

Academic Promotion

Applicant information session

Academic Level B

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 Master's degree or equivalent qualification.

Casual and sessional staff are not eligible to apply.

Equivalent accreditation and standing

- Applicants who do not hold the required higher degree qualifications may apply for equivalent accreditation and standing status.
- Status established prior to and separately from promotions process.
- Promotion committee will accept approved status.

Timeline and responsibilities

Level B timelines for 2019

Action	Who?	January Call	July Call
Call for applications	Human Resources	End of January	End of July
Closing date	Applicant	31 March 2019	30 September 2019
Confidential referee reports	Executive Officer	April	October
Committee meetings	Dean Executive Officer	May/June	November/December
Effective date	Human Resources	1 July 2019	1 January 2020

Responsibilities

Responsibility	What? – Level B
Applicant	<ul style="list-style-type: none"> • Discuss intentions with Dean. • Prepare and submit application.
Dean	<ul style="list-style-type: none"> • Formally advise Deputy Dean / PRDP Supervisor
Deputy Dean / PRDP Supervisor	<ul style="list-style-type: none"> • Write an evaluative report. • Provide report to applicant.
Executive Officer	<ul style="list-style-type: none"> • Provide advice on Policy and Procedure. • Seek confidential referee reports. • Manage administrative and process requirements.

Two types of application

Standard application	Intensive application
Describe activity with outcomes and achievements.	<p>Describe an intensive engagement with resulting increased achievements in one of the three areas of achievements.</p> <p>Normally applies to academic staff with non-standard duties as described in their position and which normally preclude them from submitting a standard application.</p> <p><i>Will normally not apply to Level B applications in Learning and Teaching or Leadership and Engagement.</i></p>

Three 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 and Engagement
<ul style="list-style-type: none"> • elaborating a philosophy on teaching and learning; • providing evidence of innovation in teaching; • reflection on practice and feedback from peers and students which has lead to improvements and developments; and • evidence that practice and innovations are communicated to others in profession or discipline. 	<ul style="list-style-type: none"> • major research themes and significance to field or discipline; • verifiable outcomes; • collaborations; and • publications, performances, exhibitions. 	<ul style="list-style-type: none"> • school and University leadership, management, governance, committee roles; • discipline, e.g. editorial boards, convening seminars and conferences, through professional associations; • commercial partnerships with industry, in professional service settings, community organisations, government or corporations leading to significant applied outcomes; and • pro bono contributions to public welfare of the common good, which call upon academic or professional expertise.

Level of achievement cont...

Level of achievement	Definition
Sustained contribution	Evidence of continued activity and outcomes across the areas of achievement and demonstrating quality in outcomes.
Meritorious	Evidence of achievements and contributions to the relevant field/discipline at a local and/or national level that are acknowledged by peers to be significant. L&E, requires demonstration of substantial leadership at the school level or in the relevant discipline.
Outstanding	Evidence of achievements and contributions to the relevant field/discipline at a national and/or international level that are recognised and acknowledged by leaders in the discipline as being significant. L&E, requires demonstration of significant leadership at the school/faculty and University level and/or in the relevant discipline over a period of time.
Distinguished	Evidence of sustained achievements and recognition at national and/or international level as an authority in the relevant discipline. L&E, requires demonstration of highly effective leadership and management with evidence of key achievements over time at the school and University level and/or in the relevant discipline.
Highly distinguished	Evidence of exceptional and sustained achievements and distinctions at an international level with international recognition as a leading authority in the relevant discipline. It is acknowledged that some disciplines may have limited international relevance and/or prominence. L&E, requires demonstration of exceptional leadership which is widely recognised inside and outside the University.

Content of your application

- Section 1 – Application form
- Section 2 – Case for promotion
- Section 3 – Curriculum Vitae
- Section 4 – Professional folios
- Section 5 – Referees
- Section 6 – Written evaluative report:
(Deputy Dean / PRDP Supervisor)

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

For Academic Level B promotion, applicants must identify two referees in their applications of which one must be external.

Internal referee	<ul style="list-style-type: none">• A person employed within Federation University
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.

Written evaluation

- Appraisal of application against level of achievement claimed per area of achievement.
- Comment on and/or endorse claim/s in relation to student feedback.
- Indicate support for application on a scale from strongly supported to not supported, and provide reasons.

Supporting evidence

- Original documents and artefacts must be submitted to Human Resources together with applications by closing date.
- Applicants are requested to submit these on memory stick or other electronic format where possible.

Composition of committee

Academic Level B

- Dean (**Chair**).
- Federation University Professor who is not a member of the applicant's School.
- Two senior academic (C+) one from applicant's School.
- Procedural Observer.
- Executive Officer.

Limitations 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.
- School elected representatives' membership restricted to 2 years - **election was held in 2018.**
- Not include more than one representative from a School.
- 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;
 - Generic Academic Profiles;
 - Discipline Leader evaluative report;
 - referee reports.
- 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 referees; and
- The Chair may determine how further clarification will be sought.

Recommendation to appoint

- Human Resources provide final minutes to the Chair of the Committee, who then provides a recommendation to the Deputy Vice-Chancellor (Academic) (or nominee).
- Deputy Vice-Chancellor (Academic) may seek clarification. Provides recommendation to Vice-Chancellor.
- 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?