

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.

Legislative context

- [Equal Opportunity and Valuing Diversity Guidelines](#)
- [Federation University Australia Union Enterprise Agreement 2023-2026](#)

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	Achievement relative to opportunity (ARO) is a positive acknowledgement of what an applicant for academic promotion has achieved given the opportunities available to them. ARO acknowledges diverse career histories, a range of personal and professional circumstances and working arrangements. It is not about providing special consideration, diluting merit or lessening standards of

	performance. Applying ARO principles facilitates more equitable decision-making and promotes fairness.
Application Type: Combined	Teaching and research academics must submit a Combined application. Combined applications are based on the activity, outcomes and achievements across all three areas of achievement, i.e. Learning and Teaching, Research and Creativity, and Leadership, Engagement and Academic Citizenship. Applicants are responsible for ranking their areas of achievement, with their strongest area of achievement being ranked first.
Application Type: Focused	Academics with a Teaching focused workload or a Research focused workload must apply for academic promotion using a Focused application. A Focused application is based on their activity, outcomes and achievements in either Learning and Teaching (for Teaching focused academics) <i>or</i> Research and Creativity (for Research focused academics) <i>plus</i> their activity, outcomes and achievement in Leadership, Engagement and Academic Citizenship.
Areas of Achievement	Three areas of achievement relevant to academic promotion. These areas reflect the academic focus aligned with the University's Strategic Plan. The three areas are: • Learning and Teaching; • Research and Creativity; and • Leadership, Engagement and Academic Citizenship These are clearly outlined in Appendix 1 of the Criteria Framework.
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 the Pro Vice-Chancellor, Dean or Director of other Academic Organisational Units (AOU). For Academics located outside of an 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.
Independent Assessor	An external expert who is selected 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.

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 (Your growth matters)	The University's performance review and development process whereby: - the goals and professional development of employees are aligned to the strategic priorities and objectives of the University and relevant Portfolio/Institute/School/Directorate/Section. - Supervisors clarify duties, responsibilities and expectations for employees; - 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.
SELT/SFS	Student Evaluation of Learning and Teaching / Student Feedback Surveys

Procedure Principles

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 (**Your growth matters**), and staff development programs and activities.

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 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.

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.

Academic staff, in consultation with their supervisor or manager may elect to apply for promotion to a higher level by accessing the prescribed application form template and respective criteria for promotion.

This Procedure provides information for Institutes and other Academic Organisational Units to assess candidates seeking promotion.

The implementation and outcomes of the Academic Promotion Procedure 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.

Eligibility for promotion

Eligibility requirements

To be eligible to apply for academic promotion, staff must have:

- completed at least one year's service at the University at the date of call for applications;
- have successfully completed their probationary period;
- achieved a rating of at least three (3) for performance in **Your growth matters** (or probationary review) for the review period immediately prior to the closing date of applications. If your review from last year is incomplete, please contact Organisational Development for advice at od@federation.edu.au.
- Submitted a response to the 'intention to submit' survey in the year for which they are applying for promotion.

Staff are not eligible for promotion where:

- They are employed as casual or sessional academic staff.
- They are under a formal performance improvement plan (PIP);
- They have breached the [Staff Code of Conduct](#):
 - In such circumstances, the application will be removed or withdrawn by the University.
 - Where a staff member is under formal investigation, the University at its discretion may place the application for promotion 'on hold' pending an outcome of the formal investigation.
 - If there are adverse findings from the formal investigation constituting misconduct or serious misconduct, the staff member will be ineligible for promotion.
 - Where there are no adverse findings from the formal investigation, the University may, at its discretion, agree to accept a promotion application for the following year.
- They are the subject of an allegation of research or academic misconduct at the time of application for promotion;
- They have been found to be in breach of the [Australian Code for Responsible Conduct of Research](#) within the twelve months preceding the application for promotion.
- A substantiated allegation of gender-based violence has been made against them.

Formal qualifications and equivalent experience to meet eligibility

Formal qualifications and experience to meet the eligibility required for promotion, may vary depending on the level being applied for and the function undertaken.

Applying to Level B

To apply for Level B, you must hold any of the following:

- A conferred PhD;

or

- A conferred Masters by Research and a minimum of 2 years' industry and/or academic experience;

or

- A conferred Masters by Coursework with a significant research component (at least 1/3 of the credit weighting) and a minimum of 2 years' industry and/or academic experience.

Applying to Level C

For **Combined** and **Research and creativity focused** applications, applicants must hold a conferred PhD.

