Purpose

The Procedure exists to ensure that the University’s Academic Promotions (Higher Education) Policy is implemented in a consistent, equitable and effective manner.

Scope

This Procedure applies to applicants seeking promotion to Level B and is distinct from the Procedure for Levels C, D and E.

Academic staff of the University, other than casual and sessional staff, who have successfully completed the required probation period and have completed at least one year of employment with the University at the date of call for applications are eligible to apply for promotion.

Applicants must have participated in the University’s Performance Review and Development Program (or probationary period) during the 12 months prior to the closing date of applications and demonstrated at least satisfactory performance and professional development.

Academic staff of the University who have applied unsuccessfully for promotion are eligible to apply in the year after their last unsuccessful application; however are encouraged to discuss the timing of the next application with their Dean.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Organisational Unit (AOU):</td>
<td>Academic staff of the University may be employed in variously named academic organisational units such as a School, Faculty, Portfolio and Research Centre, and directorates/sections that undertake teaching and research functions as a primary objective.</td>
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<tr>
<td>Academic Promotion:</td>
<td>Advancement to a higher academic level based on evidence that the applicant is performing satisfactorily at the higher academic level to which promotion is sought and that the applicant meets the levels of achievement required for promotion to the higher level.</td>
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<tr>
<td>Achievement Relative to Opportunity:</td>
<td>The University is committed to ensuring that the principles of equal opportunity are applied in relation to the promotion process through providing the opportunity for evaluation of an applicant's achievements relative to the opportunities available. The promotion process takes account of work arrangements that have not been consistently full-time by enabling staff to outline relevant personal circumstances and working arrangements, and their impact on career progression and performance. The consideration of ‘achievement relative to opportunity’ ensures that merit standards are being maintained and positively acknowledges what has been achieved given the actual opportunities available. Relevant personal circumstances or arrangements that might have resulted in limitations to opportunity can include: • ill-health and/or disability, whether temporary or permanent; • carer responsibilities; • part-time or flexible work arrangements, planned or unplanned, including absence on parental leave; and • other relevant circumstances. Applicants need to make explicit the relationship between these relevant personal circumstances or arrangements and the relative impact on the opportunities available to them and their career progression and performance. Promotion committees will consider whether overall, and on balance, applicants holding, or having held, fractional appointments demonstrate an appropriate level of contribution and of the requisite quality, relative to the opportunities available to them. This aims to reduce the possibility of applicants being assessed against the norm of an uninterrupted full-time fraction where it does not apply.</td>
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<td>Application Types:</td>
<td>Applicants may elect to apply for academic promotion using either a standard application or an intensive application. These two types of applications, together with levels of achievement per area of achievement assigned by the applicant, allow applicants to identify the emphasis of their activity and outcomes and to represent their achievements accordingly in order for these achievements to be evaluated and rewarded.</td>
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<td>In consultation with their respective Dean, applicants are responsible for electing to apply for academic promotion using either a standard application or an intensive application.</td>
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<td>Applicants are responsible for clearly indicating in the relevant section in the application template whether they are applying using a standard or an intensive application type.</td>
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<tr>
<td>Application Type: Intensive:</td>
<td>An intensive application allows applicants to describe an intensive engagement with resulting increased achievements in one of the three areas of achievements.</td>
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<td>An intensive application in Learning and Teaching or Leadership and Engagement does not normally apply to Academic Level A staff seeking promotion to Academic Level B.</td>
</tr>
<tr>
<td>Application Type: Standard:</td>
<td>A standard application allows applicants to describe activity with outcomes and achievements across all three areas of achievement. Applicants are responsible for assigning levels of achievement for each area of achievement based on their assessment of outcomes and achievements in each area and in line with the level of promotion sought.</td>
</tr>
</tbody>
</table>
| Areas of Achievement:           | Three areas of achievement, reflecting the University’s Charter, provide a framework for describing achievements in applications. These are:  
  • Learning and Teaching;  
  • Research and Creativity; and  
  • Leadership and Engagement.                                                                                                                                                                                                                                                                 |
| Area of Achievement: Leadership and Engagement: | Achievement in Leadership and Engagement will be demonstrated through internal and/or external activity, the achievement of outcomes and impact in relation to:  
  • school and University leadership, management, governance and committee roles;  
  • the discipline, for example editorial boards for journals, convening seminars and conferences, through professional associations;  
  • commercial partnerships with industry, in professional service settings, community organisations, government |
Term | Definition
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or corporations leading to significant applied outcomes; and
• pro bono contributions to the public welfare or the common good, which call upon the applicant’s academic/professional expertise, and directly address or respond to civic problems, issues, interests or concerns.

