Applications for promotion to Levels B, C, D, D Plus and E are now invited from eligible academic staff.

Eligibility

Eligible staff members include academic staff members employed in:

- continuing, continuing contingent-funded or convertible positions; and
- fixed-term positions which are for a cumulative period of at least three years. For clarity, this includes research-only academic staff members funded from research grants but does not include Sessional Fixed-Term appointments.

Changes to Policy and Procedures

A number of changes have been introduced for the promotion process in 2015. Key changes include:

- The Academic Profiles for academic levels A through to E – encompassing the four areas of academic activity and qualifications for each level – have been streamlined and are now contained in the one document. These incorporate key provisions from the Yunggorendi academic profiles to ensure that these provisions are applicable to all Indigenous staff members across the institution.

In addition, the new Evidence of Performance for Promotion Guidelines have been developed to be read in conjunction with the Academic Profiles.

These new documents are based on adaptations of information contained in the previous academic profiles and the Minimum Standards for Academic Levels.

- Research Publications and External Grants: Candidates are now required to download information pertaining to their research publications and external grants directly from the RePortal system of the Research Services Office (RSO) and attach this to their application as “Attachment 4” and “Attachment 5” respectively. Further information on this revised process is detailed in the Guides to Form C (for both B-D and D Plus/E).

- For staff members appointed/transferred to a specialised academic role, the two Promotion Policies now require that where such staff members are promoted, they will be required to serve a minimum period of three years in the specialised role from the effective date of promotion.

- For Levels D, D Plus and E, the persons nominated by the University to provide a report on a candidate are now called “assessors” to differentiate these from the “referees” nominated by the candidate.

Applications – Form C and Guidelines to Form C (2015 Round)

There are two versions of Form C (together with associated versions of the Guide to Form C):

- one designated for Levels B to D applicants; and
- one specifically for Levels D Plus and E applicants.

Applications for 2015 must be submitted on the relevant version of Form C (2015 Round). Due to the nature of the changes to the promotion process, only applications on the 2015 round forms will be accepted. It is strongly recommended that due to the nature of the changes, applicants refer to the relevant Guide to Form C prior to completing their applications.
Access to Promotion Documentation

To facilitate access to documentation relevant to academic promotion, a new GREEN icon has been established on the HR home page at http://www.flinders.edu.au/hr/ (lower right hand corner). By clicking on this icon, applicants will find links to the 2015 application forms (Form C), Guides to Form C, the Promotion Policies, Academic Profiles, closing dates and other associated promotion documentation.

Generic Promotion Email

A new generic email address has also been established in Human Resources for all promotion queries: acadprom@flinders.edu.au.

Information Workshops for Intending Applicants

Promotion Information workshops for 2015 will be held in the Council Room as follows:

| Levels B, C and D: | Friday, 20 February 2015 (3 pm - 5 pm) |
| Levels D Plus and E: | Monday, 23 February 2015 (3 pm - 5 pm) |

All staff intending to apply and their supervisors are strongly encouraged to attend.

Those staff members in remote locations or those who are unable to attend in person will be able to view the presentation (within a week of the session) via the Academic Promotion link on the Human Resources homepage, together with a copy of the handout.

Closing Dates for Applications

Applications to be forwarded to Executive Deans/ Portfolio Head

Applicants must ensure that their applications reach their respective Executive Deans (or the relevant Portfolio Head in the case of academic staff in non-Faculty areas) through their supervisor by the following indicative closing dates:

<table>
<thead>
<tr>
<th>Promotion to:</th>
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<tbody>
<tr>
<td>Level B</td>
</tr>
<tr>
<td>Level C</td>
</tr>
<tr>
<td>Level D</td>
</tr>
<tr>
<td>Levels D Plus/E</td>
</tr>
</tbody>
</table>

As Executive Deans/Heads may set an earlier internal closing date, applicants are advised to check with the relevant Faculty/Portfolio office regarding the appropriate closing date.

Applications to reach Human Resources (HR Client Services)

Applicants must ensure that the completed application (including comments from the supervisor and Executive Dean/Head of Portfolio together with final acknowledgement of these comments by the applicant) is received in Human Resources by no later than the following dates:

<table>
<thead>
<tr>
<th>Promotion to:</th>
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</thead>
<tbody>
<tr>
<td>Level B</td>
</tr>
<tr>
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<tr>
<td>Level D</td>
</tr>
<tr>
<td>Levels D Plus/E</td>
</tr>
</tbody>
</table>

Date of Effect

All promotions in the 2015 round will be effective from 1 July 2015.