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| **]Please do not alter the headings or formatting of this form.** |

Section 1: Applicant information

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| **Title** |  | **Surname** |  | **Given name(s)** |
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| **E-mail address** |  | **Mailing address** |
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**Equity information**

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| **Aboriginal or Torres Strait Islander?** |  | **Gender** |
| Yes  No |  | Female  Male  Other (gender-diverse, self-described)  Do not wish to disclose |

**Appointment details**

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| **Position title** | **Current academic level** | **Research-only appointment** |
|  |  | Yes  No |

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| **School/Directorate/Centre/Institute** |  | **Campus** |
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| **Date of initial appointment at Federation University** |  | **Date of appointment/promotion to  current academic level** |  | **Continuing or  Fixed-term appointment** (include expiry date) |
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| **Current fraction** |  | **Have you successfully completed your probationary period** |  | **Academic level applied for** |
|  |  | Yes  No |  | Level B  Level C  Level D  Level E |

**Ranking of area of achievement** – refer to Academic Promotion (Higher Education) Procedure

* Please indicate your ranking profile using 1, 2 or 3 (mark each box) based on the three Areas of Achievement.
* Ranking should be in the preferred order of assessment, i.e. ranking 1 would indicate the primary focus for the assessment of your application.
* Research-only appointments are not required to address the Learning and Teaching area.

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| **Learning and teaching** |  | **Research and creativity** |  | **Leadership, engagement, and academic citizenship** |
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**Academic workload (Teaching/Research/Service)**

Please insert the previous three years and indicate your workload allocation for these years (or since commencement at Federation University). For example, if you are applying for promotion in 2023, insert 2020, 2021 and 2022. The proportions should reflect those agreed between you and your line manager and where this has varied throughout a given year, indicate the range.

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| **Year** |  |  |  |  |  |  |
| **Learning and teaching %** (not required for Research-only appointments) |  |  |  |  |  |  |
| **Research and creativity %** |  |  |  |  |  |  |
| **Leadership, engagement and academic citizenship %** |  |  |  |  |  |  |
| **Scholarship %** |  | 10% |  | 10% |  | 10% |

**Additional APPLICANT information**

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| **Does your promotion application include a case of achievement relative to opportunity?** |
| ☐ Yes ☐ No |

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| **Case for achievement relative to opportunity** – up to 300 words |
| Applicants may outline work arrangements and special circumstances, and their impact on career progression and performance. Please refer to [Academic Promotion Procedure](https://policy.federation.edu.au/human_resources/professional_development/academic_promotion/ch01.php).  For more information on how to present your case for achievement relative to opportunity (video recording), please refer to the [Academic Promotions web page](https://federation.edu.au/staff/working-at-feduni/human-resources/academic-promotion). |
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Section 2: Holistic overview of case for promotion

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| **Section 2.1: Holistic overview of case for promotion** – **up to 400 words**  This section requires a succinct overview statement highlighting key achievements and a synthesised case for all areas for which you are claiming achievement. This should be a case for promotion argued according to the criteria for the level of promotion being sought. |
| **Word count:** |
| **Section 2.2: Summary statement of ‘living’ University values** – up to 300 words |
| This section should include examples of how you have lived the University’s values of Inclusion, Innovation, Excellence, Empowerment and Collaboration in line with the Strategic Plan. It is not necessary to provide a discrete example for each value.  Please refer to the Living Values Charter for more information. |
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| **Section 2.3: Discipline context summary** – up to 250 words  Please provide a statement about the unique features of your specific discipline area that would assist the committee in assessing your application. The purpose of this statement is to provide committee members from outside your discipline area with the main contextual factors relating to your discipline that underpin the achievements presented in your application. These may include such elements as order of authorship on publications, accreditation requirements, engagement opportunities, etc. |
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Section 3: Curriculum Vitae

Please complete the Curriculum Vitae Template and upload with this application form.

Section 4: Summary of achievements and impact

For all sections, please refer to the [Academic promotions criteria framework](https://policy.federation.edu.au/forms/Academic-promotions-criteria-framework.pdf?_ga=2.75245010.1909078425.1676847330-821183164.1666238934)

Section 4.1: Learning and teaching – up to 1,000 words

For more detail, click here to [download the 'Teaching Expectations for Academic Staff' document (pdf, 478kb)](https://federation.edu.au/__data/assets/pdf_file/0007/444058/FederationUniversity_TeachingExpectations2021.pdf)

Please outline your key achievements in this area, clearly indicating your role and evidence of impact.

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Section 4.2: Research and creativity\* – up to 1,000 words

For more detail, please refer to the Research Performance averages from the 2018 ERA.