Area of Achievement: Learning and Teaching: Achievement in Learning and Teaching will be demonstrated through:
• elaborating a philosophy on teaching and learning;
• providing evidence of innovation in teaching;
• reflection on practice and on feedback from peers and students which has lead to improvements and developments; and
• evidence that practice and innovations are communicated to others in the profession or discipline.

Area of Achievement: Research and Creativity: Achievement in Research and Creativity will be demonstrated through the scope, quality and impact of research and creative endeavour, determined by the nature of the individual contribution, and in relation to:
• major research themes and significance to the field/discipline;
• verifiable outcomes;
• collaborations; and
• publications, performances, exhibitions.

Dean: The Academic Promotions (Higher Education) Policy and Procedures refer generically to the Dean, the faculty being the main employer of academic staff who may seek promotion. This may also be taken to refer to Deputy Vice-Chancellor or Director of other academic organisational units (AOU) such as a Portfolio, a Research Centre and directorates/sections that undertake teaching and research functions as a primary objective and who employ academic staff who may seek promotion.

Equivalent Accreditation and Standing: An applicant who can demonstrate a case for promotion, but who does not hold the expected qualifications for their level and discipline as outlined in the relevant Academic Promotion Procedures and Generic Academic Profiles, may apply for equivalent accreditation and standing status prior to applying for promotion. Applicants who believe this category may apply to them should discuss this with their Dean and with reference to the Generic Academic Profiles. This status must be established separately from, and prior to, the applicant submitting an application for promotion. Refer to Equivalent Accreditation and Standing Status in this Procedure for action in this regard.

Formal Qualifications: The Academic Promotion Procedures and Generic Academic Profiles stipulate a requirement of a doctoral or
Term | Definition
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a master's level degree or equivalent. An applicant without the required degree may make a case for Equivalent Accreditation and Standing status prior to, and separately from, the promotion process.

Generic Academic Profiles:
The Generic Academic Profiles are guidelines for achievements and expectations of an academic at each prescribed academic level, and include guidelines and expectations for standard and intensive applications. The profiles complement the Minimum Standards for Academic Levels.

Level of Achievement:
In the application documentation, the applicant must indicate the level of achievement being claimed in each area of achievement (Learning and Teaching; Research and Creativity; and Leadership and Engagement), according to the following criteria:

