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

Academic staff seeking promotion to Academic Levels C, D and E who have completed at least one year’s service at the University at the date of call for applications and who have successfully completed their probationary period are eligible to apply.

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 who have applied unsuccessfully for promotion are eligible to apply in the year after an unsuccessful application, but are encouraged to discuss the timing of the next application with their Executive Dean.

Casual and sessional academic staff are not eligible to apply for promotion.
## Definitions

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td><strong>Academic Organisational Unit (AOU):</strong></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><strong>Academic Promotion:</strong></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><strong>Achievement Relative to Opportunity:</strong></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.</td>
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<td>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:</td>
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<td>• ill-health and/or disability, whether temporary or permanent;</td>
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<td>• carer responsibilities;</td>
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<td>• part-time or flexible work arrangements, planned or unplanned, including absence on parental leave; and</td>
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<td>• other relevant circumstances.</td>
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<td>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.</td>
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<td>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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<tr>
<td><strong>Application Types:</strong></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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<tr>
<td>In consultation with their respective Executive Dean, applicants are responsible for electing to apply for academic promotion using either a standard application or an intensive application. Applicants are responsible for clearly indicating in the relevant section in the application templates whether they are applying using a standard or an intensive application type.</td>
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<tr>
<td><strong>Application Type: Intensive:</strong></td>
<td>An intensive application will normally apply to academic staff with non-standard duties as described in their position description and which normally preclude them from submitting a standard application. Applicants are responsible for clearly indicating that they are using an intensive application. An intensive application allows applicants to describe an intensive engagement with resulting increased achievements in one of the three areas of achievement, e.g.: • Learning and Teaching – increased achievement is a result of intensive engagement in teaching or contributing to educational endeavour; • Research and Creativity – increased achievement is a result of intensive engagement in research, discovering and applying new knowledge or creating artistic work/performances; or • Leadership and Engagement – increased achievement is a result of intensive engagement in leadership and management in the University and/or community. Applicants must indicate the area of achievement in which they are claiming intensive outcomes and achievements. The promotions committee will assess an intensive application based on the outcomes and achievements in the area of achievement indicated by the applicant.</td>
</tr>
<tr>
<td><strong>Application Type: Standard:</strong></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>
<tr>
<td><strong>Areas of Achievement:</strong></td>
<td>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.</td>
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<tr>
<td><strong>Area of Achievement: Leadership and Engagement:</strong></td>
<td>Achievement in Leadership and Engagement will be demonstrated through internal and/or external activity, the achievement of outcomes and impact in relation to:</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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| • school, faculty 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 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. |
<p>| Executive Dean: | The Academic Promotion (Higher Education) Policy and Procedures refer generically to the Executive 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 Procedure 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 Executive 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. |</p>
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<tbody>
<tr>
<td>Formal Qualifications:</td>
<td>The Academic Promotion Procedures and Generic Academic Profiles stipulate a requirement of a doctoral or 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.</td>
</tr>
<tr>
<td>Generic Academic Profiles:</td>
<td>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.</td>
</tr>
<tr>
<td>Level of Achievement:</td>
<td>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:</td>
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<td></td>
<td>• <strong>Sustained</strong> contribution requires evidence of continued activity and quality outcomes.</td>
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<tr>
<td></td>
<td>• <strong>Meritorious</strong> 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/faculty level or in the relevant discipline.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Outstanding</strong> 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, faculty and University level and/or in the relevant discipline over a period of time.</td>
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<tr>
<td></td>
<td>• <strong>Distinguished</strong> 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 and University level and/or in the relevant discipline.</td>
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<td></td>
<td>• <strong>Highly distinguished</strong> 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 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</td>
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<td>Term</td>
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<tr>
<td>Levels of Achievement Required at each Level of Promotion:</td>
<td>Depending on the application type the following levels of achievement are required for promotion at each level and according to the application type (Table A and B).</td>
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</tbody>
</table>

### Table A: Levels of Achievement required in Areas of Achievement for Promotion to relevant Academic Level – Standard Application:

<table>
<thead>
<tr>
<th>Levels of Achievement:</th>
<th>to Level C</th>
<th>to Level D</th>
<th>to Level E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustained Contribution</td>
<td>At least in two areas of achievement</td>
<td>At least in one area of achievement</td>
<td></td>
</tr>
<tr>
<td>Meritorious Achievement</td>
<td>At least in one area of achievement</td>
<td>At least in one area of achievement</td>
<td>At least in one area of achievement</td>
</tr>
<tr>
<td>Outstanding Achievement</td>
<td>At least in one area of achievement</td>
<td>At least in one area of achievement</td>
<td>At least in one area of achievement</td>
</tr>
<tr>
<td>Distinguished Achievement</td>
<td></td>
<td></td>
<td>At least in one area of achievement</td>
</tr>
</tbody>
</table>