For **Learning and teaching focused** applications, applicants must possess:

- A conferred PhD,

or

- A conferred Masters by Research and a minimum 2 years' industry and/or academic experience.

or

- A conferred Masters by Coursework with a significant research component (at least 1/3 of the credit weighting) and a minimum of 2 years' industry and/or academic experience.

Applying to Level D

- A conferred PhD.

Applying to Level E

- A conferred PhD.

Preparing for promotion

Application types and ranking areas of achievement

The type of application an applicant must submit is determined by their academic profile as at the start of the academic year in which they are applying for promotion. (For the purposes of this procedure, the start of the academic year is the first day of Teaching Period 1 as per the Federation calendar).

Except for Scholarly teaching fellows (see below), academics cannot apply to change their academic profile via the Academic Promotion procedure. Changes to academic profile must be made in accordance with the process outlined in the Enterprise Agreement.

Teaching and research academics

Teaching and research academics applying for academic promotion at all levels must submit a Combined application, in which all three Areas of Achievement are ranked and addressed.

Research academics

Research academics applying for academic promotion (all levels) must submit a 'Focused – Research and Creativity' application. They are not to rank nor address the 'Learning and Teaching' area of achievement.

Learning and teaching academics

Learning and teaching academics applying for academic promotion (all levels) must submit a 'Focused – Learning and Teaching' application. They are not to rank nor address the 'Research and Creativity' area of achievement.

Scholarly teaching fellows

Scholarly teaching fellows have an automatic annual increment from A3 to B3 that requires no application for promotion. They may request conversion to a teaching and research role at any time as per the Enterprise Agreement.

Scholarly teaching fellows who wish to apply for promotion to a Teaching and research academic profile at levels B4 or C must submit a 'Combined' application and address all three areas of achievement, including the research and creativity criteria.

Scholarly teaching fellows who wish to apply for promotion to a Teaching focused profile at levels B4 or C must submit a 'Learning and teaching' focused application. They are not to rank nor address the research and creativity criteria.

Ranking

For all application types, 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.

Only for Combined applications does the applicant need 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.

The self-ranking will be considered by the Promotion Committee. However, 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.

Application preparation

Academic staff must discuss their intention to apply for promotion with their supervisor, as part of the **Your growth matters** program so that preparation and planning for academic promotion can be included in their goals and/or development plan.

Prospective applicants:

- a. must assess whether they are eligible for promotion and hold the required qualifications or equivalent with reference to the eligibility criteria and ensure that these have been uploaded to their Workday profile under Career Education.
- b. must indicate their intention to apply for academic promotion by responding to the 'Intention to submit' survey. (Note: Responding to this survey does not mean that the potential applicant must submit an application.)
- c. must update all publication and research databases prior to submitting an application. It is the applicant's responsibility to check all timelines for the updating of databases with Research Services.

- d. should ensure that they have completed all mandatory training in Workday.
- e. should identify and contact a senior academic to advise them in preparing their promotion application or contact their Deputy Dean about the opportunity to be partnered with a mentor.
- f. should seek advice from a mentor and / or their Deputy Dean as to whether they should include a case for achievement relative to opportunity as part of their application.
- g. for Level C should consider who they will ask to provide a referee report; for Levels D and E, should consider who they might include on their list of potential independent assessors. In both cases, the applicant should familiarise themselves with the [Academic promotion - conflict of interest guidance](#) requirements.

People and Culture will coordinate information sessions for prospective applicants which will be held prior to the call for applications. Applicants are strongly encouraged to attend one of these sessions.

Application Process

Application Timelines

1. The University will call for applications for promotion once per year. The call will specify the format and mode of submission and normally according to the following timeline:
 - The 'Intention to submit' survey opens in June each year.
 - The official call for applications opens shortly thereafter in June each year.
 - Applications close the last week of August each year.
 - Committee meetings are held in October each year.
 - Outcomes are communicated in the last week of November each year.
 - Appeals are resolved before the last week of December each year.
2. 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.
3. The deliberations of the University promotion committees will take place in October/November.
4. The Director, People and Culture (or nominee) will advise the relevant Executive Dean and/or Deputy Dean (or equivalent) whether the applicants from their work area have been successful.
5. Promotions take effect 1 January of the following year.

Content of applications

Responsibility for preparing an application

It is the responsibility of the applicant to provide adequate commentary and associated evidence demonstrating significant achievements relative to the desired promotion level using the appropriate forms and/or processes. All commentary and evidence must align with the Academic Promotion Criteria Framework and other requirements as specified in the application template. Applicants are strongly recommended to consult with the relevant Deputy Dean (or equivalent) prior to commencing the application process.