- **Sustained** contribution requires evidence of continued activity and quality outcomes.
- **Meritorious** achievement requires evidence of achievements and contributions to the relevant field, discipline or profession at a local/regional and/or national level that are acknowledged by peers/clients to be significant. In the Area of Leadership and Engagement, this level of achievement requires demonstration of substantial leadership at the school level or in the relevant discipline.
- **Outstanding** achievement requires evidence of achievements and contributions to the relevant field, discipline or profession at a national and/or international level that are recognised and acknowledged by leaders in the field, discipline or profession as being significant. In the Area of Leadership and Engagement, this level of achievement requires demonstration of significant leadership at the school and University level and/or in the relevant discipline over a period of time.
- **Distinguished** achievement requires evidence of definitive and sustained achievements and contributions at national and/or international level together with recognition at national and/or international level as an authority in the relevant field, discipline or profession. In the Area of Leadership and Engagement, this level of achievement requires demonstration of highly effective leadership and management with evidence of key achievements over time at the school, faculty and University level and/or in the relevant discipline.
- **Highly distinguished** achievement requires evidence of exceptional and sustained achievements and distinctions at an international level together with international recognition as a leading authority in the relevant field, discipline or profession. Although achievements and recognition are required to be at an
<table>
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<tr>
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<tr>
<td>international level, it is acknowledged that some fields, disciplines or professions may have limited international relevance and/or prominence (e.g. Indigenous Studies). In the Area of Leadership and Engagement, this level of achievement requires demonstration of exceptional leadership and management which is widely recognised inside and outside the University or in the relevant discipline.</td>
<td></td>
</tr>
<tr>
<td>Level of Achievement Required for Promotion to Level B:</td>
<td>Sustained Contribution is the key criterion for applicants seeking promotion to Academic Level B using a standard application. For an intensive application in the Research and Creativity area of achievement, a meritorious level of achievement is required.</td>
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<tbody>
<tr>
<td><strong>Minimum Standards for Academic Levels (MSALs):</strong></td>
<td>The Minimum Standards for Academic Levels are a generic listing of standards and/or expectations of an academic at each level. For further information refer to the University Collective Agreement.</td>
</tr>
</tbody>
</table>
| **Performance Review and Development Program:** | The University's performance management process whereby:  
  • the strategic priorities and objectives of the University and relevant Portfolio/Faculty/School/ Directorate/Section are aligned to the performance and professional development of employees;  
  • PRDP Supervisors clarify duties, responsibilities and expectations for employees;  
  • PRDP Supervisors and employees meet to plan, monitor and review performance and professional development; and  
  • satisfactory performance and development are linked to salary incremental advancement for eligible employees. |
| **Procedural Observer:**                  | The procedural observer is an NTEU nominated staff member. The role of the procedural observer is to provide feedback to the promotion committee on their application of and adherence to the Academic Promotions Procedures at the end of the committee meeting. The procedural observer has no voting rights on promotion committees. |
| **Professional Folio:**                   | The application templates require the presentation of evidence in professional folios. This is a structured format for presentation of evidence of achievement in the three areas of achievement and provision of critically reflective comment on both the scope and quality of activity and achievement. |
| **Referee:**                              | For academic promotion purposes there are three types of referee:  
  • internal referee - a person employed within the University;  
  • external referee - a person not employed within the University and who has not been employed at the University during the three years preceding the application; and  
  • international referee - an external referee as defined above who is an internationally recognised authority in a relevant discipline, field or profession and resides outside Australia. |
Term | Definition
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A testimonial document does not represent a reference in the context of the Policy and Procedures.

**Actions**

**Equivalent Accreditation and Standing Status**

For various reasons applicants may not have higher degree qualifications, but may make a case for equivalent accreditation and standing in their profession/discipline.

This status must be established prior to and separately from the promotions process.

It is the responsibility of the staff member to formally advise the Dean that they wish to make the case for equivalent accreditation and standing whereupon the Dean will inform the Director, Human Resources. The Dean is responsible for convening a committee comprising:

- Deputy Vice-Chancellor (Academic);
- Deputy Vice-Chancellor (Learning and Quality) or Deputy Vice-Chancellor (Research and Innovation); and
- Dean (or nominee).

The Dean is responsible for providing the Director, Human Resources with the minutes and outcome/s of the application. The Director, Human Resources will advise the applicant in writing whether their application was successful or not, and a record of the outcome will be lodged on the staff member’s personnel file.

A promotion committee will accept the approved status of equivalent accreditation and standing with no further clarification to be sought.

If an application was unsuccessful for equivalent accreditation and standing status, the Dean is responsible for providing the applicant with feedback with a view to further career planning.

