

Academic Promotion (Higher Education) Procedure

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Purpose

The [Academic Promotion \(Higher Education\) Procedure](#) clearly describes the processes that apply to academic promotions.

Academic promotion aims to recognise and reward individual performance and leadership in academic work at the University. Academic work includes learning and teaching, research and creativity, and leadership, engagement and academic citizenship.

Academic promotion is aligned to the strategic goals and priorities of the University. It also supports the University's Living Values Charter which staff are expected to demonstrate.

Scope

This Procedure applies to applicants seeking promotion to Academic Levels B, C, D and E.

To be eligible, staff must have:

- i. completed at least one year's service at the University at the date of call for applications;
- ii. have successfully completed their probationary period;
- iii. 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
- iv. demonstrated at least satisfactory performance and professional development.

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

Legislative Context

- [Equal Opportunity and Valuing Diversity Guidelines](#)
- [Federation University Australia Union Enterprise Agreement 2019-2021](#)

Definitions

Term	Definition
Academic Organisational Unit (AOU):	Academic staff of the University may be employed in variously named academic organisational units such as an Institute, School, Research Centre, and Portfolio/Directorates/Sections that undertake teaching and research functions as a primary objective.
Academic Promotion:	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.
Achievement Relative to Opportunity:	<p>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.</p> <p>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</p>

	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p>
Application Template:	The application template is a standard prescribed document that enables an applicant to provide a critical, concise and reflective description of achievements aligned to the three Areas of Achievement and the Criteria Framework.
Areas of Achievement:	<p>Three areas of achievement relevant to academic promotion. These areas reflect the academic focus aligned with the University's Strategic Plan. The three areas include:</p> <ul style="list-style-type: none"> • Learning and Teaching; • Research and Creativity; and • Leadership, Engagement and Academic Citizenship <p>These are clearly outlined in Appendix 1 of the Criteria Framework.</p>
Case for Promotion:	The application template requires the presentation of evidence of achievement in the three areas of achievement and provision of critically reflective comment on both the scope, quality and impact of activity and achievement.
Criteria Framework:	The Criteria Framework describes indicators of achievement across the three Areas of Achievement. This framework provides supporting information to applicants to guide their application and enable them to self-rank their level of achievement.
Executive Dean:	The Academic Promotion (Higher Education) Procedure refers generically to the Executive Dean, the Institute being the main employer of academic staff who may seek promotion. This may also be taken to refer to Deputy Vice-Chancellor, Associate Deputy Vice-Chancellor, Dean or Director of other Academic Organisational Units (AOU).

	For Academics located outside of the Institute, a suitable Academic alternative at an equivalent Executive Dean Level or above will be nominated.
Executive Officer:	The Executive Officer of the Promotion Committee is a senior member of People and Culture who supports the process. The aim of this role is to oversee and monitor adherence to the procedure. The Executive Officer has no voting rights on the promotion committee.
Formal Qualifications:	<p>The qualifications required for an applicant vary depending on the level being applied for and the function undertaken.</p> <p>For Level B, applicants must hold any of the following:</p> <ul style="list-style-type: none"> • A conferred PhD and have made substantial progression to achieving the Level B research performance criteria; or • For staff members who hold a Masters by Research, they must also have the following; <ul style="list-style-type: none"> • produced an expertise and capabilities plan; • produced a three-year research plan; • enrolled in the mentoring program. • For applicants that hold a Masters by coursework, they must have made substantial progress in their Masters by Research and the following: <ul style="list-style-type: none"> • produced an expertise and capabilities plan; • produced a three-year research plan; • enrolled in a mentoring program. • For applicants from creative disciplines, that hold a Thesis by exegesis, they are required to: <ul style="list-style-type: none"> • produced an expertise and capabilities plan; • enrolled in a mentoring program. • For any applicant articulation can be discussed with your supervisor and, if required, the candidature panel. • For Levels C, D and E, a PhD or doctorate is required.
Independent Assessor	An external expert who is nominated by the leadership of the discipline area and invited by the Executive Officer to offer a balanced and independent assessment of the applicants' standing and impact in the nominated discipline and of the merits of the application based on pre-determined criteria.
Independent Assessor Template	A template used to collect expert feedback from the independent assessor on an applicant's application template.
Minimum Standards for Academic Levels (MSALs):	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 Enterprise Agreement .
Performance Review and Development Program:	<p>The University's performance management process whereby:</p> <ul style="list-style-type: none"> • the strategic priorities and objectives of the University and relevant Portfolio/Institute/School/Directorate/Section are aligned to the performance and professional development of employees;

