

## **Academic Promotions Resource: Support Options Guide for Colleges and Portfolios**



## Applicant Guide

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## 1. Introduction

This guide has been developed to support Colleges and Portfolios in providing additional, locally delivered academic promotion and career development support which complements the University-wide Academic Career Framework (ACF) resources and centrally offered training sessions.

While all academic staff have access to a comprehensive suite of University-wide information sessions, guides, and tools, Colleges and Portfolios play a critical role in reinforcing key messages, contextualising the ACF within disciplinary and role-specific settings, and creating opportunities for deeper engagement through local discussion, reflection, and practical workshops.

The purpose of this guide is to:

- Outline **optional College- and Portfolio-based sessions** that may be offered in addition to centrally delivered Academic Promotions support
- Promote a **consistent and equitable approach**, and access to opportunity, for staff across all Colleges and Portfolios, with respect to consideration of promotion readiness and career development across the University
- Support academic staff across all academic types and levels (Teaching & Research, Research-Only, Teaching Specialist, and other specialist pathways) to understand expectations, prepare their strongest promotion case, and plan sustainable career trajectories using the ACF
- Assist Colleges and Portfolios to integrate the ACF into everyday practices such as performance review and development conversations, expectations during probation, supervision, and mentoring

The sessions described in this guide are intended to be **flexible and scalable**. Colleges and Portfolios may choose to deliver sessions together or separately, adapt timing to local needs, and tailor examples or discussions while remaining aligned with the Academic Career Framework, Academic Promotions Policy, and associated procedures.

This guide should be read in conjunction with the resources available in the ACF Hub including the Applicant Guide, Supervisor Guide, and Academic Promotions Policy and Procedures.

***All support has been designed to:***

- Enable academic staff to meaningfully engage with the Academic Career Framework (ACF)
- Build understanding of how to prepare high-quality academic promotion applications
- Foster equitable, inclusive, and transparent promotion processes
- Support Colleges and Portfolios to reflect local disciplinary or contextual nuances while maintaining alignment with the ACF and its associated policies and procedures

**College-Based Academics Staff**

- Will be able to access the core offerings delivered across the University **plus College-run sessions** that provide additional or tailored support where appropriate
- College sessions will be informed by the University wide training and have a consistent approach and base content but provide additional / tailored support relevant to their College, where this is appropriate
- Sessions will be run locally by College Leadership, supported by People and Culture.

**Portfolio-Based Academics Staff**

- Will be able to access the core offerings delivered across the University **plus any College-run sessions** that they feel will best suit their needs

## 2. Tables of Resources

2.1 University-Wide Resources – Written Guides	
<ul style="list-style-type: none"> <li>• <b>Applicant Guide</b> – <a href="#">ACF Hub</a></li> <li>• <b>Committee Guide</b> - <a href="#">ACF Hub</a></li> <li>• <b>Supervisor Guide</b> - <a href="#">ACF Hub</a></li> <li>• <b>Support Options Guide</b> - <a href="#">ACF Hub</a></li> <li>• <b>System Guide</b> - <a href="#">ACF Hub</a></li> </ul>	
2.2 University Wide Resources - Training / Information Sessions	
17 March 2026	<p><b>Academic Promotions Information Session</b></p> <p><i>Delivered by Professor Raymond Chan and Mark Schultz, Chief People Officer</i></p> <p><b>Overview</b> <i>Presentation of Academic Promotions Process for 2026</i></p>
21 April 2026	<p><b>Prepare for Success in Academic Promotions (Information Session)</b></p> <p><i>Delivered by Professor Cavagnaro, supported by People &amp; Culture</i></p> <p><b>Overview</b> This session will focus on the principles of writing an effective promotion case, preparation of relevant evidence, and understanding indicators and requirements under the new Academic Career Framework (ACF).</p>
12 May 2026	<p><b>Supervisor Training</b></p> <p>Delivered by College Dean P&amp;R (or equivalent), and supported by People &amp; Culture. May also have invited speaker/s.</p> <p><b>Overview</b></p>