**Timeline**

The Dean is responsible for calling for applications for promotion twice a year and normally according to the following timeline:

<table>
<thead>
<tr>
<th>January Call</th>
<th>July Call</th>
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<tbody>
<tr>
<td>Dean calls for applications prior to the end of January.</td>
<td>Dean calls for applications prior to the end of July.</td>
</tr>
<tr>
<td>Applications close on 30 March.</td>
<td>Applications close on 30 September.</td>
</tr>
<tr>
<td>Confidential referees are sought during the month of April.</td>
<td>Confidential referees are sought during the month of October.</td>
</tr>
<tr>
<td>Committee meetings are held during the month of May/June.</td>
<td>Committee meetings are held during the month of November/December.</td>
</tr>
<tr>
<td>Promotions take effect 1 July.</td>
<td>Promotions take effect 1 January of the following year.</td>
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</tbody>
</table>
Applicants are responsible for discussing their intentions with their Dean who is responsible for formally advising the senior discipline leader/s (or nominee/s) and Executive Officer to the academic promotion committees of intending applications as soon as practicable and prior to the closing date.

**Submission of Applications**

1. The applicant is responsible for preparing their application using the prescribed template and providing adequate information and evidence to demonstrate to the relevant committee that they meet the criterion of Sustained Contribution in the three areas of achievement.

2. Applicants who are currently undertaking a higher degree qualification must provide an indication of progress and anticipated completion of such study in their application and confirmed by their higher degree supervisor.

3. Applicants to Level B will normally have a master’s degree.

4. Information on the application form is confidential and used only for the purposes of assessing an application for academic promotion; communicating with the applicant; attending to administrative matters; de-identified statistical analysis; and disclosure to committees.

**Content of Applications**

A complete application has four sections, nominated referees (Section 5) and Senior Discipline Leader (or nominee) report (Section 6) as per the template which is designed to assist an applicant in assembling their case and to ensure the relevant information is available for each committee.

The four sections are as follows:

- **Section 1: Application Form**
- **Section 2: Case for Promotion**
- **Section 3: Curriculum Vitae**
- **Section 4: Professional Folios**

**Professional Folio**

1. The professional folio constitutes section 4 of the application. It has three components, each of these being an area of achievement:
   - Learning and Teaching;
   - Research and Creativity; and
   - Leadership and Engagement.

2. Each component of the folio has a preferred template and applicants should adhere to that format and the word length in their response.

**Format**

1. The following is the preferred University format and should be adhered to:
   - Arial typeface;
   - headings emboldened;
   - 11 point font minimum;
   - double-sided A4 pages with minimum margins of 2cm;
   - no blank page separators;
2. Each template provides specific information on maximum page numbers or maximum word length and limits, and where provided, must not be exceeded.

3. Applications should be submitted online (unless otherwise specified). Applications tendered in formats other than those specified will not be considered.

4. Summarised information is encouraged where appropriate, and tables may be used to present information. The relevant promotion committee or Dean may call for elaboration on or proof of any of the summarised material as required.

Supporting Evidence

Original documents and artefacts must be submitted to Human Resources together with applications by the closing date. Applicants are requested to submit these on memory sticks, where possible.

Referees

In view of the importance of references, applicants are advised to pay particular attention to this matter in the preparation of their applications and note the following:

1. Applicants must nominate two referees, one of whom should be external.

2. Applicants are advised to select referees whose seniority and/or close knowledge of the applicant and their work enables them to provide informed comment on the application and which will be deemed by the promotion committee to be reliable and valid. They should be people of standing in relevant academic and/or professional fields whose judgements will be relied upon by the promotion committee to confirm the applicant’s claims of activity, achievement and impact.

3. Applicants must consult referees in advance to ensure they are willing and available to act as referees and within the promotion process timelines.

4. Applicants are responsible for supplying a copy of their application to their referees.

5. Confidential references will be sought by the Executive Officer on behalf of the promotion committee. Referees will be asked to comment on performance in the areas of achievement and levels of achievement appropriate to Academic Level B.

6. Referees will be asked whether their reference report is to remain confidential to the promotion committee or to be also made available to the applicant.

Written Evaluation of Applications

1. Applicants must provide a copy of their application to their Senior Discipline Leader/Performance Review and Development Program (PRDP) supervisor (or nominee). Applicants must liaise with their Senior Discipline Leader/PRDP supervisor (or nominee) regarding a timeline to submit their application to their Senior Discipline Leader/PRDP supervisor (or nominee). This timeframe will normally be at least three weeks before the closing date for applications.