	<ul style="list-style-type: none"> • 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 (or nominee) for the promotions committee may be internal or external to the University and possess equity and diversity expertise. The role of the observer is to provide feedback to the promotion committee on the adherence to the Academic Promotion (Higher Education) Procedure . The Procedural Observer has no voting rights on the promotion committee.
Ranking Areas of Achievement:	<p>An applicant must self-nominate the ranking profile for their application based on the three Areas of Achievement.</p> <p>Ranking should be based on the order in which an applicant would like their application to be assessed. For example, the first ranked is the area in which the applicant would like the primary focus to be given in the assessment by the Promotion Committee, etc.</p> <p>The committee assessing applications reserves the right to consider a different order of prioritisation, where advantageous to the applicant. When this occurs, the applicant will be notified in the feedback section of the outcome letter.</p> <p>For ‘Research only’ appointments, applicants are not required to rank the ‘Learning and Teaching’ Area of Achievement.</p> <p>For ‘Scholarly Teaching’ appointments, applicants are not required to rank the ‘Research and Creativity’ Area of Achievement.</p>
Referee:	A person willing to testify in writing regarding the character and/or ability of the applicant applying for promotion. This applies only for applicants seeking promotion to Academic Levels B and C.
Referee Report Template:	This template provides the applicants' self-nominated referee with an opportunity to provide character and skill ability commentary relevant to their particular experiences and expertise.
Teaching Expectations for Academic Staff:	The Teaching Expectations for Academic Staff (Part B) provides academic level teaching expectations and related examples of evidence to support applicants responding to the Learning and Teaching Areas of Achievement

Procedure Principles

1. The Academic Promotion Higher Education Procedure is part of an integrated system of human resource management which aims to attract, retain, develop and motivate the people needed to achieve the University’s Strategic Plan. It complements and is complemented by the academic appointment processes, Performance Review and Development Program, and staff development programs and activities.
2. The purpose of this Procedure is to:
 - recognise and reward academic staff who contribute to outcomes which advance the University’s strategic plan and live the values of the University;

- foster the achievement of the University's Strategic Plan by ensuring that individual activities and performance which are formally recognised and rewarded and also contribute to the achievement of the strategic directions of the University and culture to which the University aspires;
 - provide a career structure and development path for academic staff by describing a framework of three areas of achievement being learning and teaching, research and creativity, and leadership, engagement and academic citizenship;
 - provide a fair and equitable system that recognises and rewards sustained achievement;
 - encourage, acknowledge and reward leadership and engagement in the University and in the community; and
 - facilitate alignment between the reward for high achievement of individual academic staff and the Institute/ Academic Organisational Unit's staffing structure, budget and strategic directions.
3. Satisfactory performance at their current academic level is considered the minimum standard of achievement for staff. To be promoted to a higher academic level, a staff member needs to demonstrate that they are performing satisfactorily at the higher academic level and meet the levels of achievement required for promotion to the higher level.
 4. Academic staff, in consultation with their supervisor or line manager may elect to apply for promotion to a higher level by accessing the prescribed application form template and respective criteria for promotion.
 5. This Procedure provides information for Institutes and other Academic Organisational Units to assess candidates seeking promotion.
 6. The implementation and outcomes of the Academic Promotion will support and be supported by the University's Equal Opportunity and Valuing Diversity Guidelines through providing the opportunity for assessment of achievement relative to opportunity, with a candidate able to specify personal circumstances that might have resulted in limitations to opportunity to achieve.