Application documents and supporting evidence

Applicants must use the appropriate Academic Level application form and provide the documents outlined below. Blank document templates can be downloaded from the [Academic Promotion web page](#).

Applications will not be accepted if they:

- Are received after 5:00pm on the closing date.

- Are incomplete, are on the incorrect form(s), or with an application type inconsistent with their academic profile.
- Exceed the word, page or other formatting limits specified in the application documents or supporting evidence.

Level	Document	Prepared by	Comments
B	Level B application form	Applicant	Requires HOD sign off
	CV template	Applicant	
C	Level C application form	Applicant	Requires HOD sign off
	CV template	Applicant	
	Supporting evidence	Applicant	
	Referee report	Referee	Obtained by P&C
D	Level D application form	Applicant	Requires DD sign off
	CV template	Applicant	
	Independent Assessor nomination form	Applicant	IA selected by DD
	Supporting evidence	Applicant	
	Independent assessor report	Independent assessor	Obtained by P&C
E	Level E application form	Applicant	Requires DD sign off
	CV template	Applicant	
	Independent Assessor nomination form	Applicant	IA selected by DD
	Supporting evidence	Applicant	
	Independent assessor report	Independent assessor	Obtained by P&C

Privacy and confidentiality

Information on the application forms 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.

Achievement relative to opportunity

The University is committed to ensuring that the principles of equal opportunity are applied in relation to the academic promotion process through providing the opportunity for applicants to submit a case describing their achievements relative to the opportunities available to them.

A case for achievement relative to opportunity (ARO) 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 ARO ensures that merit standards are being maintained and positively acknowledges what has been achieved given the actual opportunities available.

Relevant personal circumstances or arrangements that might have resulted in limitations to opportunity can include:

- ill-health and/or disability, whether temporary or permanent;
- carer responsibilities;
- part-time, flexible work arrangements or career breaks, planned or unplanned;
- late or non-linear entry into academia;
- impact of major events such as natural disasters; and
- any other relevant circumstances.

Applicants need to make clear the relationship between these relevant personal circumstances and the impact on the opportunities available to them and their career progression and performance. The case for ARO should also include the timeframe to which it applies.

Applicants do not need to disclose the specific details of their personal circumstances, however, where it is important to share such information, they may choose to include this either in their written application, or by a private and confidential discussion with the Executive Officer, who will inform the members of the relevant promotion committee.

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.

Reports required

Head of Discipline (Level B and C) and Deputy Dean (Levels D and E) reports

Applicants are required to include a leadership report as part of their application for academic promotion.

The responsibility for completing the leadership report for each academic level is as follows:

Level	Leadership report to be written by:
B	Head of Discipline (or equivalent)
C	Head of Discipline (or equivalent)
D	Deputy Dean (or equivalent)
E	Deputy Dean (or equivalent)

The purpose of the leadership report is to confirm the applicant's claims across the Areas of Achievement and their readiness for promotion.

Applicants must provide a copy of their completed application form to the person responsible for writing their leadership report at least two weeks prior to the closing date.

The person responsible for the leadership report must receive and read the application before completing their leadership report.

The person responsible for the leadership report will provide a recommendation for the case for promotion with supporting reasons, based on their appraisal of the content of the application against the Criteria for Academic Promotion.

Referee Reports (Level C only)

1. Applicants seeking promotion to Academic Level C must nominate one referee external to the University as part of the promotion application process.
2. The 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. The referee should be an individual of senior standing in the relevant academic and professional fields whose judgement will be relied upon by the University promotion committee. The referee should confirm the applicant's claims across the Areas of Achievement - all three Areas of Achievement for standard applications, and the relevant two Areas of Achievement for focused applications.
4. A referee must be consulted by the applicant and agree to provide a referee report prior to listing their details within the application template.
5. The Executive Officer will provide the referee with the referee report template. Referees will be provided with a two-week period to complete and return the report within the promotion timeline.
6. The applicant is responsible for supplying a copy of their application to their referees at the time of submission.
7. Referees will be asked whether their referee report is to remain confidential to the promotion committee or to be also made available to the applicant.
8. The Executive Officer will ensure that the completed referee report is included with the application sent to committee members for assessment.

