

Academic Promotion

Applicant information session

Levels C, D and E

Objectives

In this session we will cover:

- The purpose of academic promotion;
- What to include in your application;
- How your application will be assessed; and
- What the grounds are for an appeal.

Academic Promotion Policy

Purpose of the Policy:

- Foster achievement of the University's Strategic Plan;
- Provide a career structure and development path for academic staff;
- Provide a fair and equitable system that recognises and rewards achievement; and
- Encourage, acknowledge and reward leadership and engagement in the University and community.

Eligibility

- Completed at least one year of service at the date of call;
- Successfully completed the required probationary period;
- Participated in the University's PRDP during the 12 months prior to the closing date of applications and demonstrated at least satisfactory performance and professional development; and
- Completed a PhD or doctorate qualification.

Casual and sessional staff are not eligible to apply.

Timeline and responsibilities

Levels C, D and E timeline for 2019

Action	Responsibility	Due date
Human Resources - calls for application	Human Resources	29 July 2019
Last date for receipt of applications	Applicant	30 September 2019
Confidential referee and Independent Assessor Reports: Received by Human Resources	Executive Officer	October/November 2019
Committee meetings held	Level C and D Deputy Vice-Chancellor (Academic) Executive Officer Level E Vice-Chancellor Executive Officer	November/December 2019
Effective date of promotion	Human Resources	1 January 2020

Responsibilities

Responsibility	What? – Levels C, D and E
Applicant	<ul style="list-style-type: none"> • Discuss intentions with Dean. • Prepare and submit application.
Dean	<ul style="list-style-type: none"> • Write an evaluative report. • Discuss report with applicant.
Applicant	<ul style="list-style-type: none"> • Nomination of one referee (for applicants at Level C only).
Executive Officer	<ul style="list-style-type: none"> • Provide advice on Policy and Procedure. • Seek confidential referee and independent assessor report/s. • Manage administrative and process requirements.

A prescribed [application form](#) is available and must be used for all Academic Levels C, D and E. (including 'Research Only' appointment)

Areas of achievement

The three Areas of Achievement below provide a framework for describing achievements in academic promotion applications. The importance of demonstrating leadership is a specific requirement for each area.

Learning and Teaching	Research and Creativity	Leadership, Engagement and Academic Citizenship
Achievement is a result of engagement in teaching or contributing to educational endeavour.	Achievement is a result of engagement in research, discovering and applying new knowledge or creating artistic work and performances.	Achievement is a result of engagement in other leadership endeavours or contributions to the public welfare or common good, which calls upon the applicant's academic and professional expertise.

Examples of the evidence you should provide for each Area of Achievement in your application can be located in the Criteria Framework.

Areas of achievement cont...

As Academic staff progress through their careers from Level A, roles develop in complexity and accountability, and the context in which they collaborate, engage and have impact, broadens. The table below illustrates the recommended progression by level during the course of a senior academic career.

Academic Level	Academic Expectations	Context	Performance Indicators for Promotion
Level C	Develops, leads and innovates in their areas of academic work.	Discipline/University Working towards national	Demonstrated emerging national reputation in one of the core areas through development of leadership and innovation.
Level D	Leads, innovates and provides mentorship to early and mid-career academics.	Discipline/University/National Working towards international	Demonstrated national with emerging international reputation in one of the core areas through leadership, innovation and mentorship.
Level E	Sustains and fosters leadership, innovation and mentorship.	Discipline/University/National/International	Demonstrated national and international reputation in one of the core areas through sustained leadership, innovation and mentorship.

Ranking

An applicant must self-nominate their ranking profile in the application form from (1-3) based on the three Areas of Achievement.

Ranking	Description
One	Primary Area of Achievement indicates to the promotion committee significant achievements at the nominated promotion level.
Two	Demonstrates that the applicant is working towards meeting indicators at the nominated promotion level.
Three	Demonstrates that the applicant has met indicators at their current academic level.

All three Areas of Achievement must be ranked. For 'Research Only' appointments, applicants are not required to rank the 'Teaching and Learning' area.

Content of your application

- Section 1 – Application form
- Section 2 - Summary of your case for promotion
- Section 3 – Curriculum Vitae
- Section 4 – Your full case for promotion
- Section 5 – Referee report
- Section 6 – Dean’s report
- Section 7 – Independent assessors report(s)

Achievement relative to opportunity

Achievement relative to opportunity is an evaluative framework that acknowledges the achievements of a staff member in light of the opportunities available. It recognises that personal circumstances may impact on a staff members academic achievements. It gives more weight to the overall quality and impact on achievements rather than the quantity, rate or breadth of particular achievements, which in many cases are directly related to time available rather than talent, merit or excellence.

- Relevant personal circumstances or arrangements that have impacted on carer progression and performance:
 - ill-health and/or disability;
 - carer responsibilities;
 - part-time or flexible work arrangements; or
 - other.
- The **onus is on the applicant** to describe the impact on their career progression and performance.