2. The written evaluation of the Senior discipline Leader/PRDP supervisor (or nominee) must be given directly to the applicant at least one week before the closing date for applications to enable the applicant to submit a complete application in a timely manner.

Senior Discipline Leader (or nominee)

1. In consideration of applicants to Academic Level B, the Senior Discipline Leader (or nominee) has responsibility for writing an evaluative report.

2. The Senior Discipline Leader’s (or nominee’s) written evaluation, using the provided template, should appraise an applicant against the level of achievement claimed for each area of achievement. They are required to
comment on or endorse any claim/s made in relation to contributions to the Faculty and University Charter and student feedback. Comment can also be made on matters which are relevant to the case for promotion which have not been included in the application.

3. The Senior Discipline Leader (or nominee) will indicate their level of support for the application and provide reasons.

4. The Dean (or nominee) as chair of the promotion committee has responsibility for making the final recommendations of the promotion committee to the Deputy Vice-Chancellor (Academic) for approval who provides a recommendation to the Vice-Chancellor for approval.

Head of an Academic Organisational Unit other than a Faculty

1. In an Academic Organisational Unit such as a Portfolio or Centre where there is no designated senior discipline leader, the responsibility for the written evaluation is with the designated PRDP supervisor (or nominee) of the applicant.

2. If the Head/Director of a Portfolio or Centre conducts PRDP with the applicant, then the Head/Director of a Portfolio or Centre, in consultation with the applicant, will appoint a senior person from a relevant discipline in the University to write this report. The Head/Director must seek advice from the relevant Deputy Vice-Chancellor regarding this appointment.

Promotion Committees

Composition of Promotion Committees

1. The composition of the promotion committee will depend on whether an applicant is from a Faculty or an academic organisational unit.

2. The chair of the relevant promotion committee is responsible for informing the relevant Deputy Vice-Chancellor of the composition of the committee prior to the committee meeting.

3. The relevant Deputy Vice-Chancellor may change or augment a committee membership to redress any imbalance, e.g. representation of gender, academic levels and/or disciplines.

Faculty Promotion Committee

When an applicant is from a Faculty, the Dean is responsible for convening the following promotion committee:

• Dean (or nominee);
• member of the University’s professoriate who is not a member from the applicant’s Faculty;
• two senior academic staff (Level C and above) from the pool of Faculty/academic organisational unit elected representatives. One member should be from the applicant’s Faculty and one member must not be a member of the applicant’s Faculty;
• a procedural observer (member of the NTEU); and
• Executive Officer to the Promotion Committees.

Academic Organisational Unit Committee

When an applicant is from an academic organisational unit, the Head/Director/Deputy Vice-Chancellor is responsible for convening the following promotion committee:

• Head/Director/Deputy Vice-Chancellor of unit/Portfolio;
• member of the University’s professoriate who is not a member from the applicant’s unit;
two senior academic staff (Level C and above) from the pool of Faculty/academic organisational unit elected representatives. One member should be from the applicant's Faculty/academic organisational unit and one member must not be a member of the applicant's Faculty/academic organisational unit;

- a procedural observer (member of the NTEU); and
- Executive Officer to the Promotion Committees.

Limitations on Composition of Faculty Promotion Committees

The composition of the promotion committee is limited in the following ways:

1. Any person who is an applicant shall not be a member of the committee to which they have applied.
2. Any member of a committee shall not act as a referee for any applicant to the committee of which they are a member.
3. In accordance with the University's Conflict of Interest Policy, committee members shall declare the existence of any relationship with an applicant that may influence their evaluation of a promotion application.
4. Committees will aim for gender representation, and will ensure a membership that has no less than 30% of either gender. The membership of a committee may be augmented through co-option to meet this requirement.
5. Members of committees and observers shall maintain confidentiality. The proceedings and all records of meetings of committees shall be confidential to the members, observers and Executive Officer of the relevant committee and may be accessed by Director, Human Resources on request for monitoring purposes.
6. The procedural observer to the committee will be present for all committee meetings and will be an NTEU nominated staff member. The procedural observer has no voting rights.
7. The pool of elected faculty representatives available for promotion committee membership are elected as per the election procedure in the Academic Promotion for Levels C, D and E (Higher Education) Procedure for service to all University promotion committees, including the Faculty and academic organisational unit promotion committees. This membership is restricted to two years. The Executive Officer of the promotion committees will advise Faculties when a new election is required.
8. All internal members of promotion committees, including the procedural observer, will participate in appropriate training coordinated by the Executive Officer. University staff cannot participate as a member of a promotion committee unless trained.
9. If the applicant for promotion is an Aboriginal or Torres Strait Islander person, then the promotion committee membership should include a suitably qualified Aboriginal or Torres Strait Islander person.