### Table B: Level of Achievement required in Area of Achievement for Promotion to relevant Academic Level – Intensive Application:

<table>
<thead>
<tr>
<th>Levels of Achievement:</th>
<th>to Level C</th>
<th>to Level D</th>
<th>to Level E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustained Contribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meritorious Achievement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding Achievement</td>
<td>In intensive area of achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinguished Achievement</td>
<td>In intensive area of achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highly Distinguished Achievement</td>
<td></td>
<td></td>
<td>In intensive area of achievement</td>
</tr>
</tbody>
</table>

### Term

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<th>Definition</th>
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<tbody>
<tr>
<td>Minimum Standards for Academic Levels (MSALs):</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>
<tr>
<td>Procedural Observer:</td>
<td>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.</td>
</tr>
<tr>
<td>Professional Folio:</td>
<td>The application templates require the presentation of evidence in professional folios. This is a structured format for presentation of</td>
</tr>
</tbody>
</table>
### Term | Definition
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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 referees:  
- 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.  
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 Executive Dean that they wishes to make the case for equivalent accreditation and standing whereupon the Executive Dean will inform the Director, Human Resources. The Executive 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
- Executive Dean (or nominee).

The Executive 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 personal file.

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

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

### Call for Applications for Promotion and Timeline

1. The University will call for applications for promotion in June/July.
2. Applications, using the prescribed application template, must be submitted to the Director, Human Resources by 5.00 p.m. on 31 August. Late applications will not be accepted.
3. The call will specify whether applications are to be submitted online or paper-based (including number of copies).

4. The Director, Human Resources (or nominee) will forward applications to the Executive Officer of the University promotion committees who will seek and collect confidential referees.

5. The deliberations of the University promotion committees will normally take place during October and/or November.

6. The Director, Human Resources (or nominee) will coordinate the proceedings of the University promotion committees and forward all recommendations to the Vice-Chancellor.

7. The Director, Human Resources (or nominee) will advise the Executive Dean whether or not the applicants from their Faculty have been successful and will advise the applicants of the outcome in writing during November and December.

8. Promotions take effect from 1 January the following year.

Applications

1. It is the responsibility of the applicant to provide adequate information and evidence to demonstrate to the relevant University promotion committee that they meets the criteria defining merit for promotion to the level to which the applicant is applying.

2. Applicants are required to consult with their Executive Dean prior to submission of an application.

3. Applicants to Level C and above will normally have a PhD degree.

4. Applicants must seek a separate determination for equivalent accreditation or standing status prior to submitting an application for promotion. (Refer to Definitions: Equivalent Accreditation and Standing and Equivalent Accreditation and Standing Status of this Procedure)

5. An application must be prepared using the relevant templates.

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

Content of Applications

1. A complete application has four sections as per the templates, a section in which referees are nominated and Executive Dean's written evaluation.

2. Original documents and records are kept by the candidate and may be called upon by the relevant University promotion committee or the Executive Dean.

3. The prescribed template provided assists the applicant in assembling their case ensuring the relevant information is available for each University promotion committee.

Application Template

Section 1 - Application Form

This Section contains:

1. personal details;
2. levels of achievement claimed; and
3. additional information.

Section 2 - Case for Promotion
1. This is a summary statement guided by the application type and levels of achievement assigned to each area of achievement.
2. This section also allows for a brief explanation of the discipline context and for a case to be presented outlining achievement relative to opportunity.

Section 3 - Curriculum Vitae
A brief statement of academic qualifications, appointments/roles, professional awards and distinctions and professional association memberships/roles.

Section 4 - Professional Folios
1. The professional folio is a structured format for presentation of supporting evidence in the three areas of achievement:
   • Learning and Teaching;
   • Research and Creativity; and
   • Leadership and Engagement.
2. Supporting evidence is presented in the folio to:
   • elaborate upon activity stated in the application Curriculum Vitae section of the application template; and
   • justify achievements claimed.
3. Supporting evidence is not a listing of activity and achievements only, but will include:
   • a reflective and critical commentary on the quality and impact of activity and achievements in each area of achievement in line with the University's Charter, and in relation to roles and responsibilities;
   • details relative to the level of achievement being claimed for the area of achievement; and
   • reference to evaluative feedback and commentary from a range of sources.

Format
1. The following is the preferred University format and should be adhered to when preparing applications using the prescribed application template:
   • Arial typeface;
   • headings emboldened;
   • 11 point font minimum.
   • A4 pages with minimum margins of 2 cm;
   • 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 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 University promotion committee or Executive Dean may call for elaboration on or proof of any of the summarised material as required.
Referees

1. Nominated referees should be individuals of standing in relevant academic and professional fields whose judgements will be relied upon by the University promotion committee to confirm the applicant's claims of achievement and impact.

