

Academic Promotions Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Definitions
4. Procedures
 - 4.1. Key Dates
 - 4.2. Applications
 - 4.3. Assessor Reports
 - 4.4. Supervisor and Vice-President and Executive Dean/Portfolio Head Responsibilities
 - 4.5. Promotions Committees
 - 4.6. Assessment and Verification of Claims
 - 4.7. Communication of Outcomes
 - 4.8. Exceptional Circumstances
 - 4.9. Suspension of an Application
 - 4.10. Appeals
 - 4.11. Effective Date of Promotion
5. Forms

1. Governing Policy

[Flinders University Enterprise Agreement](#)

Academic Promotions Policy [**Policy Pending**]

2. Purpose

This procedure prescribes the general conditions and process to be followed for the promotion of academic staff to Levels B, C, D and E.

3. Definitions

Refer to definitions in Academic Promotions Policy [**Policy Pending**]

4. Procedures

4.1. Key Dates

- a. The Director, People and Culture will normally issue a call for submission of applications between January and March each year, with applications being considered in the second half of the year.
- b. All relevant dates for the promotion application and assessment process will be published on the Academic Career Framework Hub [**Link Pending**] ahead of the call for submission of applications.
- c. Information sessions for prospective applicants will be held from March each year.

4.2. Applications

- d. Applications for promotion must be submitted online via Service One. Guides to development and submission of applications can be found on the Academic Career Framework Hub [**Link Pending**].
- e. In addition to applicant details, applications are bound by the following size limits:

Description of role context	Maximum 250 words, to be submitted within the online form
Special circumstances (optional)	Maximum 250 words, to be submitted within the online form
Response to two intent questions	Maximum 100 words for each response
Case/Statement	Maximum 3,000 words, to be submitted within the online form
CV document upload	Maximum 4 pages PDF, 12 font, single spacing, standard margin
Supplementary Material document upload	Maximum 10 pages PDF, in any composition
Teaching and Research Data Report/s upload	Summary report/s only

- f. Limits for application documentation must be adhered to. The Promotions Committees will disregard any inclusions in excess of limits.

4.3. Assessor Reports

- a. Independent assessor reports are required only for applications for promotion to Level D and Level E, as follows:
 - i. Level D: one assessor report
 - ii. Level E: two assessor reports
- b. Applicants may name a maximum of two people they believe would not be appropriate to assess their work, via the Service One application form. A rationale must be provided in each case.
- c. Each Vice-President and Executive Dean or Portfolio Head, in consultation with the applicant's academic supervisor, must nominate assessors (and up to two substitute assessors in case the first assessors nominated are not available) in the application form who are:
 - i. of international esteem
 - ii. independent of the University
 - iii. at a minimum, currently at the level to which promotion is sought
 - iv. not someone with whom the applicant has collaborated or published or, where this is not practicable, not someone with whom the applicant has collaborated or published within the previous five years, and
 - v. able to provide comment on the applicant's standing, track record and achievements relative to national and/or international benchmarks, and the expectations of the academic level to which promotion is being sought, with regard to the Flinders University Academic Career Framework.
- d. The names of the nominated assessors, and their reports, are confidential and will only be made available to the members of the relevant Promotions Committee.
- e. In the event that the assessor report/s are not received by the date of the Promotions Committee, the Chair may allow consideration of the application with a provisional decision, reached pending receipt of assessor report/s.

4.4. Supervisor and Vice-President and Executive Dean/Portfolio Head Responsibilities

- a. Supervisors of applicants must:
 - i. provide appropriate advice/assistance to the applicant in the preparation of their application
 - ii. address the staff member's contributions against each area detailed in the Academic Career Framework at their current academic level, including the overarching expectations regarding values and behaviour, and the applicant's potential to perform against the Academic Profile at the level sought.
 - iii. ensure their report provides adequate contextual information related to the applicant's role, discipline area and College or Portfolio, and adds value to the application by providing specific and verifiable comments.
- b. In cases where a supervisor of an applicant seeks to apply for promotion to the same level in the same promotion round, the supervisor must advise People and Culture. The applicant will then be offered an opportunity to select an alternate person to act as their supervisor for promotion purposes. This person must hold an academic level at least equivalent to the level of promotion being sought.
- c. Vice-President and Executive Deans/Portfolio Heads must:
 - i. provide comment on applications for promotion to Levels D and E indicating the strength of their recommendation for the applicant's case for promotion
 - ii. ensure that supervisors and/or applicants have provided adequate contextual information about the applicant's role, discipline/portfolio area and College
 - iii. ensure that supervisors' reports have added value to the process by providing specific and verifiable comments in their reports
 - iv. state on an application if a staff member is subject to any formal misconduct proceedings at the time of any application.
- d. Comments on the application by the supervisor and the Vice-President and Executive Dean/Portfolio Head (where applicable) will be returned to the applicant for noting before submission to the relevant Promotions Committee. The applicant may provide a response to any comments prior to finalisation of the application.

4.5. Promotions Committees

Promotions Committees are constituted as set out in the Academic Promotions Policy [[Link Pending](#)].