Calls for Applications and Timeline

1. The University will call for applications for promotion once per year. The call will specify the electronic format and mode of submission and normally according to the following timeline:
 - The University calls for applications on 1 June.
 - Applications close on 31 August.
 - Committee meetings are held in October/November.
 - Outcomes are communicated in early December.
2. Late applications **will not** be accepted.
3. The Executive Officer will coordinate the proceedings of the University promotion committees and forward all recommendations to the Director, People and Culture and the Vice-Chancellor.
4. The deliberations of the University promotion committees will normally take place from October/November. All committee members will have a minimum 10 working days to assess completed applications.
5. The Director, People and Culture (or nominee) will advise the relevant Executive Dean (or equivalent) whether or not the applicants from their work area have been successful and will advise the applicants of the outcome of their promotion application in writing no later than December.
6. Promotions will take effect 1 January of the following year.

Applications

1. It is the responsibility of the applicant to provide adequate commentary and associated evidence demonstrating significant achievements relative to the desired promotion level. All commentary and evidence must align with University Areas of Achievement, the Criteria Framework and other requirements as specified in the application template.

2. Applicants are strongly recommended to consult with the relevant Executive Dean (or equivalent) prior to commencing the application process.
3. Applicants applying for promotion to Academic Level B will have successfully completed at least a Master's degree and willing to translate to a pathway of obtaining a PhD or Doctorate.
4. Applicants applying for promotion to Academic Level C and above will have successfully completed a PhD or doctorate qualification.
5. All applications must be prepared in line with the prescribed application template.
6. The Curriculum Vitae (CV) Template must also be completed and submitted with the application form.
7. Information on the application form and CV template 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. Applicants must complete Section 1–5 and 7 of the application template. The relevant leaders must complete Section 6. All sections must be completed prior to submission date.
2. The Executive Officer will contact the relevant Executive Dean (or equivalent) to complete the independent assessor details within the application template during the administrative process for levels D and E.
3. Original documents and records relating to case evidence are maintained by the applicant and may be called upon by the relevant promotion committee or the Executive Dean (or equivalent) as part of the promotion process.
4. The applicant will be requested to provide case-specific evidence via SharePoint/OneDrive to People and Culture following submission of their application.

Application Template

Following the call for applications, information sessions will be held to provide more detail on each aspect of the application.

Section 1 - Applicant information

This section contains:

1. Applicant details
2. Equity information
3. Appointment details
4. Self-nominated ranking level of achievement
5. Academic workload record
6. Case for achievement relevant to opportunity

Section 2 - Holistic overview of case for promotion

This section contains:

1. Holistic overview statement of key achievements
2. Summary statement of 'living' University values
3. Discipline context summary

Section 3 - Curriculum Vitae

This section is completed in a separate template and must be submitted with the application form.

Section 4 - Case for promotion

This section contains:

1. Applicant responses to all three Areas of Achievement aligned with the Criteria Framework. Also refer to the [Teaching Expectations for Academic Staff \(Part B\)](#).
2. Responses to specific requirements relevant to each Areas of Achievement as specified in the application template. Applicants should ensure that their role and contribution to the achievement are clearly stated, and the impact of the achievement is well articulated.

Section 5 - Referee Reports (Levels B and C only)

