

# 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) A call for applications for promotion will be emailed to all staff at least four weeks before the closing date for applications. Potential applicants must consult with their supervisor and Head of Work Unit before submitting an application.

(3) Applications are to be lodged electronically with the Director, [Human Resources](#) by the advertised closing date. Applications must include:

- a. a signed Academic Promotions Application form:
  - i. Level B (Lecturer); or
  - ii. Level C (Senior Lecturer), Level D (Associate Professor) and Level E (Professor); and
- b. Academic Staff Portfolio (Folio's 1 - 6 only) updated to the date of submission (PDF copy).

(4) [HR Services](#) will forward the completed application and Academic Staff Portfolio to the relevant supervisor for a Supervisor's Report to be completed and comments on the applicant's record of performance in the context of the criteria for promotion to be provided. After the report has been referred to the Head of School/Director for comment, the applicant must see the comments provided by the supervisor and Head of Work Unit and sign the report as evidence that this has been done, before returning the report to the Director, Human Resources.

(5) The Chair of the Promotions Committee (the Chair) will also seek reports from independent experts as follows:

- a. Promotion to Level C: one report; and
- b. Promotion to Level D and Level E (two reports).

(6) A HR Services representative will act as Promotions Committee Secretary and, in consultation with the Chair, will organise Promotions Committee meetings.

(7) Copies of applications, submitted Academic Staff Portfolios and independent expert reports are referred to all Committee Members. Separate from the application submitted, a report on research publications, research grant funding and internal postgraduate supervision from the Research Management System (IRMA) will be provided to the Committee by the Office of Research.

(8) Prior to formal Promotion Committee meetings, members may meet or correspond with the Chair to establish any matters where further information is required. The Chair may ask Committee Members for a prima facie assessment of individual applications.

(9) Where the Chair indicates that further information is required, the Promotions Committee Secretary will forward a written request to the applicant, asking them to address the matters raised as part of their interview.

(10) Applicants also may submit one page update of new evidence since the time of application. Updates must be submitted electronically on or before the advised submission date, which will normally be one week prior to the committee meeting. Updates of greater than one page will not be accepted.

(11) All promotion applicants will be interviewed in person by the Promotions Committee. Only in exceptional circumstances, approved by the Chair, will an applicant not attend the promotion interview. In such cases, the Chair may approve a remote interview. Where circumstances prevent an applicant from participating in an interview, the Promotions Committee will proceed with its deliberations and make its recommendations without interviewing the applicant.

(12) Only at the request of the Chair, will a supervisor attend the applicant's interview. The role of the supervisor is not to act as an advocate for the applicant at interview, rather to provide additional information to the committee as requested.

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

(14) Following the interviews, the Promotions Committee will deliberate and the Chair will forward the Promotions Committee's recommendations to the Vice Chancellor for approval.

(15) Each applicant will be advised of the Vice Chancellor's decision in writing and a copy will be forwarded to the relevant Head of School/Director. With due respect for the confidentiality of the proceedings, the Chair or nominee will provide verbal guidance to applicants as soon as possible following the promotion interview, with a HR Services representative and the applicant's supervisor in attendance.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	3rd May 2017
<b>Review Date</b>	3rd January 2020
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	3rd May 2017
<b>Expiry Date</b>	14th March 2018
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services