2. In view of the importance of referees, applicants are advised to pay particular attention to this matter in the preparation of their applications and note the following:
   - applicants must nominate three referees using the relevant section (Section 5) in the application template;
     - at least one referee must be external to the University for applications to Academic Level C;
     - at least two referees must be external to the University for applications to Academic Level D; and
     - at least two referees must be external to the University and at least one of the external referees must be an international referee for applications to Academic Level E.
   - 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 University promotion committee to be reliable and valid;
   - referees must be consulted by applicants in advance to ensure they are willing and available to act as referees and within the promotion process timelines. The applicant is responsible for supplying a copy of their application to their referees;
   - confidential references will be sought by the Executive Officer on behalf of the University promotion committee. Referees will be asked to comment on performance in the areas of achievement and levels of achievement appropriate to the academic level to which the applicant is applying; and
   - referees will be asked whether their reference report is to remain confidential to the University promotion committee or to be also made available to the applicant.

Written Evaluation by Executive Dean

1. Applicants must provide a copy of their application to their Executive Dean to evaluate their application. Applicants must liaise with their Executive Dean regarding a timeline for submitting their application to their Executive Dean. This timeframe will normally be at least four weeks before the closing date for applications.

2. Within a framework of the criteria defining merit, the Executive Dean’s written evaluation, using the provided template, should appraise an applicant against the levels of achievement, including comment on/endorsement of any claim 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. The Executive Dean will indicate their level of support for the application and provide reasons.

3. When the applicant is an Executive Dean, the Vice-Chancellor will nominate an appropriate person to prepare a written evaluation of the application.

4. The applicant will submit the written evaluation by the Executive Dean in Section 6 of their application.

5. The written evaluation of the Executive Dean must be given directly to the applicant at least two weeks before the closing date for applications to enable them to submit a complete application in a timely manner.

6. An applicant must ensure that they read the Executive Dean’s report and sign the application template.

7. Response to the Executive Dean’s written evaluation by the applicant is optional and may be included in the application.

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.

University Promotion Committees

Membership of University Promotion Committees

1. There are two University promotion committees that consider applications for promotion and provide recommendations to the Vice-Chancellor. The membership of these committees depends on the academic level of promotion sought.

2. The Chair of the University promotion committees is responsible for informing the Vice-Chancellor of the composition of the committees prior to the committee meeting.

3. At the Vice-Chancellor's discretion, the composition of the University promotion committees can be augmented by co-option to redress any imbalance, e.g. gender representation and/or in academic levels represented.

Composition of Level C Committee

The University Promotion Committee that considers applications to Level C will comprise:

- Deputy Vice-Chancellor (Academic) (or nominee) as Chairperson;
- one academic at Level D or above, external to the University, and nominated by the Deputy Vice-Chancellor (Academic) in consultation with the Vice-Chancellor;
- Deputy Vice-Chancellor (Learning and Quality) (or nominee);
- Deputy Vice-Chancellor (Research and Innovation) (or nominee);
- a member of the University's professoriate;
- four academic staff at level C or above elected from within the University;
- a procedural observer (NTEU nominated staff member); and
- Executive Officer to the University promotion committees.

To select the four academic staff from the pool of elected faculty representatives for the University promotion committee membership, each Faculty will hold an election for a position on the University promotion committee in accordance with the University's Regulation 7.1 - Election Procedures, except that an Executive Dean is not eligible to be nominated for a Faculty position. The Returning Officer from each Faculty will forward the names of at least two elected representatives to the Executive Officer to the University promotions committee. Elected faculty representatives will hold their positions for two years. The Faculty will provide time release for the staff member to serve on the University promotion committee.

The Deputy Vice-Chancellor (Academic) (or nominee) as Chair of the University promotion committee in consultation with the Manager, Equity and Equal Opportunity (or nominee) will select the four elected faculty representatives to participate in the University promotion committee. The Chair and the Manager, Equity and Equal Opportunity (or nominee) will aim to select members such that a broad and representative range of disciplines, academic levels and experience is available, and appropriate gender representation is achieved.

Composition of Levels D and E Committee

The University Promotion Committee that considers applications to Levels D and E will comprise:

- Deputy Vice-Chancellor (Academic) (or nominee) as Chair;
- Deputy Vice-Chancellor (Learning and Quality) (or nominee);
- Deputy Vice-Chancellor (Research and Innovation) (or nominee);
Limitations on Composition of University Promotion Committees

The composition of a University 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 balance and will ensure a membership that has no less than 30% of either gender. The membership of a committee will 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 the Executive Officer of the relevant committee and may be accessed by the Director, Human Resources on request for monitoring purposes;
6. The membership of a committee will not include more than one representative from any Faculty;
7. The membership of a committee will not include an Executive Dean;
8. The procedural observer to the committee will be present for all committee meetings and will be an NTEU nominated staff member;
9. All internal members of 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; and
10. If the applicant for promotion is from Aboriginal or Torres Strait Islander descent, then the committee membership should include a suitably qualified Aboriginal or Torres Strait Islander person.