1. Applicants seeking promotion to Academic Level B will nominate two referees as part of the promotion application process, one internal referee and one external referee. For Level C, one external referee is required.
2. See further description of referee types:
 - internal referee - a person employed within the University; and/or
 - external referee - may be national or international and must be a person not currently employed within the University, who has not been employed at the University during the three years preceding the application, and who is a recognised authority in a relevant discipline, field or profession.
3. A referee should be an individual of standing in relevant academic and professional fields whose judgement will be relied upon by the University promotion committee. The referees should confirm the applicant's claims across the three Areas of Achievement (for 'Research only' and 'Scholarly Teaching' appointments claims for two Areas of Achievement).
4. A referee must be consulted by applicants prior to listing their details within the application template.
5. Referees will be requested to complete the referee report template as part of the promotion application process. Referees will be provided with a two week turn-around-time within the promotion timeline process.
6. The applicant is responsible for supplying a copy of their application to their referees at the time of submission.
7. Confidential references will be sought by the Executive Officer on behalf of the promotion committee.
8. 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.
9. Applicants seeking promotion to Academic Levels D and E are not required to submit any referee details within the promotion process. Independent assessors will be nominated by the Executive Dean (or equivalent) for these levels. The independent assessor for Level D can be national or international and for Level E one must be national and one international (where possible).

Section 6 - Leadership Reports

Comments on three areas of scholarships

1. Applicants may choose to have their supervisor, their line manager or their Executive Dean (or equivalent) (for Levels C-E only) complete the comments on their achievements in each area of scholarship.
2. The choice for each area should be based on whoever has greatest familiarity with the achievements presented and can confidently confirm and provide comment. The three areas do not have to be completed by the same person.
3. Regardless of who completes the comments in each area of scholarship, the Director of Academic Operation (or equivalent) for Level B and the Executive Dean (or equivalent) for Levels C-E will provide their insights on the overall case for promotion and indicate whether they support the application or not.

Director of Academic Operations/Executive Dean's (or equivalent) Report

1. Applicants must provide a copy of their completed prescribed application template (Section 1-5) and the completed comments on each area of scholarship to the Director, Academic Operations (or equivalent) for Level B applications and Executive Dean (or equivalent) for all other levels three weeks prior to the submission date.
2. The Director of Academic Operations/Executive Dean (or equivalent) is required to evaluate the complete application and complete Section 6.
3. The Director of Academic Operations/Executive Dean (or equivalent) will provide a transparent appraisal to the applicant regarding the information presented in the application relevant to the Areas of Achievement and the Criteria Framework.
4. The Director of Academic Operations/Executive Dean (or equivalent) will provide a recommendation for the case of promotion with supporting reasons.

Section 7 - Applicant's Declaration

This sections contains:

Confirmation that all relevant sections of the application form have been completed and are a true reflection of the applicants work.

Office Use Only - Independent Assessors Report

This section contains:

1. Independent assessors are nominated by the Executive Dean (or equivalent) in alignment with the applicants' discipline context and sent to People and Culture.
2. People and Culture will select independent assessors for AcademicLevel D and E applications from the Executive Dean (or equivalent)'s nominated independent assessors list.
3. The Executive Officer is responsible for contacting independent assessors and ensuring completed report/s are included with the application sent to committee members for assessment.

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;
 - double-sided A4 pages with minimum margins of 2cm; and

- 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 Executive Dean (or equivalent) may call for elaboration on or proof of any of the summarised material as required. In the event that the committee requires further clarification of information, applicants are responsible for being available on the relevant date of the committee meeting.

Supporting Evidence

Original documents and artefacts must be collated into a single folder on OneDrive. Applicants will be requested by People and Culture to share access to this folder.

Ranking Areas of Achievement

The applicant is required to decide which Area of Achievement they consider their primary strength and demonstrate that they have sufficiently met indicators at the nominated promotion level. This primary Area of Achievement should be ranked number one. Ranking an Area of Achievement number one, indicates to the Promotion Committee significant achievements at the nominated promotion level.

The applicant is required to decide which Area of Achievement they consider their second strength and demonstrate that they are working towards meeting indicators at the nominated promotion level. The secondary Area of Achievement should be ranked number two. Ranking an Area of Achievement number two, indicates to the Promotion Committee that an applicant is gradually working towards achievements at the nominated promotion level and has exceeded achievements at the current academic level.

The applicant needs to decide which Area of Achievement they consider their third strength and demonstrate that they have met indicators at their current academic level. The third Area of Achievement should be ranked number three. Ranking an Area of Achievement number three, indicates to the Promotion Committee that an applicant is meeting achievements at the current academic level.