\* “Creativity” is specific to areas such performing and visual arts and may not be relevant for all applicants.

Please outline your key achievements in this area, clearly indicating your role and evidence of impact.

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Section 4.3: Case for promotion – Leadership, engagement and academic citizenship – up to 1,000 words

Please outline your key achievements in this area, clearly indicating your role and evidence of impact.

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Section 5: Referee (Level B and Level C applicants only)

Applicants to Level B must nominate two referees – an internal and external referee. The referees will be contacted by People and Culture to provide a confidential evaluative report.

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| **Level B Only** | Applicants to Level B must nominate **two** referees. Please refer to Section 5 in the Academic Promotion Procedure. |

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| **Position title** |  | **Institute/organisation** |  | **Institute/organisation address** |
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Applicants to Level C should nominate one referee – an external referee. The referee will be contacted by People and Culture to provide a confidential evaluative report.

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| **Level C** | Applicants to Level C must nominate **one external** referee. Please refer to Section 5 in the Academic Promotion Procedure. |

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| **Position title** |  | **Institute/organisation** |  | **Institute/organisation address** |
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Section 6: Leadership reports

Applicants may choose to have their supervisor, their line manager or their Executive Dean (or equivalent) complete the comments on their achievements in each area of scholarship. The choice for each area should be based on whoever has greatest familiarity with the achievements presented and can confidently confirm and comment on them. The three areas do not have to be completed by the same person.

For those applying for promotion to Level B, the Executive Dean (or equivalent) is the Chair of the assessment committee. Therefore, the Executive Dean (or equivalent) is not permitted to complete any of this section. The overall case for promotion for Level B applications is completed by the Director Academic Operations (or equivalent).

For those applying for Levels C - E, the Executive Dean (or equivalent) will provide their insights on the overall case for promotion and indicate whether they support the application or not.

**Learning and Teaching Achievements**

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| **Position title** |  | **Institute/Directorate** |
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| **Portfolio** |  | **Campus** |
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| **Phone number** |  |  | **E-mail address** |  |

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| **Comments on Learning and Teaching – up to 300 words** |
| **Word count:** |

**Research and Creativity Achievements**

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| **Word count:** |

**Leadership, Engagement and Academic Citizenship Achievements**

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| **Position title** |  | **Institute/Directorate** |
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| **Portfolio** |  | **Campus** |
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| **Comments on Leadership, Engagement and Academic Citizenship - up to 300 words** |
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| **Director Academic Operations (or equivalent)’s recommendation (Level B applicants only)** | |
| **Overall comments on the case for promotion – up to 150 words**  Please comment on the applicant’s contribution to the Institute (or equivalent), the University and broader community based on their modelling and demonstration of the University’s values of Inclusion, Innovation, Excellence, Empowerment and Collaboration in line with the Strategic Plan, and your overall comments on their case for promotion. Please ensure that all three areas of achievement are addressed within your holistic statement.  Refer to the Living Values Charter for more information. | |
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| Supported  Not supported | I have discussed my comments with the applicant  Yes  No |

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| **Director Academic Operations (or equivalent) Signature** |  | **Date** |
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| **Executive Dean (or equivalent)’s recommendation – Levels C – E only** | |
| **Overall comments on the case for promotion – up to 500 words**  Please comment on the applicant’s contribution to the Institute (or equivalent), the University and broader community based on their modelling and demonstration of the University’s values of Inclusion, Innovation, Excellence, Empowerment and Collaboration in line with the Strategic Plan, and your overall comments on their case for promotion. Please ensure that all three areas of achievement are addressed within your holistic statement.  Refer to the Living Values Charter for more information. | |
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| Supported  Not supported | I have discussed my comments with the applicant  Yes  No |

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| **Executive Dean (or equivalent) Signature** |  | **Date** |
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Section 7: Applicant’s Submission Declaration

I confirm that:

* all information provided in this form is a true and accurate reflection of my work;
* specified word limits have been adhered to in this application;
* all relevant sections are completed;
* the details for nominated referees are current and accurate; and
* a folder containing all supporting documents has been created on my OneDrive and sent to People and Culture at [pc@federation.edu.au](mailto:pc@federation.edu.au) .

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| **Applicant’s Signature** |  | **Date** |
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| Office use only |

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| **Level C to D** | **One** independent assessor to be selected by relevant Executive Dean (or equivalent). |
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| **Level E** | **Two** independent assessors to be selected by relevant Executive Dean (or equivalent). |

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| **Title** |  | **Surname** |  | **Given name(s)** |
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