	<p>This session focuses on how academic supervisors can effectively guide staff through career development and the promotion process. This includes how to interpret and apply the Academic Career Framework, provide constructive feedback, hold supportive career conversations, and assess readiness relative to opportunity and role context. The session also clarifies supervisors' responsibilities within the promotions process and provides strategies for creating an enabling environment for staff success.</p>
<p><b>2.3 College-Based Information / Training Sessions</b> <i>(Please note that sessions may be delivered together or separately, based on College preference)</i></p>	
<p>Date/s to be confirmed and made available via local communication channels</p>	<p><b>Career Planning and Readiness for Promotion Session (Workshop)</b></p> <p><i>Delivered by College Dean P&amp;R (or equivalent), and supported by People &amp; Culture. May also have invited speaker/s and a Q&amp;A Panel.</i></p> <p><b><i>In-person workshop, delivered through multiple sessions and/or online.</i></b></p> <p><b>Overview</b> This informal workshop provides staff with an opportunity to explore their readiness for promotion and longer-term career development in a supportive environment.</p> <p>Participants are invited to bring a draft of their ACF-aligned self-assessment, reflecting on how their achievements map to the expectations for promotion. The session offers space to discuss how they are tracking across each aspect of the ACF, explore how their evidence may be strengthened, and identify next steps in their career development trajectory.</p>
<p>Date/s to be confirmed and made available via local communication channels</p>	<p><b>Writing Session (Workshop)</b></p> <p><i>Delivered by College Dean P&amp;R (or equivalent) and supported by People &amp; Culture. May also have invited speaker/s.</i></p> <p><b>Approx 2 hour in-person workshop, delivered through multiple sessions and/or online.</b></p> <p><b>Overview</b> This informal workshop gives staff the opportunity to bring a draft section of their promotion application and receive personalised feedback in a supportive environment. Participants can workshop elements such as their teaching / research / service or other components of their promotion application, exploring ways in which their case may be strengthened to ensure clarity, coherence, and alignment with the Academic Career Framework.</p>

### 3. Integration with College/Portfolio Practices

To embed the Academic Career Framework (ACF) meaningfully into everyday academic life, Colleges and Portfolios are encouraged to integrate it across key operational and developmental processes. This ensures that career development, performance expectations, and promotion pathways are consistently aligned with institutional expectations, values and strategic goals.

#### 3.1 Performance Review and Development (PRD)

Colleges and Portfolios should now use the ACF benchmarks and indicators to guide annual performance reviews. Encourage staff to reflect on leadership, innovation, and impact in their roles. Support staff in identifying areas for development aligned with promotion readiness, including sustained contributions and career trajectory.

*Example:* A Level B academic might be supported to build leadership capacity by mentoring others or leading a small curriculum innovation project, in line with ACF expectations for Level C.

#### 3.2 Probation and Promotion Planning

Colleges and Portfolios should now use the ACF during induction, probation, and planning discussions to set goals and milestones. Encourage staff to begin collecting evidence of impact and leadership early, and offer mentoring or peer support for promotion planning.

*Note:* Promotion readiness is not about already performing at the next academic level but *is about* demonstrating capability and trajectory towards it.

#### 3.3 Recruitment and Onboarding

Colleges and Portfolios should now reference ACF benchmarks in position descriptions and selection criteria. Include ACF orientation in onboarding programs. Provide access to the ACF Hub and supporting guides. Assign mentors who can help new staff interpret the framework in their discipline.

*Tip:* For clinical, industry-engaged, or teaching specialist roles, highlight how the ACF accommodates diverse career paths and non-traditional contributions.

#### 3.4 Workload and Role Design Discussions

Colleges and Portfolios should now use ACF indicators to inform role design and workload distribution. Ensure staff in specialist roles (e.g., teaching-only, research-only, clinical) have pathways to demonstrate impact and leadership. Discuss how workload may enable or constrain opportunities for promotion. Encourage staff to use the Role Context statement in applications to explain relative to role type and opportunity considerations.

*Example:* A teaching specialist with limited research allocation may focus on leadership in curriculum design and inclusive pedagogy, supported by the ACF's flexible indicators.

### 4. Other Ways in Which Colleges/Portfolios Can Support

- Consider establishing a Peer Mentoring / Buddy system
- Offer informal feedback on draft applications
- Promulgate awareness of ACF benchmarks and indicators

- Distribute relevant Guides to staff and prioritise attendance at information and training events
- Consider Relative to Opportunity matters in relevant discussions

## 5. Flexibility Across Career Paths

The ACF is designed to support career development across all academic roles and employment types, including:

- Teaching Specialist
- Research-Only
- Teaching and Research
- Other Specialist Roles

The ACF allows staff to demonstrate achievement relative to opportunity, role context, and disciplinary norms. Colleges and Portfolios should ensure that support structures reflect this flexibility and avoid one-size-fits-all approaches.

## 6. Tools and Resources

Resource
<a href="#">Academic Career Framework (ACF)</a>
<a href="#">Academic Promotions Policy</a>
<a href="#">Academic Promotions Procedures</a>
<a href="#">Supervisor Guide</a>
<a href="#">Applicant Guide</a>
<a href="#">Professional Experience to Academic Qualifications Policy</a>
<a href="#">Professional Experience to Academic Qualifications Procedures</a>