Independent Assessor Reports (Levels D and E only)

1. Applicants seeking promotion to Academic Levels D and E are not required to submit any referee details within the promotion process. Instead, they are required to nominate up to five independent assessors, ensuring they are experts in their discipline. Independent assessors may be from academia or industry, however they must be suitably qualified to evaluate the application from an academic perspective. Applicants must declare any actual or perceived conflicts of interest and discuss this with their Deputy Dean (or equivalent). (Refer to [Academic promotion - conflict of interest guidance](#)).
2. For academic promotion applications for Level D and E, independent assessors will be selected from the list of nominees by the Deputy Dean (or equivalent) for these levels. The Deputy Dean will decide whether the list complies with [Academic promotion - conflict of interest guidance](#). For Academic Level D, they must select one of national standing in their discipline and for Level E, they must select one of either national or international standing in their discipline, with a preference for international. The independent assessor's discipline must align with that of the applicant.
3. The Deputy Dean (or equivalent) is then responsible for contacting the independent assessors and requesting their assistance in evaluating the relevant academic promotion application. The Deputy Dean must then advise the Executive Officer of the details of the confirmed independent assessor. The confirmed independent assessor's identity is kept confidential from the applicant.
4. The Executive Officer is responsible for contacting independent assessors, providing them with electronic copies of the application and the academic promotion criteria framework and ancillary documentation ensuring

the independent assessor's completed report is included with the application sent to committee members for assessment.

5. Completed independent assessor reports are to be submitted directly to People and Culture by the closing date for applications via the od@federation.edu.au email.

Supporting evidence

Additional evidence provided by the applicant

Applicants for all Levels of academic promotion must provide the following items of evidence separate to their other application documents:

- Current [Three-Year Research Plan](#) (not required for Learning and Teaching focused applications)
- Most recent SELT (SFS) scores (not required for Research and Creativity focused applications)

Applicants for Levels C, D and E may choose to provide additional evidence of their achievements and impact for evaluation by the Promotion Committee, however this must be limited to a maximum of ten (10) A4 pages, and any supporting evidence provided must be referenced within the application form itself. Supporting evidence must be typed using Arial font of no less than 10 pt, with headings in bold. Tables, charts and other graphics are not to be included in the application form itself. They may, however, be referenced in the application and included in full in the supporting evidence document. URLs/digital links may only be used in the application form if they link to the supporting evidence document. The supporting evidence document itself must not include URLs/digital links.

All supporting evidence should be provided in a single PDF document that is emailed to od@federation.edu.au together with all other application documents.

The relevant promotion committee may call for elaboration on or proof of any of the claims made in the application as required.

If the committee requires further clarification of information, applicants are responsible for being available on the relevant date of the committee meeting.

Research data

The applicant's evidence of research inputs and outputs will be verified against the Integrated Research Management Application (IRMA) and where applicable, Web of Science, reports provided by Research Services. It is the responsibility of the applicant to ensure their information is up to date in the relevant research databases.

Student Feedback Survey data (formerly SELT data)

The applicant's evidence of unit and teacher evaluation results for the past three (3) years (or since the applicant's commencement at Federation University) will be verified against reports provided by CLXO (Access and Retention).

Promotion committees

The role of Committee Chair for Levels D and E will be rotated each year between the three Pro Vice-Chancellors.

Level B

No committee meeting is required for Level B. Instead, all applications for promotion to Level B will be reviewed and decided upon by the Executive Dean (or equivalent) in accordance with this procedure.

Level C Promotion Committee

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

- **Chair:** The Executive Dean of the Institute (or nominee)
- Three members of the same Institute at the Senior Lecturer, Associate Professor or Professor level - nominated by the Chair
- One member at the Associate Professor or Professor level from outside of the Institute but from within the University
- Executive Officer
- Independent Procedural Observer

Level D Promotion Committee

The Executive Officer is responsible for convening the following promotion committee:

- **Chair:** The Pro Vice-Chancellor with University responsibility for Research or Learning and Teaching or Innovation*
- Three Associate Professors or Professors from Federation University - nominated by the Chair.
- One Professor external to the University - nominated by the Chair
- Executive Officer
- Independent Procedural Observer

Level E Promotion Committee

The Executive Officer is responsible for convening the following promotion committee:

- **Chair:** The Pro Vice-Chancellor with University responsibility for Research or Learning and Teaching or Innovation*
- Three Professors from Federation University - nominated by the Chair
- One Professor external to the University - nominated by the Chair
- Executive Officer
- Independent Procedural Observer

*The role of Committee Chair for Levels D and E will be rotated each year between the three Institute Pro Vice-Chancellors.

Note: If appropriate, the Level D and E committees may be combined.