Committee Evaluation

1. In their deliberations, promotion committees will assess applications against the criterion of Sustained Contribution, i.e. the level of achievement for promotion to Academic Level B, rigorously and fairly.
2. Decision-making processes within committees will be open and transparent, and recommendations will be based on the:
   - case presented by the applicant;
   - Generic Academic Profiles;
   - any case presented outlining achievement relative to opportunity;
   - Senior Discipline Leader’s (or nominee’s) report; and
   - referees’ reports.

Further Clarification Sought By the Committee
A promotion committee has responsibility to seek clarification on any point in an application from the applicant or Senior Discipline Leader (or nominee) or from the nominated referees. Such questions of clarification will be tabled with the chair prior to the committee meeting. The chair will determine how that further clarification will be sought.

**Equivalent Accreditation and Standing Status**

The Equivalent Accreditation and Standing status of an applicant is established prior to the applicant submitting an application for promotion.

If such status has been conferred, the promotion committee will accept this status with no further clarification to be sought.

**Minutes**

The minutes of meetings of promotion committees will be the only official record of the committee's deliberations.

The Executive Officer (or nominee) is responsible for taking formal minutes of proceedings.

The minutes will record the committee's assessment of the levels of achievement (sustained, meritorious, outstanding, distinguished and highly distinguished) for each area of achievement (Learning and Teaching, Research and Creativity, and/or Leadership and Engagement).

The comments of the procedural observer on committee process will be recorded.

General feedback and other recommendations from committee members (where relevant) will be recorded.

The Executive Officer (or nominee) will coordinate and forward the promotion committee minutes and recommendations to the Deputy Vice-Chancellor for approval.

**Recommendations to Promote**

1. The relevant Deputy Vice-Chancellor may seek advice and/or clarification on any recommendation to promote from the chair of a promotion committee.
2. The relevant Deputy Vice-Chancellor then forwards the minutes and recommendations to the Vice-Chancellor.
3. The Vice-Chancellor can approve or not approve any recommendation for promotion. Should the Vice-Chancellor decide not to promote, s/he will provide a written statement setting out the reasons to the chair of the relevant promotion committee.
4. Successful applicants are promoted to Academic Level B and will commence at the first incremental level.
5. Successful applicants' promotion take effect from either 1 July of the same year or 1 January of the following year (refer to Timeline).
6. All costs resulting from academics being promoted to Academic Level B will be borne by the Faculty.

**Feedback to Applicants**

1. The Director, Human Resources will advise all applicants in writing whether their application for promotion has been successful.
2. Successful and unsuccessful applicants will be provided with an extract of the minutes specific only to the assessment of their case.
3. All applicants for promotion are encouraged to meet with their Dean to obtain feedback on their application in relation to the promotion criteria. Advice to assist applicants with subsequent applications and/or their future career development may also be requested.

**Appeals**

1. The appeals process provides two grounds for appeal. The only grounds for appeal are:
   - failure by the committee to observe the procedures set out in this Policy. This provision ensures that any deviation from the enactment of the Policy and Procedures, which can be demonstrated to have impacted adversely on a case, may be appealed; or
   - on grounds that principles of natural justice have not been applied. This provision reflects University Policy, ensuring that the committee act fairly, in good faith and without bias or conflict of interest. Any deviation from this principle, which can be demonstrated to have impacted adversely on a case, may be appealed.