Referees

Applicants seeking promotion to Academic Level C are required to nominate one referee as part of the promotion application process. A referee should be an individual of standing in a relevant academic field, whose judgement will be relied upon by the university promotion Committee.

Applicants seeking promotion to Academic Levels D and E are not required to submit any referee details within the promotion process.

External referee	<ul style="list-style-type: none">• A person not employed by FedUni; and• Who has not been employed at FedUni during the three years preceding the application
International	<ul style="list-style-type: none">• An external referee as defined above who is an internationally recognised authority in a relevant discipline, field and profession and resides outside Australia.

Dean's report

Applicants must provide a copy of their completed application template to the Dean four weeks prior to submission. The Dean/Director/DVC is required to evaluate the completed application and provide a transparent appraisal to the applicant regarding the information presented in the application.

The Dean will provide a recommendation for the Case for Promotion with supporting reasons. Once the Dean has completed their report, the applicant has an opportunity to respond (this is optional). This response may form part of the final application.

Independent assessor(s) report/s

- The Dean will nominate up to four Independent Assessors in alignment with the applicants' discipline context.
- Human Resources will choose **one** Independent Assessor for Academic Level C promotion, and **two** for Academic Level D and E from the list provided by the Dean.
- The Executive Officer is responsible for contacting the Independent Assessor/s and ensuring a completed report is included with the application.

Composition of committees

Academic Level C	Academic Level D	Academic Level E
<ul style="list-style-type: none"> • Deputy Vice-Chancellor (Academic) (or nominee) – Chair • Deputy Vice-Chancellor (Research and Innovation) (or nominee) • Two members of the University at the Associate Professor or Professor level who are not Deans nominated by the Chair • Two members external to the University at the Associate Professor or Professor level nominated by the Chair • Executive Officer • Independent Observer 	<ul style="list-style-type: none"> • Deputy Vice-Chancellor (Academic) (or nominee) – Chair • Deputy Vice-Chancellor (Research and Innovation) (or nominee) • Two members of the University's Professoriate who are not Deans nominated by the Chair • Two senior academic members external to the University at the professorial level nominated by the Chair • Executive Officer • Independent Observer 	<ul style="list-style-type: none"> • Vice-Chancellor (or nominee) – Chair • Deputy Vice-Chancellor (Academic) (or nominee) • Deputy Vice-Chancellor (Research and Innovation) (or nominee) • Two members of the University at the professorial level who are not Deans nominated by the Chair • Two members external to the University at the professorial level nominated by the Chair • Executive Officer • Independent Observer

Limitation on composition

- Applicant cannot be a member.
- Committee member may not be a referee.
- Aim for gender balance, no less than 30% of either gender.
- Not include a Dean.
- Suitably qualified Aboriginal or Torres Strait Islander member if applicant is an Aboriginal or Torres Strait Islander person.

Responsibility of committee members

- Rigorously and fairly assess applications considering the ranking profile of Levels of Achievement in the application form.
- Open and transparent decision-making
- Assessment and decision-making based on:
 - Case presented by applicant;
 - Criteria Framework;
 - Dean's report;
 - Referee report (where applicable);
 - Independent Assessor report/s; and
- Evidence vs assertion.
- Thorough consideration of the 'achievement relative to opportunity' section.

Further clarification

- The Promotion committee can seek further clarification if required;
- They may seek clarification from applicant, Dean or nominated referee/independent assessors; and
- The Chair may determine how further clarification will be sought.

Interviews for Academic Level D and E

- Interviews will be undertaken for Academic Levels D and E
- Interview guidelines will be provided closer to the Committee dates to allow applicants to prepare for the interview.
- The interview will be 10-15 minutes and will allow the Committee to ask clarifying questions from your application, and may also include questions such as your vision for your research/teaching and/or engagement and what the key questions are in your discipline and how you are addressing this.

Recommendation to appoint

- Human Resources provide final minutes to the Chair of the Committee, who then provides a recommendation to the Vice-Chancellor (or nominee).
- The Vice-Chancellor (or nominee) can approve or not approve any recommendation to promote.
- Successful applicants promoted to nominated Academic Level and first incremental level.

Feedback

- Director, Human Resources will advise each applicant in writing on the outcome of their application
- An extract of the minutes specific to the assessment is provided in written correspondence.
- Unsuccessful applicants are encouraged to meet with their Dean/DVC (Academic) to obtain feedback.

If you are unsuccessful, just remember it is not a 'no' it is a 'not yet'.

Grounds for Appeal

Two grounds for appeal:

- Failure by committee to observe procedures.
- Principles of natural justice have not been applied.

Appeals Process

- Advise Director, Human Resources in writing within seven working days of intention to appeal.
- Director, Human Resources will provide appellant with extract of minutes and minuted record of the procedural observer's assessment of Procedure.
- On receipt, appellant may cease or proceed.
- If proceed, appeals committee constituted – three senior members of academic staff who were not part of the original academic promotion panel.
- If upheld, new promotion committee constituted.

Thanks and Questions?