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 [Academic promotion - conflict of interest guidance](#), committee members shall declare the existence of any relationship with an applicant that may influence their evaluation of a promotion application.
4. Proxies will be used at the discretion of the Panel Chair where there is a declaration of an actual or perceived conflict of interest by either applicant or panellist.
5. 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 discretion of the Chair.
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 and committee members will include (but not limited to) Unconscious Bias Training.
9. If the applicant for promotion is of Aboriginal or Torres Strait Islander descent, the committee membership will include a suitably qualified Aboriginal or Torres Strait Islander person as an observer.

Evaluation and deliberation process

Base for Promotion

The Promotion Committee will examine all applications in line with University procedure and in context with the rankings as nominated by the applicant. The Promotion Committee deliberation will be informed by evaluating the applicant's ranked achievements against the academic promotion criteria as follows:

Area of achievement ranking	Expected level of achievement
1	The applicant's achievements in this area align with the academic promotion criteria for the level being applied for.
2	The applicant's achievements in this area indicate they are working towards achieving the academic promotion criteria for the level being applied for.
3*	The applicant's achievements in this area indicate they are meeting the academic promotion criteria for their current academic level.

*This is only required for Combined applications for Teaching and Research academics.

Committee Evaluation

1. In their deliberations, the promotion committees will assess applications against the criteria for levels of achievement rigorously and fairly.
2. Promotion committees will 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. Committee members are required to use the academic promotion assessment template and rate the applicant's level of achievement against the definition of the expected level for each area of academic achievement and the academic promotion criteria framework.

4. 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 Academic Promotion Criteria Framework;
 - any case presented outlining achievement relative to opportunity;
 - leadership reports; and
 - referees' or independent assessors' reports.
5. 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.
6. Evaluation must not include any information not included in the applicant's application or supporting documentation.

Further Clarification Sought by the Committee

A promotion committee has a 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 further clarification will be sought.

Recommendations and documentation

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. For each application, the minutes will record the committee's recommendation regarding promotion, a summary of their assessment of the application, general feedback and recommendations from the committee members.
3. For unsuccessful applications, the minutes will also include the committee's recommended timeframe for re-applying.
4. The minutes will record the committee's assessment of the levels of achievement for each Area of Achievement.
5. The minutes will also record general feedback and recommendations from the committee members (where relevant).
6. The Chair is to confirm if any of the committee members are aware of the administrative requirements of this procedure that have not been met prior to the committee deliberation.
7. The procedural observer will be required to comment on the process and specifically to state whether the administrative requirements of the procedure have been met in the committee deliberations. This will be recorded in the minutes.
8. The Executive Officer will coordinate and forward all recommendations for promotion to the relevant Chair for all levels and then forward to the Vice-Chancellor for approval of the recommendations from the Committee(s).

Recommendations to Promote

1. The Vice-Chancellor (or nominee) 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.

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 Deputy Dean and/or the Head of Discipline (or equivalent).
2. All applicants will be provided with an extract of the minutes specific only to the assessment of their case. For unsuccessful applications, this will also include the committee's recommended timeframe for re-applying.
3. All applicants are encouraged to meet with a nominated member of the Promotion Committee and their Deputy 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. Any appeals must be received by the Director, People and Culture, in writing, within ten (10) working days of receiving advice their application outcome.
2. 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.
3. The appeal will be dealt with in a timely manner.
4. The Vice-Chancellor will review each appeal and decide if the appellant has a prima facie case. If so, then an Appeals Committee will be convened to reassess the application.
5. 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.
6. 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.
7. 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.
8. 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.
9. The decision of the Appeals Committee is final.

Responsibilities

1. The Executive Dean, Deputy Dean and Head of Discipline (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 'Your growth matters', i.e. the performance review and development program of the University.

2. The Vice-Chancellor (or nominee) and the Director, People and Culture are responsible for ensuring that appropriate procedures and other systems are in place
3. The Pro Vice-Chancellor and Deputy Dean have specific responsibility for ensuring that appropriate procedures and other systems are in place for compliance with the [Academic Promotion \(Higher Education\) Procedure](#).
4. The Vice-Chancellor (or nominee) has specific responsibilities for the maintenance of this Procedure.

Supporting Documents

- [Equal Opportunity and Valuing Diversity Guidelines](#).
- [Managing Conflicts of Interest Procedure](#).
- [Academic-promotion-conflict-of-interest-guidance.pdf](#)

Forms

- [Academic promotion - application template - Level B.dotx](#)
- [Academic promotion - application template - Level C.dotx](#)
- [Academic promotion - application template - Level D and E.dotx](#)
- [Academic-promotion-criteria-framework.pdf](#)
- [Academic promotion - curriculum vitae template.dotx](#)
- [Academic promotion - independent assessor nomination - Level D and E.dotx](#)

Forms.

- [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 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 People and Culture.