2. An appellant will advise, in writing, the Director, Human Resources, of their intention to appeal. The Director, Human Resources, will provide the intending appellant with an extract of minutes specific only to the assessment of their case, the minuted record of the procedural observer’s assessment of procedure. This will occur within seven working days of the staff member receiving advice of the outcome of their application.

3. On receipt of this advice the intending appellant may then decide to cease any proceedings for appeal or to progress an appeal. If the intending appellant decides to continue with proceedings then a formal written appeal must be lodged with the Director, Human Resources within ten working days of receiving the minuted documentation.

4. On receipt of a formal written appeal, the Director, Human Resources, will advise, in writing, the chair of the Faculty promotion committee that an appeal has been lodged.

5. The appeal will be dealt with in a timely manner.

6. The appeals committee will be appointed by the Vice-Chancellor and comprise of three senior members of academic staff.

7. The appeals committee will be provided with a full copy of the minutes and review the process that was followed by the relevant Faculty promotion committee in respect of the appellant’s application. The appeals committee will meet with the chair of the relevant committee. The principles of natural justice will be applied to any such review.

8. If the appeals committee concludes that there has been no breach of process and/or that natural justice was applied, then the Appeals Committee will advise the chair of the Faculty promotion committee and the appellant accordingly in writing. There will be no further right of appeal.

9. If the appeals committee concludes that there has been a breach of process and/or that natural justice was not applied, then the appeals committee will provide the chair of the relevant promotions committee with both reasons for the decision and all relevant documentation with a determination that the application be reconsidered. A new promotion committee will then be constituted in order to ensure that a fresh consideration of the application can occur and to reconsider the application according to any guidelines provided by the appeals committee.

**Responsibilities**

1. The Deputy Vice-Chancellor (Academic) and the Director, Human Resources are responsible for ensuring compliance with the policy and for ensuring that appropriate procedures and other systems are in place where relevant.

2. The Dean/Head or Director of Academic Organisational Unit and Deputy Vice-Chancellor of Portfolio has specific responsibility for ensuring that appropriate procedures and other systems are in place for compliance with the Academic Promotion for Level B Only (Higher Education) Procedure.

3. The Director, Human Resources has specific responsibilities for the maintenance of this Procedure.
Policy Base

- Academic Promotions (Higher Education) Policy.
- Conflict of Interest Policy.
- Equal Opportunity and Valuing Diversity Policy.
- Regulation 7.1 - Election Procedures.

Associated Documents

- Academic Promotion for Levels C, D and E (Higher Education) Procedure.

Forms.

- Equivalent Accreditation and Standing for Academic Promotion Purposes Guidelines (DOCX 98.1kb)
- Generic Academic Profiles - Achievement at Prescribed Academic Levels Guidelines (DOCX 92.7kb)
- Level B Intensive Research and Creativity Application Template (DOCX 293.2kb)
- Level B Standard Application Template (DOCX 287.2kb)

Forms / Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
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</thead>
<tbody>
<tr>
<td>Application documents</td>
<td>Faculty/Portfolio</td>
<td>Executive Officer, University Promotion Committees</td>
<td>To the end of the promotion period for that year</td>
</tr>
<tr>
<td>Referee documents</td>
<td>Faculty/Portfolio</td>
<td>Executive Officer, University Promotion Committees</td>
<td>To the end of the promotion period for that year</td>
</tr>
<tr>
<td>Minutes of Promotion Committees</td>
<td>Human Resources Archive</td>
<td>Director, Human Resources</td>
<td>ongoing</td>
</tr>
<tr>
<td>Advising successful outcome of Promotion</td>
<td>Human Resources personnel file of applicant</td>
<td>Director, Human Resources</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Implementation

The Academic Promotion for Level B Only (Higher Education) Procedure is to be implemented throughout the University community and will take the form of:

1. An Announcement Notice under 'FedNews' on the University's website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Procedure;
2. Inclusion on the University's online Policy Library;
3. Information sessions conducted by Deputy Vice-Chancellor (Academic) and Manager, Human Resources to Deans.
4. Information sessions conducted by Manager, Human Resources biannually to prospective applicants.