4.6. Assessment and Verification of Claims

- a. Assessments are undertaken by all committee members and are based on the merits of each application, on the case presented.
- b. Promotions Committees may review prior feedback given to applicants where an applicant has re-applied within two years of an unsuccessful application.
- c. A Promotions Committee may independently seek further documentary evidence regarding a claim including, but not limited to, review of institutional data or public records. Where a Promotions Committee wishes to seek further information verbally or in writing from a third party, the applicant will be advised that the information is to be sought.
- d. Options for evidencing embargoed or commercial-in-confidence outcomes are provided in the supporting resources on the Academic Career Framework Hub [[Link Pending](#)].

4.7. Communication of Outcomes

- a. The Promotions Committee Chair will provide all applicants with a written outcome of their promotion application.
- b. Unsuccessful applicants will be provided with a summary assessment of their application against the assessment criteria in the Academic Career Framework, to inform career and professional development discussions with their supervisor and/or mentor.
- c. Any feedback will be given on an advisory basis only and will not be binding on any future Promotions Committee.

4.8. Exceptional Circumstances

4.8.1. Incomplete Qualifications

- d. Where an applicant has previously received approval for equivalence of experience to qualifications at the required level under the Equivalence of Academic Staff Qualifications Policy **[Policy Pending]**, this information is to be provided by the Vice-President and Executive Dean/Portfolio Head in their report.
- e. Where a completed higher degree is required to satisfy the criteria for promotion, the applicant's thesis must have been formally submitted for final examination before the closing date of applications for promotion.
- f. The application will be assessed in the normal course and, if the application is successful, the promotion will, subject to the applicant providing satisfactory evidence of having qualified for the award of the higher degree, take effect in the normal timeframe or at the date of qualification, whichever is later.

4.8.2. Out of Round or Other Consideration

- a. Where a Vice-President and Executive Dean/Portfolio Head considers there are exceptional circumstances warranting out-of-round or other consideration of a promotion application (i.e. application to higher than one academic level, or where the applicant does not meet the eligibility criteria) they may make a recommendation for such consideration to the Vice-Chancellor (or delegate).
- b. The recommendation and application must include:
 - i. a statement outlining:
 - the nature of the role currently being undertaken by the staff member
 - the strategic importance of the staff member to the College/Portfolio/University
 - the rationale for retention of the staff member, and
 - the circumstances necessitating exception from policy (including, but not limited to, evidence of an offer from another organisation, where appropriate and possible)
 - ii. the proposed level of promotion and an assessment of the staff member's contributions against the Academic Career Framework
 - iii. the staff member's up-to-date Curriculum Vitae, and
 - iv. any other material supporting the application.
- c. If the Vice-Chancellor (or delegate) agrees that the recommendation/application warrants consideration, the Vice-Chancellor (or delegate) may either make a determination, or appoint a committee which may comprise:
 - i. the Vice-Chancellor or delegate (Chairperson)
 - ii. a Deputy Vice-Chancellor nominated by the Vice-Chancellor (or delegate)

- iii. a Vice-President and Executive Dean/Portfolio Head from a College/Portfolio other than that of the staff member under consideration, and
- iv. two academic staff members of the relevant promotion committee from either the current or a previous round.
- d. The Vice Chancellor (or delegate) or the committee will consider the recommendation/application on its academic merit and make a determination that:
 - i. the staff member is promoted, or
 - ii. the staff member is not promoted.
- e. The determination of the Vice Chancellor (or delegate) or the committee is final.
- f. The effective date of any promotion determined under this process will be the first pay period commencing on or after the date of determination or as otherwise determined by the Vice Chancellor (or delegate).

4.9. Suspension of an Application

- a. The Chair of the relevant Promotions Committee may consider suspending the outcome of a promotion application where:
 - i. the Vice-President and Executive Dean/Portfolio Head has stated in the application that the applicant is the subject of formal misconduct proceedings, and
 - ii. on advice from the Director, People and Culture.
- b. Where the outcome of the formal misconduct proceedings are in favour of the applicant, the promotion outcome will then proceed.

4.10. Appeals

- c. Grounds for appeal are specified in the Academic Promotions Policy [**Policy Pending**].
- d. An applicant who wishes to appeal the decision of the Promotions Committee must lodge with the Vice-Chancellor an intention to appeal or seek review within seven days of the notification of the decision of the Promotions Committee.
- e. If the applicant wishes to proceed with an appeal, the appeal must be lodged with the Vice-Chancellor within four weeks of the notification of the original decision of the Promotions Committee, unless the Vice-Chancellor approves an extension of that deadline within that four-week period.
- f. The composition of the Appeal Committee will be as specified under the relevant clause in the Enterprise Agreement.
- g. Having considered the appeal, the Appeals Committee may:
 - i. refer the promotion application back to the relevant Promotions Committee for re-consideration
 - ii. affirm the decision of the Promotions Committee, or
 - iii. refer the promotion application to an independent ad hoc committee, appointed by the Vice-Chancellor (or delegate), for re-consideration (in accordance with the Academic Promotions Policy and these procedures).
- h. The Appeals Committee may otherwise determine its own procedures for hearing of appeals, in accordance with the principles of natural justice and procedural fairness.

4.11. Effective Date of Promotion

Promotions will take effect on 1 January the following year.

5. Forms

Academic Promotion Application Form [**Link Pending**]

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	
Effective Date	
Review Date*	
Last amended	
CM file number	CF18/538

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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