

# Academic Promotions Procedures

## Section 1 - Purpose and Scope

(1) These Procedures are intended to give effect to the uniform implementation of the [Academic Promotions Policy](#).

## Section 2 - Procedures

(2) Applications for promotion will be called for at least four weeks before the closing date. This will be done by way of a notice on e-mail to staff. Potential applicants should seek the advice of their supervisor before submitting an application. Applications for promotion will be accepted once a year only and must be lodged with the Director, Human Resources, on the appropriate application form (either an Academic Promotions Application Form - Level E [Professor] or an Academic Promotions Application Form - Levels B, C & D), by the date advertised for the close of applications. The Director, Human Resources will forward a copy of the application to the nominated referees.

(3) In addition to the proforma, applicants will provide their Academic Staff Portfolio. Other material verifying the claims made in the application for promotion may be provided to the secretary of the relevant University Promotions Committee for perusal by Promotions Committee members. Only material which is directly referred to in the application should be included and must not exceed 12 items.

(4) The Director, Human Resources will forward the application and a pro-forma report to the relevant supervisor. The supervisor will provide comments on the applicant's record of performance in the context of the criteria for promotion and will forward the documentation to the Head of Work Unit and the relevant Executive Member for comment. The applicant must see the comments of the supervisor, Head of Work Unit and the relevant Executive Member and sign the report as evidence that this has been done. Applicants should not include their supervisor, Head of Work Unit or relevant Executive Member as referees. The applicant must ensure this report is returned to the Director, Human Resources.

(5) Applicants must provide the names of potential referees as follows:

- a. for promotion to Level B: four potential referees, at least one of whom must be external to the University.
- b. for promotion to Level C: five potential referees, at least three of whom must be external to the University.
- c. for promotion to Level D/E: six potential referees, at least four of whom must be external to the University, and two of whom would normally be from overseas institutions.

(6) Applicants may nominate preferred referees. The Chair, Promotions Committee will select a minimum of three referees to be contacted. The Chair, PCmte will also seek reports from independent experts at the rate of one for applications for promotion to Level C, two for applications for promotion to Level D and three for applications for promotion to Level E.

(7) Applicants should recognise that the role of referees is not primarily to act as advocates for the applicant, but to provide informed and knowledge-based advice to the Promotions Committee on the claims made in the application and the significance of the evidence presented in support of those claims.

(8) The Director, Human Resources, in consultation with the Chair, Promotions Committee, will organise meetings of

the University Promotions Committees and they shall proceed with their deliberations as expeditiously as possible. A member of HR Services will act as secretary for each University Promotions Committee.

(9) Copies of the applications and other relevant documentation will be forwarded to Promotions Committee Members.

(10) Prior to formal meetings of the Promotions Committee, members may meet or correspond with the Chair, to establish any issues on which further information is required. Members may also be asked by the Chair, Promotions Committee for a prima facie assessment of the individual applications.

(11) Where the Chair, Promotions Committee indicates that further information is required, the Secretary, Promotions Committee shall forward the request, in writing, to the applicant who will be asked to address the issues during the interview.

(12) Applicants may bring with them to an interview with the Promotions Committee no more than a one page update of new evidence since the time of application. The applicant must ensure that a copy of this update is distributed to Promotions Committee Members and the Secretary, Promotions Committee at the time of interview.

(13) The Promotions Committee will interview the applicant in person unless there are circumstances which the Chair, Promotions Committee agrees preclude the applicant from attending.

(14) Where an applicant is unable to attend the interview in person, a telephone interview may substitute.

(15) Where circumstances prevent an applicant from participating in an interview (as agreed by the Chair, Promotions Committee ), the Promotions Committee will proceed with its deliberations and make its recommendations without interviewing the applicant.

(16) Except in circumstances where the Chair, Promotions Committee has agreed that the applicant is unable to participate in an interview, the Promotions Committee shall normally interview each applicant in the presence of their supervisor. The supervisor may be asked to respond to specific questions by the Promotions Committee but shall not act as an advocate for the applicant at interview.

(17) The Promotions Committee may request further information of an applicant to be provided by the applicant at an interview with the Promotions Committee.

(18) The Promotions Committee may seek additional information at its discretion.

(19) Following the interview, the members will cast an initial vote on the merits of the application against the criteria. Further discussion and debate will ensue to form an overall judgement before a final vote is taken.

(20) At the end of the Promotions Committee's proceedings there will be a review of all recommendations. A particular application may be reconsidered if a majority of the Promotions Committee believes it appropriate to do so. In these circumstances, following discussion a further vote may be taken.

(21) The Chair, Promotions Committee shall forward its recommendation to the Vice Chancellor for approval.

(22) The Vice Chancellor will make a decision to promote or not to promote each applicant.

(23) Applicants will be advised in writing of the decision to promote or not to promote, and a copy shall be forwarded to the relevant Executive Member. The Chair, Promotions Committee or nominee shall provide feedback to applicants verbally as soon as possible, with the relevant member of HR Services in attendance as well as the appropriate supervisor, and with due respect for the confidentiality of the proceedings.



## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th August 2012
<b>Review Date</b>	13th April 2015
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	10th August 2012
<b>Expiry Date</b>	5th May 2013
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services