All three Areas of Achievement must be ranked.

For 'Research only' appointments, applicants are not required to rank the 'Learning and Teaching' Area of Achievement.

For 'Scholarly Teaching Fellow' appointments, applicants are not required to rank the 'Research and Creativity' Area of Achievement.

The self-ranking will be considered by the Promotion Committee. However, the Committee assessing applications reserve the right to consider a different order of prioritisation, where advantageous to the applicant. When this occurs, the applicant will be notified in the feedback section of the outcome letter.

Base for Promotion

The Promotion Committee will examine all applications in line with University procedure and in context with rankings as nominated by the applicant. The Promotion Committee deliberation will be informed by:

- Clear evidence demonstrating the applicant's first-ranked Area of Achievement aligns with indicators specified at the nominated promotion level.

- Clear evidence demonstrating the applicant's second-ranked Area of Achievement aligns with working towards indicators specified for the nominated promotion level.
- Clear evidence demonstrating the applicant's third-ranked Area of Achievement aligns with having satisfactorily met indicators at their current academic level.

Level B Promotion Committee

The Executive Dean (or equivalent) is responsible for convening the following promotion committee:

- Executive Dean (or equivalent) (or nominee of at least Academic Level C or above)
- Research Advisor (or nominee of Academic Level D or above) from the nominated Institute. For committees in the Research and Innovation or Global and Engagement portfolios, this member will be an Academic Level D or above within the portfolio
- Director, Learning and Teaching (or nominee of Academic Level C or above) from the nominated Institute. For committee in the Research and Innovation or Global and Engagement portfolios, this member will be an Academic Level D or above within the portfolio
- An Associate Professor (Level D) from the University but external to the applicants Institute or portfolio
- Executive Officer
- Procedural Observer

Level C Promotion Committee

- Provost (or nominee) - **Chair**
- Provost (or nominee)
- Two members of the University at the Associate Professor or Professor level - who are not Executive Deans - nominated by the Chair
- One member external to the University at the Associate Professor or Professor level nominated by the Chair
- Executive Officer
- Independent Observer

Level D Promotion Committee

- Provost (or nominee) - **Chair**
- Provost (or nominee)
- Two members of the University's professoriate - who are not Executive Deans - nominated by the Chair
- One senior academic member external to the University at the professorial level nominated by the Chair
- Executive Officer
- Independent Observer

Level E Promotion Committee

- Provost (or nominee) - **Chair**
- Provost or nominee
- Two members of the University at the professorial level - who are not Executive Deans - nominated by the Chair
- One member external to the University at the professorial level nominated by the Chair
- Executive Officer
- Independent Observer

Limitations on Composition of 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 Managing Conflicts of Interest Procedure, 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 and is at the recommendation of the Chair.
5. The membership of committees for Levels C, D and E will not include the Executive Dean (or equivalent).
6. 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, People and Culture on request for monitoring purposes.
7. All internal members of committees must successfully complete committee member training prior to the promotion assessment period. The Executive Officer will coordinate training for the committee members and committee Chairs.
8. Promotion training for the Chair, committee members or potential applicants will include (but not limited to) Unconscious Bias Training.
9. If the applicant for promotion is from Aboriginal or Torres Strait Islander descent, the committee membership will include a suitably qualified Aboriginal or Torres Strait Islander person.

Committee Evaluation

1. In their deliberations, the promotion committees will assess applications against the criteria for levels of achievement rigorously and fairly.
2. Promotion committee must be provided with a review period of at least 10 working days to review complete applications and provide preliminary outcomes to the Executive Officer by the nominated deadline.
3. Decision-making processes within committees will be open and transparent, and recommendations will be informed by the:
 - case presented by the applicant;
 - the Areas of Achievement and Criteria Framework;
 - any case presented outlining achievement relative to opportunity;
 - leadership reports; and
 - referees' or independent assessors' reports.
4. In the context of the above, the University promotion committees' assessments of applications will consider an applicant's whole career and in particular their achievements either since appointment or date of their last promotion at the University.

