copies of funding applications are received by College Management
2.	Conduct Research within College environment	Activity	Performance Measure
		Create a three to five year plan for own research projects	Planned research projects are approved, conducted, completed and published. (Min. 1 large or 3 small per annum)
		Ensure plans gain approval from the research committee	
		Ensure plans meet College's research goals and objectives for research (meaningful research that benefits the College and natural therapies)	
3.	Research-based teaching agenda	Activity	Performance Measure
		Review curricula developed by faculties for research-informed content and evidence-base	Review documents are received by College management
		Develop database of research resources for the faculties	Database is developed within agreed time frame
		Produce monthly newsletters/information sheets on research developments in Traditional, Complementary and Alternative Medicine globally	Monthly newsletters are produced
		Ensure students are informed about research	Curriculum documents reflect this

4.	Research-based seminars	Activity	Performance Measure
		Conduct seminars quarterly for the College community in research, research-based topics and integrative medicine	Quarterly seminars are conducted
5.	Tutor in the faculty	Activity	Performance Measure
		Tutor courses as required (see workload formula)	Courses are delivered successfully according to feedback
6.	College Administration	Activity	Performance Measure
		Contribute significantly to the: <ul style="list-style-type: none"> • Academic Board • Research Committee • Research group • Naturopathy and Yoga & Ayurveda advisory groups 	Minutes Reflect this
7.	Professional Association	Activity	Performance Measure
		Ensure membership of appropriate Professional Association(s)	Membership certificate is held on staff file
7.2	Relationship-building and dialogue with professional associations in the field of research	Ensure ongoing dialogue with professional associations re research development	Academic Board meeting and Principal's monthly meeting minutes confirm this
7.2	Maintain active membership in the relevant professional association	HoFs must hold current membership in their relevant professional association and/or register. The College encourages participation by HoFs in the leadership of said associations.	Current membership is held and all requirements for professional development in the association is maintained. If possible, HoF will hold positions of responsibility in the association and/or register.

Workload Formula (based on 40 hour week)

Activity	Hours per week (semester)	Hours per week (semester breaks)
Research	25	29
Research related activities	9	9
Tutoring	4 (maximum)	0
Other Administration	2	2
	40	40

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Professional Development Leader

Responsible to: The Principal

Role and Function

Develop and maintain the Professional Development strategies for Academic Staff

- Develop a professional development strategy for academic staff
- Ensure that staff personal professional development programmes comply with and are in harmony with the strategy
- Ensure academic professional development course is congruent with strategy

Assist Staff in developing personal professional development plans

- Counsel staff on appropriate professional development plans
- Ensure that professional development plans are developed and updated annually
- Ensure that the Principal's Office, Academic Board and the Board of Directors are informed regularly on the implementation of the professional development strategy

Develop and Maintain the Teaching Excellence Programme for academic staff professional development

- Develop a curriculum for Teaching Excellence in Integrated Health Education
- Ensure successful delivery of the programme through monitoring, moderation and feedback systems
- Develop online support system for academic staff undergoing the programme

Develop and maintain online strategies and distance learning frameworks

- Develop and maintain the online learning strategy for the College
- Research appropriate systems, software and websites for delivery of online frameworks
- Develop monitoring and feedback systems to ensure ongoing quality management of online and distance programmes
- Develop the curricula for selected courses involving online or distance learning (either in part or in total)
- Assist academic and administrative staff in online delivery of courses and programmes

Support the Senior Research Fellow/ Research leader in the development of Research

- Assist in developing the Research Plan for 2009 - 2012
- Monitor compliance with the plan
- Ensure all staff are appraised of the plan and the implications for their role
- Report to the Senior Research Fellow/Research Leader regularly (at least quarterly) on the progress in implementing the plan
- Organise the Research & Research Ethics Committee
- Ensure Research & Ethics committee meets at least twice annually
- Ensure that research projects are presented to the committee in a timely and orderly fashion
- Ensure all members and staff are informed of the committee's decisions and that processes are transparent and valid
- Ensure that all decisions made by the committee are consistent with: the Privacy Act, Human Rights Act, Treaty of Waitangi and the College's research protocols.
- Ensure the committee has available to it all the relevant documentation, copies of acts, ethics protocols, etc. in order to make the best possible decisions
- Work with the Chairperson to ensure that committee procedure is followed
- Develop and be an integral part of the Research Mentoring Process
- Ensure that mentoring is available to researchers (staff members who are approved for research as part of their professional development programmes) if required
- Mentor staff and/or students who are engaged in research (if required)
- Develop mentoring protocols where required

