|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicants seeking promotion to Academic Levels D and E**   * are required to **nominate five independent assessors**, ensuring they are experts in their discipline and their discipline aligns with that of the applicant; * declare any actual or perceived conflict of interest; and * discuss this with the Director, Academic Operations (or equivalent). | | | | |
|  |  | | |  |
| **Level D** |  | **Level E** |  |
| **One independent assessor** of national standing. | **One independent assessor** of either national or international standing in their discipline, with a preference for international. |
| Refer [Section 5, Academic promotion procedure](https://policy.federation.edu.au/people_and_culture/procedures/academic_promotion/ch01.php#Ch957Se224335). | | | | |
| **Director, Academic Operations** (or equivalent), is responsible:   * **for selecting** and **contacting** the independent assessor to obtain initial agreement; and * **advising the Executive Officer** of the nomination. | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant details | | | | |  |  |
| **Level sought** |
| **Title** |  | **Surname** |  | **Given name(s)** |  | Level D |
|  |  |  |  |  |  | Level E |

|  |
| --- |
| Nominee 1 |

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

|  |  |  |
| --- | --- | --- |
| **Position title** |  | **Institute/organisation** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline/area of expertise** |  | **Phone number** |  | **E-mail address** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Is your relationship with the independent assessor professional and/or personal?** |  | **Would your relationship with the individual be seen by a reasonable person as having no conflict of interest?** |
| professional  personal |  | Yes  No |

|  |  |
| --- | --- |
| **I have discussed my application with the Director, Academic Operations** (or equivalent) | Yes  No |

|  |
| --- |
| Nominee 2 |

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

|  |  |  |
| --- | --- | --- |
| **Position title** |  | **Institute/organisation** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline/area of expertise** |  | **Phone number** |  | **E-mail address** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Is your relationship with the independent assessor professional and/or personal?** |  | **Would your relationship with the individual be seen by a reasonable person as having no conflict of interest?** |
| professional  personal |  | Yes  No |

|  |  |
| --- | --- |
| **I have discussed my application with the Director, Academic Operations** (or equivalent) | Yes  No |

|  |
| --- |
| Nominee 3 |

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

|  |  |  |
| --- | --- | --- |
| **Position title** |  | **Institute/organisation** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline/area of expertise** |  | **Phone number** |  | **E-mail address** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Is your relationship with the independent assessor professional and/or personal?** |  | **Would your relationship with the individual be seen by a reasonable person as having no conflict of interest?** |
| professional  personal |  | Yes  No |

|  |  |
| --- | --- |
| **I have discussed my application with the Director, Academic Operations** (or equivalent) | Yes  No |

|  |
| --- |
| Nominee 4 |

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

|  |  |  |
| --- | --- | --- |
| **Position title** |  | **Institute/organisation** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline/area of expertise** |  | **Phone number** |  | **E-mail address** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Is your relationship with the independent assessor professional and/or personal?** |  | **Would your relationship with the individual be seen by a reasonable person as having no conflict of interest?** |
| professional  personal |  | Yes  No |

|  |  |
| --- | --- |
| **I have discussed my application with the Director, Academic Operations** (or equivalent) | Yes  No |

|  |
| --- |
| Nominee 5 |

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

|  |  |  |
| --- | --- | --- |
| **Position title** |  | **Institute/organisation** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline/area of expertise** |  | **Phone number** |  | **E-mail address** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Is your relationship with the independent assessor professional and/or personal?** |  | **Would your relationship with the individual be seen by a reasonable person as having no conflict of interest?** |
| professional  personal |  | Yes  No |

|  |  |
| --- | --- |
| **I have discussed my application with the Director, Academic Operations** (or equivalent) | Yes  No |

|  |
| --- |
| **Director, Academic Operations** (or equivalent) only |

|  |
| --- |
| I confirm that I have **contacted** and **obtained initial agreement** from the following nominee: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Nominee number |  | Nominee name |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| and have provided this nomination to the Executive Officer via [od@federation.edu.au](mailto:od@federation.edu.au). | | | | |
|  | | | | |
| Signature |  | Name |  |  |
|  | |
| Date |  |
|  | | | |  |