# Introduction

These Frequently Asked Questions (FAQs) have been formulated to answer some of the questions you may have in relation to the new Academic Promotion for Levels C, D, and E Policy and Procedure.

| Question | Answer |
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| **Can I apply in 2019 if I applied and was unsuccessful in 2018?** | You will be ineligible to apply the year following an unsuccessful application. Applicants are highly encouraged to discuss timing or promotion plans with their Dean/Director. In exceptional circumstances, the Deputy Vice-Chancellor (Academic) may approve an application from a staff member, supported by the Dean, the year following an unsuccessful application. |
| **What if my Dean does not support my application?** | It is rare to have Deans not support an application, as a discussion should have commenced prior to the application taking place. The application can still be submitted to be assessed by the Committee. |
| **How long do I have to have been at Federation University Australia to apply for a promotion?** | You must have completed at least one year’s service at the University, at the date of the call for applications, and have successfully completed probation. In addition, applicants must have participated in the University’s Performance Review and Development Program (PRDP) (or probationary period) during the 12 months prior to the closing date of applications, and demonstrated at least satisfactory performance and professional development. |
| **What is achievement relative to opportunity?** | This section of the prescribed application provides academics with the opportunity to comment if they believe their work has been impacted by particular circumstances and working arrangements. It is not about reducing the standards, as the quality of work needs to be maintained, however, the quantity of outputs for a particular period of time may have been impacted. Providing this information enables you to explain your circumstances to the committee, who will take this into account when assessing your achievements. Examples include part-time or flexible work arrangements, including absence for parental leave, ill health and/or disability, whether temporary or permanent, carer’s responsibilities or other relevant circumstances. |
| **Do I need to rank all Areas of Achievement?** | Applicants must self-nominate the ranking profile for their application based on the three areas of achievement. Ranking should be based on the order in which an applicant would like their application to be assessed. For example, the first rank is the area in which the applicant would like the primary focus to be given in their assessment etc. For ‘research-only’ appointments, the Learning and Teaching area of achievement is not required to be ranked. |
| **Do I need to nominate a referee and/or independent assessors?** | If an applicant is applying for Academic Level C, you are required to nominate one referee. A referee should be an individual of standing in relevant academic or professional field whose judgement can be relied upon. The referee should confirm the applicant’s claims across the three Areas of Achievement (if a research-only appointment two Areas of Achievement). Referees may be internal, external or international.  Independent assessors will be nominated by the Dean who will provide Human Resources a list of external experts who offer a balanced and independent assessment of the applicant’s standing in the nominated discipline. Human Resources will select one independent assessor for an applicant at Academic Level C, and two independent assessors for applicants at Academic Level D and E. |
| **Am I invited to meet with the Committee?** | Only applicants applying for Academic Level D or E are invited to meet with the Committee. The meeting is for approximately 10-15 minutes and guidelines can be found on our website. |
| **What is the purpose of the interview?** | The main purpose is for the committee to clarify any parts of your application that they feel necessary. |
| **Who is on the promotions panel?** | The formal panel composition can be located in the Academic Promotion for Levels C, D and E (Higher Education) Procedure. Where possible, we aim to cover as many disciplines as possible, as well as teaching, research, and service areas. We also aim to have gender balance and will ensure membership has no less than 30% of either gender to bring a healthy mix of perspective. |
| **How will I find out the outcome of my application?** | Human Resources will advise all applicants in writing whether their application has been successful. A copy of the advice will also be sent to the relevant Dean. |
| **How long does it take after the Committee meeting to be advised of the outcome?** | After the Committee meeting occurs, information needs to be collated and approved by the Vice-Chancellor. Once that approval is received, the relevant letter for each applicant needs to be prepared with specific commentary. |
| **Why should I seek feedback after an outcome?** | The promotions process is a learning tool, regardless of the outcome. If you are unsuccessful, we encourage you to seek feedback from the relevant Chair of the panel with your respective Dean. |
| **I disagree with the outcome, what should I do?** | You can only request reconsideration on the grounds that the Committee deviated from the enactment of the Policy and Procedure, or that the principles of natural justice have not been applied. You will need to advise the Director, Human Resources in writing of your intention to appeal within seven days of receiving advice of the outcome of your application. |