Specific Activities & Performance Measures

1.	Professional Development	Activity	Performance Measure
		Conduct seminars quarterly for the College community in research, research-based topics and integrative medicine	Quarterly seminars are conducted
1.1	Develop and maintain the Professional Development strategies for Academic Staff	Develop a professional development strategy for academic staff	Strategy is developed and approved by Academic Board and Board of Directors
		Ensure that staff personal professional development programmes comply with and are harmony with the strategy	Professional Development report reflects this
		Ensure academic professional development course is congruent with strategy	Professional Development report reflects this
1.2	Assist Staff in developing personal professional development plan	Counsel staff on appropriate professional development plans	Faculty reports reflect this
		Ensure that professional development plans are developed and updated annually	Updated Professional Development plans are received by the Faculty manager on an annual basis
		Ensure that the Principal's Office, Academic Board and the Board of Directors are informed regularly on the implementation of the professional development strategy	Reports received by the Boards and Principal's Office reflect this
1.3	Develop and Maintain the Teaching Excellence Programme for academic staff professional development	Develop a curriculum for Teaching Excellence in Integrated Health Education	Curriculum is developed and approved by Academic Board
		Ensure successful delivery of the programme through monitoring, moderation and feedback systems	Programme reviews reflect this
		Develop online support system for academic staff undergoing the programme	Programme reviews reflect this

2. Online Support & Distance Learning		Activities	Performance Measure
2.1	Develop and maintain online strategies and distance learning frameworks	Develop and maintain the online learning strategy for the College	Online learning strategy developed and approved by Academic Board and Board of Directors
		Research appropriate systems, software and websites for delivery of online frameworks	Reports reflect this
2. Online Support & Distance Learning (cont)		Activities	Performance Measure
2.2	Develop and maintain online strategies and distance learning frameworks (cont)	Develop monitoring and feedback systems to ensure ongoing quality management of online and distance programmes	Reports and reviews reflect this
		Develop the curricula for selected courses involving online or distance learning (either in part or in total)	Curricula developed and approved by Academic Board
		Assist academic and administrative staff in online delivery of courses and programmes	Reports and reviews reflect this
3. Research Assistant		Activity	Performance Measure
3.1	Assist in development and maintenance of Research strategies in consultation with the Principal's Office and the Faculties	Develop the Research Plan for 2007 – 2010	Research Plan is developed and approved by the Board of Directors. Research plan is integral to approval of Bachelor of Naturopathy programme by NZQA
		Monitor compliance with the plan	Compliance report produced six-monthly
		Ensure all staff are appraised of the plan and the implications for their role	Head of Faculty reports reflect this
		Report to the Principal regularly (at least quarterly) on the progress in implementing the plan	Report is received by Principal
3.2	Organise the Research & Research Ethics Committee	Ensure Research & Ethics committee meets at least twice annually	Committee meeting is held and is successful
		Ensure that research projects are presented to the committee in a timely and orderly fashion	Faculty reports and research reports reflect this
		Ensure all members and staff are informed of the committee's decisions and that processes are transparent and valid	Committee minutes reflect this

3.	Research Assistant Cont.	Activity	Performance Measure
3.3	Organise the Research Ethics Committee (cont.)	Ensure that all decisions made by the committee are consistent with: the Privacy Act, Human Rights Act, Treaty of Waitangi and the College's research protocols.	Committee minutes reflect this
		Ensure the committee has available to it all the relevant documentation, copies of acts, ethics protocols, etc. in order to make the best possible decisions	Committee minutes reflect this
		Work with the Chairperson to ensure that committee procedure is followed	Committee minutes reflect this
3.4	Develop and be an integral part of the Research Mentoring process	Ensure that mentoring is available to researchers (staff members who are approved for research as part of their professional development programmes) if required	Faculty reports and research reports reflect this
		Mentor staff and/or students who are engaged in research (if required)	Faculty reports and research reports reflect this
		Develop mentoring protocols where required.	Mentoring protocols are developed and approved by research committee

Responsible To:	The Principal The Faculty Administrator The Senior Research fellow/Research Leader
Responsible For:	Professional Development Organising the Research Committee Online delivery and Support systems
Collaboration with:	The Heads of Faculty The Website Administrator The Chairperson of the Research and Research Ethics Committee