Committee Evaluation

1. In their deliberations, the University promotion committees will assess applications against the criteria for levels of achievement rigorously and fairly.
2. Decision-making processes within the University promotion committees will be open and transparent and recommendations will be informed by:
   • the case presented by an applicant, according to the criteria (Refer to Definitions within this Procedure);
   • the Generic Academic Profiles;
   • any case presented outlining achievement relative to opportunity;
   • the Executive Dean's report; and
   • the referees.
3. In the context of the above, the University promotion committees’ assessments of applications will consider the applicants' whole career and in particular their achievements either since commencing employment at the University or since the last date of their promotion at the University.

Further Clarification Sought By The Committee

A University promotion committee may seek clarification on any point in an application from the applicant or Executive Dean or from the nominated referees. Such questions of clarification must be tabled with the Chair prior
to the committee meeting. The Chair will determine how that further clarification will be sought. This may include the staff member or the Executive Dean appearing before the committee while giving due consideration to an applicant’s career achievements.

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

1. The Executive Officer will take formal minutes of proceedings. The minutes of meetings of the University promotion committees will be the only official record of the committee’s deliberations.
2. 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).
3. The minutes will also record general feedback and recommendations from the committee members (where relevant).
4. The procedural observer will be required to comment on process and this will be minuted.
5. The Director, Human Resources (or nominee) will coordinate and forward all recommendations for promotion to Levels C, D and E to the Vice-Chancellor.

Recommendations to Promote

1. The Vice-Chancellor may seek advice and/or clarification on any recommendation to promote from the Chair of a University promotion committee.
2. The Vice-Chancellor can approve or not approve any recommendation for promotion. Should the Vice-Chancellor decide not to promote, a written statement setting out the reasons will be provided to the Chair of the relevant University promotion committee and to the applicant.
3. All costs resulting from academic staff being promoted to Levels C, D and E will be borne by the Faculty.

Feedback to Applicants

1. The Director, Human Resources (or nominee) will advise all applicants in writing whether their application for promotion has been successful. A copy of the advice will also be sent to the relevant Executive Dean.
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 will be encouraged to meet with their Executive Dean and the chair of the relevant University promotion committee to obtain feedback on their application in relation to the promotion criteria. Advice to assist applicants with subsequent applications and/or their future development may also be requested.

Appeals

Grounds for Appeal
The Appeals process provides two grounds for appeal:

- failure by the University promotion committee to observe the procedures set out in the Policy and Procedure. This provision ensures that any deviation from the enactment of the Policy and Procedure, which can be demonstrated to have impacted adversely on a case, may be appealed; or
- on grounds that the principles of natural justice have not been applied. This provision reflects University Policy, ensuring that a University promotion 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.

**Process for Lodging an Appeal**

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

2. The intending appellant may, on consideration of the extract of minutes, decide to cease any proceedings for appeal.

3. If the intending appellant decides not to lodge an appeal then this should be advised in writing to the Director, Human Resources within ten working days of receiving the minuted documentation.

4. If the intending appellant decides to lodge an appeal then this should be advised in writing to the Director, Human Resources, together with the ground for the appeal and evidence of the failure by the University promotion committee to observe procedure or that the principles of natural justice were not applied, within ten working days of receiving the minuted documentation.

5. On receipt of a formal written appeal, the Director, Human Resources will advise, in writing, the Chair of the relevant University promotion committee that an appeal has been lodged.

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

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

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

9. 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 relevant University promotion committee and the appellant accordingly in writing. There will be no further right of appeal.

10. 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 University promotion 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 Executive Dean has a responsibility to assist staff to maintain and improve their academic performance and meet the requirements for higher level promotions and to make career development suggestions in this regard. This occurs within the Performance Review and Development Program (PRDP) of the University.

2. It is the responsibility of academic staff to discuss their career plans and promotion aspirations with the Executive Dean as part of the PRDP. Where the Executive Dean is not the PRDP supervisor, the PRDP supervisor should be included in the preparation for promotion.
3. 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.

4. The Director, Human Resources has specific responsibilities for the maintenance of this Procedure.

**Policy Base**

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

**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)

**Forms/Record Keeping**

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application documents</td>
<td>Human Resources</td>
<td>Executive Officer to the University Promotion Committees</td>
<td>To the end of the promotion period for that year</td>
</tr>
<tr>
<td>Referee documents</td>
<td>Human Resources</td>
<td>Executive Officer to the 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</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 Levels C, D and E (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 the Manager, Human Resources to prospective applicants annually.
4. Information Sessions conducted by Deputy Vice-Chancellor (Academic) and Manager, Human Resources to Executive Deans.