Further Clarification Sought by the Committee

A promotion committee has responsibility to seek clarification on any point in an application from the applicant, any other person who provides a report within the application, or a referee or independent assessor. 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.

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 for each Area of Achievement.
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 recorded in the minutes.
5. The Executive Officer will coordinate and forward all recommendations for promotion to the relevant Deputy Vice-Chancellor for all levels and then forwarded to the Vice-Chancellor for approval of the recommendations from the Committee(s).

Recommendations to Promote

1. The Deputy Vice-Chancellor and the Vice-Chancellor may seek advice and/or clarification on any recommendation to promote from the chair of a promotion committee.
2. The Vice-Chancellor can approve or not approve any recommendation for promotion. Should the Vice-Chancellor decide not to promote, they will provide a written statement setting out the reasons to the Chair of the relevant promotion committee and to the applicant.
3. Successful applicants' promotion take effect from 1 January of the following year.
4. All costs resulting from academics being promoted will be borne by the employees work area.

Feedback to Applicants

1. The Director, People and Culture will provide written advice to all applicants on the outcome of their applications. A copy of the advice will also be sent to the relevant Executive Dean (or equivalent).
2. All applicants will be provided with an extract of the minutes specific only to the assessment of their case.
3. All applicants are encouraged to meet with the Chair of the Promotions Committee and their Executive Dean (or equivalent) 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

This provision ensures that an application may be reconsidered where a procedural irregularity has occurred. Procedural irregularity is where the administrative requirements of this procedure are not met.

Process for Lodging an Appeal

1. An appellant will advise, in writing, the Director, People and Culture, of their intention to appeal. The Director, People and Culture, 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, People and Culture within 10 working days from advising of intent to appeal.
4. If the intending appellant decides to lodge an appeal then this should be advised in writing to the Director, People and Culture, together with the ground(s) for appeal and evidence of the failure by the University promotion committee to observe procedure, within 10 working days from advising of intent to appeal.

5. On receipt of a formal written appeal, the Director, People and Culture 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 who have not been involved in the assessment of the application on the original academic promotions committee.
8. The Appeals Committee will be provided with a full copy of the minutes and review the process that was followed by the relevant promotion committee in respect of the appellant's application. The Appeals Committee will meet with the chair of the relevant committee.
9. If the Appeals Committee concludes that there has been no breach of process, then the Appeals Committee will advise the chair of the original 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, then the Appeals Committee will undertake a full assessment of the application to determine whether the applicant should be promoted.
11. The decision of the Appeals Committee is final.

Responsibilities

1. The Executive Dean (or equivalent) has a responsibility to assist staff to maintain and improve their academic performance and meet the requirements of 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. The Provost and the Director, People and Culture are responsible for ensuring that appropriate procedures and other systems are in place where relevant.
3. The Executive Dean 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 Higher Education Procedure.
4. The Provost has specific responsibilities for the maintenance of this Procedure.

Supporting Documents

- [Equal Opportunity and Valuing Diversity Guidelines](#).
- [Managing Conflicts of Interest Procedure](#).

Forms.

- [Academic Promotion Application Template](#) (DOCX 213.8kb)
- [Academic Promotions Criteria Framework](#) (PDF 1171.2kb)
- [CV Template](#) (DOCX 182.6kb)
- [Teaching Expectations for Academic Staff](#) (PDF 287.6kb)

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Application documents	People and Culture Archive	Executive Officer, University Promotion Committees	To the end of the promotion period for that year

Referee documents	People and Culture Archive	Executive Officer, University Promotion Committees	To the end of the promotion period for that year
Minutes of Promotion Committees	People and Culture Archive	Director, People and Culture	Ongoing
Advising successful outcome of Promotion	People and Culture personnel file of applicant	Director, People and Culture	Ongoing

Implementation

The Academic Promotion 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 UniversityPolicy - '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 Provost and/or People and Culture Executive Officer.