Position: Tutor

Profile

Qualities

- Be a team player
- Be able to deliver education to students in an undergraduate programme in a vital, interesting, student-centred, integrative and comprehensive manner
- Have a vital interest in issues that affect natural medicine: philosophical, political, social, environmental, personal
- Personable, friendly and communicative
- Confidence in educational delivery

Skills

- Engage students in academic and practice-based enquiry
- Maintain currency of information to students (both evidence and practice-based)
- Participate in educational debate
- Have a wide range of knowledge in the field (applicable to the subjects taught)

Experience

- Be a qualified naturopath and/or herbalist of between five and ten years clinical experience.
- Have a minimum qualification of an undergraduate degree in Naturopathy or Health Science.
- Have a minimum of five years teaching experience in a tertiary institution.

General Description: Duties And Responsibilities

- Deliver tuition for all classes in an agreed schedule over the year
- Assess student's performance in all classes being tutored
- Maintain communication with Wellpark Administration on all concerns related to class tuition
- Maintain Professional
- Qualifications
- Maintain qualifications required for delivery of tuition in a tertiary institution in New Zealand and provide the college with copy of qualifications.

Specific Duties And Responsibilities

Deliver Tuition

- Tutor classes as per agreed annual schedule
- Teach the classes over the agreed number of weeks and time schedules
- Produce lesson plans according to agreed criteria (see attached template) for all tuition being delivered
- Maintain ethical and professional standards whilst delivering tuition
- Ensure the classroom environment is one conducive to the learning process
- Support students in their learning processes
- Ensure student's understanding of the syllabus and curriculum related to the course content
- Ensure attendance records are completed for all course according to agreed criteria
- Ensure student feedback forms are delivered at least once per course and more often as required by administration

Assessment of Student's Performance

- Prepare assessments for all courses in conjunction with the Head of Faculty
- Ensure assessment content is consistent with student outcomes
- Ensure all assessments have a marking schedule according to agreed criteria
- Prepare alternative assessments required for assessment of student's performance (particularly for tests)
- Ensure student's understand of the assessments and the assessment process
- Collect all assessments for marking
- Mark all assessments related to the courses taught
- Mark Assessments on College premises unless signed permission to mark offsite
- Ensure accurate recording of the results of all assessments related to the course
- Ensure that Heads of Faculty receive results of assessments no later than two weeks after the assessment is received from the student

- Ensure assessment/test samples are photocopied for required moderation and submitted to the Faculties Administrator.
- Liaise with students when there is an adjustment to required date for reception of assessment from the student
- Ensure assessment results are delivered to the Head of Faculty for delivery to administration
- Grade all assignments according to agreed criteria

Faculty and Tutor Meetings

- You are required to attend the two scheduled compulsory tutor meetings dates as listed in the tutor handbook, plus two faculty meetings as scheduled by your Head of Faculty.
- Maintain all communications required for tuition delivery support

Resource Management

- Ensure that all resources required are present in the classroom
- Inform administration at least two weeks prior to class of any resources required for tuition delivery
- Communicate with Head of Faculty regarding required and recommended texts for course five months prior to the academic year
- Prepare such classroom material as is required for efficient delivery and assessment of the courses.

Classroom Management

- Maintain an environment in the classroom that is conducive to the education process
- Ensure all lights, fans and gas heaters are switched off, doors and windows shut, at the end of the class. The classroom key is returned to its correct allocated place.

Moderation

- Participate in all moderation processes as required by the College for quality management processes

Other Duties

Curriculum development

- Communicate with Head of Faculty over all issues related to delivery of curriculum

Clinical Program (where applicable)

- Ensure that the clinical program prepares the student for, and ensures competence in, professional practice
- Communicate with clinic management to ensure resources are adequate for professional practice

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Specific Activities & Performance Measures

