

## Flinders University

### Academic Promotions Resource: Committee Guide



## Academic Promotions Committee Guide 2026

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## 1. Introduction

Congratulations on being part of the Academic Promotions Committee.

This guide provides guidelines and information to complement the training provided and will assist Committee Members prepare for this important role.

Governance for each Committee is informed by a formally approved [Terms of Reference](#).

The **D/E Committee** is chaired by the Deputy Vice-Chancellor (Research).

The **B/C Committee** is chaired by a nominee of the Vice-Chancellor. For the 2026 Academic Promotions round the nominee is the Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research.

People and Culture will provide Executive Officer (EO) and administration support to each Committee Chair.

The Chair of each Promotions Committee will ensure the process undertaken applies consistency in committee decision making and aligns with policy and procedures to maintain procedural compliance.

## 2. Role of Committee Members

Academic Promotions is a confidential process. Names of committee members are also not broadly communicated; however, the Committee holds some standing memberships such as the Senior Deputy Vice-Chancellor and Deputy Vice-Chancellor (Research).

Once you accept any invitation to be part of the committee, please block the date/s in your calendar so this time has been reserved.

## 3. Early Preparation for all Committee members

Given the important role you will be undertaking as a member of this committee, you will be required to attend a training and information session. This dedicated session is to provide you with information and support to be an informed and effective contributor to this important process.

Please ensure you familiarise yourself with the Academic Career Framework (ACF) [Hub](#) and the materials provided including:

- The ACF itself
- Academic Promotions Policy, Procedures and Terms of Reference
- Equivalence of Academic Staff Qualifications Policy and Procedures
- Applicant Guide – this will provide you with valuable insight on the guidance provided to applicants

### **During the 2026 Application Stage**

- If you are not already familiar, please review the Service One Dashboard as this is where all applications will be stored. Support videos (under development) will be available to assist you. Your local People and Culture team will also be able to assist or redirect you appropriately if you have any questions
- For 2026, promotions applications will be downloaded into a PDF file (for those who prefer to work in this format) and stored in an accessible shared drive
- External assessor reports for Level D and E applications will also be saved in this shared drive. Access to the drive will be granted and details provided to committee members, once all applications are submitted and complete
- If you believe you may have a conflict of interest with any applicant/s, please notify the Chair or EO as soon as possible

## **4. Before the Committee**

All members will be asked to:

- Review all applications (please allow sufficient time)
- Take note of any special circumstances or key discussion points
- Disregard any individual component of an application exceeds the allowable page or word limit
- Form a preliminary assessment of each case

## **5. On the day**

All members are asked to note:

- Please be punctual, key information is provided at the opening of the committee meeting
- Committees may run for up to three (3) days based on the number of applications submitted
- If you have an actual or potential conflict of interest, or are a direct line supervisor of an applicant, you are required to disclose that to the Chair at the beginning, and may be required to step out of the meeting during the discussion and assessment of that application
- The Chair will introduce the name of each applicant and flag any special circumstances to be considered
- Be prepared to engage in discussion for every application and have clear reasoning for your assessment on the strength/gaps of each case for promotion. The Chair may ask or invite questions during this discussion
- The committee will vote on the strength of the application with a Yes, No or Maybe vote
- If the vote is two thirds (2/3) majority 'Yes' or 'No' that will determine a successful or unsuccessful outcome
- If the vote does not meet the majority threshold, there will be further discussion, and a second ballot held with the option of 'maybe' removed

- At the end of the committee meeting, all applications will have a determined outcome with the exception of circumstances described in 4.3 of the [Academic Promotions Procedures](#)
- The EO may seek clarification on discussion points to capture feedback that will be provided to the applicant in writing

## 6. After the Committee Meeting

All members will be asked to:

- Ensure all confidential documentation related to this process including any hard copies are confidentially destroyed
- Provide feedback to the EO regarding process, or suggestions for future round consideration
- Maintain confidentiality of outcomes – applicants will receive a formal outcome from the Chair within two weeks of the promotions round
- Ensure that no discussions regarding Committee proceedings occur outside of the Committee process itself