1.	Classroom Delivery	Activity	Performance Measure
		Prepare professionally for tuition delivery	Lesson Plans are furnished prior to delivery on the template provided Lesson plans are approved by heads of Faculty
		Deliver tuition according to the agreed schedule	Tuition is delivered (in case of illness or other unforeseen circumstance [see contract] where tuition cannot be delivered, the Heads of faculty and the tutor will be responsible for ensuring classroom delivery takes place in a similar manner to that of the current tutor)
		Utilise resources available for tuition delivery	A range of resources are evident from the lesson plans
		Maintain ethical and professional standards in tuition delivery	Ethical and professional standards are maintained according to the Wellpark College Code of Ethics and standards of the professional association to which the tutor belongs
		Support students through the learning process	Student Evaluations show evidence that: The classroom environment is supportive of students Student feel supported through the educational process All materials required by students are presented to them (see checklist in classroom folders)
		Ensure student's understanding of the contents of courses and what is expected from them.	Checklists are completed
		Ensure Student evaluation forms are handed out and completed	Evaluations are completed for each course taught
		Record attendance	Attendance records are completed
		Where applicable ensure check with students they have required text books and teach from these.	Affirm students have required textbooks for class. Tutor teaches from text as part of the Course. Recorded on lesson plan.
2.	Student Assessment	Activity	Performance Measure
		Ensure assessments are prepared where required and/or designated.	Assessments are attached to course packs
		Align assessments to Performance Criteria and College outcomes	Pre-assessment moderation reveals that they are so aligned
		Assessments contain marking schedules	Pre-assessment moderation reveals that marking schedules are present
		Students have a clear understanding of what is expected of them in the assessment process	Student evaluation shows that they have an understanding of expectations

		Mark assessments in a fair, accurate and consistent manner	Post-Assessment moderation reveals that there is fairness, accuracy and consistency
		Mark Assessments in a timely and accurate manner	Assessments do not leave the College and are results are returned to Head of Faculty for Post-Assessment moderation within two weeks of the assessment submission by student
		Record assessment results accurately (according to the weighting system if applicable)	Assessment audit reveals that marks are accurately recorded and student result form is returned with assessment
		Participate in moderation process	Tutor is willing to receive feedback (and adjustments if required) to assessments Tutor moderates assessment and delivery (if applicable)
3.	Meeting Attendance	Activity	Performance Measure
		Attend two Tutor meetings as scheduled in 2008 and two faculty meetings as notified by your head of Faculty.	Attendance recorded
4.	Resource Management	Activity	Performance Measure
		Resources are requested in a timely manner (preferably prior to the start of the academic year if it involves major outlay)	Resource requests are received by the Heads of Faculty in a reasonable time
		Resources are cared for and stored in a manner that will maintain resources for future use. Damaged resources tagged for repair and reported maintenance.	Resource check (quarterly) reveals resources are in a sound condition and stored in a manner that maintains them well
		Classroom resources (such as handouts) are available to students in a manner that supports learning	Student evaluations reveal that this is so
		Classroom is cared for	Lights, fans and gas heaters are switched off at the end of class Classroom is left clean Doors and windows are shut (and locked where applicable), key returned to allocated key board. All resource equipment in room securely put away.

Position: Naturopathy Faculty Support

Role and Function

To perform administrative functions within the Naturopathic Faculty

To assist the Head of Faculty in the development of Programmes within Naturopathy and other sections within other programmes (e.g. Nutrition and Herbal Medicine).

To assist the Head of Faculty in marketing the faculty

Specific Activities & Performance Measures

Area	Activity	Performance Measure
1. Naturopathy Faculty Administration		
1.1 Maintain Curriculum documentation	Curriculum documentation is organised and accessible	Regular audit checks confirm
	Curriculum documentation is up to date	
	Soft copy documents are filed and have version control	
	Assessments are included and information is accurate (e.g. marks add up, etc.)	
	Assessment and other syllabus dates are accurate according to schedules	
	Ensure marking is accurate and marks are submitted for data basing	
	Ensure all curriculum information is submitted for photocopying in a timely manner	

1.2 Maintain Faculty correspondence	Correspondence is responded to in a timely manner	Feedback confirms
	Correspondence is filed and organised with a clear system	
	Where correspondence relates to students, student administration is given copies and appraised of contents (where applicable)	
1.3 Maintain other Faculty Documentation	Ensure contact details are accurate (tutors, students, stakeholders)	Regular audits confirm
	Ensure binders and soft-copy folders are accurately labelled and up-to-date	
	Ensure faculty archiving is completed according to schedule	
	Ensure Required and Recommended texts are current and relevant (liaise with tutors, bookshop and HoF to ensure that book ordering is timely and stocks are utilised)	
	Ensure timetabling information is available to timetable administrator and that it is accurate and takes into account all factors (tutor availability, room requirements and other information according to the template provided)	
	Ensure all lesson plans are filed and up-to-date	
1.4 Maintain Faculty Calendar	Faculty strategy is extrapolated into calendar	Regular audits confirm
	Calendar schedules are placed on Outlook system	
	Calendar schedules are realistic	
	Calendar schedules are adhered to	