

ACADEMIC PROMOTIONS COMMITTEE

TERMS OF REFERENCE

1. Background

- a) The applicable industrial principles governing allocation of academic promotion for academic staff are set out in the [Flinders University Enterprise Agreement](#).
- b) Practical effect is given to these principles by a number of supporting provisions, these being:
 - i. [Academic Promotions Policy](#)
 - ii. [Academic Promotions Procedures](#)
 - iii. [Academic Career Framework](#)
 - iv. Professional Experience to Academic Qualifications Equivalency Policy
(under development)

2. Purpose

- a) Two separately constituted University wide Academic Promotions Committees have been established to consider promotion applications, one for consideration of applications to Levels B and C, and one for consideration of applications to Levels D and E.
- b) Each Committee will consider applications for promotion in accordance with the Academic Promotions Policy.

3. Committee Composition (both Committees)

- a) The Chair must ensure that:
 - i. all Members hold an academic level at least equivalent to the highest level of promotion being considered at each Committee,
 - ii. Due consideration has been given to gender balance in the Committee,
 - iii. Due consideration has been given to ensuring inclusivity of expertise across academic performance domains,
 - iv. A Quorum for each Committee will be half of the minimum number for each Committee, plus 1.

The Chair may choose to co-opt additional advisory (non-voting) members where specific expertise is required, and timing allows.

With the exception of ex-officio and non-voting members, the maximum term of consecutive membership is normally three years. Further exceptions may be made by the Chair in cases where no alternative is available.

4. Dual Representation

For the purpose of these Committees and by decision of the Chair, a voting member may hold a dual role where they represent more than one role. No member may hold more than two roles in a single Committee meeting. Members with dual roles will hold one vote only.

5. Members – University Wide B/C Committee

- a) Chair: Nominee of the Vice-Chancellor (ex-Officio)
- b) General Members:
 - i. One Dean, Research
 - ii. One Dean, Education
 - iii. One academic staff member nominated by each College
 - iv. One academic staff member nominated by a Portfolio
 - v. One academic staff member as recommended by the Chair of Academic Senate
 - vi. One Aboriginal and/or Torres Strait Islander member (internal or external to the University) (advisory - non-voting)
 - vii. President of the Flinders Branch of the NTEU (or nominee) (observer - non-voting)
 - viii. Executive Officer (People and Culture) (advisory - non-voting)

6. Members – University Wide D/E Committee

- a) Chair: Deputy Vice-Chancellor, Research or delegate (ex-Officio)
- b) General Members:
 - i. Two Deputy Vice-Chancellors or delegate (ex-Officio)
 - ii. One academic staff member from each College appointed by the Chair on the recommendation of the Vice-President and Executive Dean
 - iii. One academic staff member from a Portfolio appointed by the Chair, as recommended by the Senior Deputy Vice-Chancellor
 - iv. One academic staff member as recommended by the Chair of Academic Senate
 - v. One Aboriginal and/or Torres Strait Islander member (internal or external to the University) (advisory - non-voting)
 - vi. President of the Flinders Branch of the NTEU (or nominee) (observer - non-voting)
 - vi. Executive Officer (People and Culture) (advisory non-voting)

All (voting) Committee Members will be required to undertake the prerequisite Committee Member training session and be familiar with the full scope of their responsibilities as a Committee Member.

7. Roles and Responsibilities

- a) All Promotion Committee Members and attendees will maintain confidentiality in the receipt, discussion and determination of promotion applications.
- b) All Members will make every reasonable effort to attend the scheduled date of Academic Promotion Committee meetings. Where that is not possible, they should advise the Chair directly, who may either seek an alternative nominee from the relevant College, Portfolio or Senate, or reschedule the Committee date where it is possible to do so.
- c) All (voting) Committee Members will consider all applications in advance of the Committee and attend ready to discuss the merits of all applications.
- d) All (voting) Committee Members, including the Chair, will hold equal weight in the decision-making process.
- e) Members will consider the impact of any special circumstances submitted by applicants and ensure that decisions take due account of performance Relative to Opportunity.
- f) In discussion of applications, members will consider and provide input to written feedback to be given to unsuccessful applicants. Feedback must be constructive, specific, and aligned with the ACF.

8. Conflict of interest

- a) On review of applications, members should advise the secretariat of any potential, perceived or actual conflict of interest. The secretariat will inform the Chair of any such notifications.
- b) The Chair will call for confirmation of conflicts of interest at the commencement of each meeting. Any member identifying a possible conflict of interest not already noted should raise this with the Chair at the earliest possible juncture in proceedings.
- c) The Chair will determine actions relative to significance of any possible conflict of interest. Actions may include:
 - i. Removing the member from the meeting during discussion of the relevant application.
 - ii. Exclusion of the member from discussion of, and voting on, the relevant application.
 - iii. Allowing the member to participate in discussion and voting on the relevant application.
- d) Declared conflicts of interest and resulting committee determinations will be maintained in the formal record of the relevant meeting.

9. Meeting procedures

- a) Committees will sit on an annual basis.
- b) Agenda: The Academic Promotion Committee agenda and applications will normally be made available at least one week prior to a committee date.
- c) Minutes: Minutes will be taken and made available to the Chair.

10. Review

- a) These Terms of Reference will undergo periodic review and assessment as to whether they remain fit for purpose.
- b) Any changes to these Terms of Reference will be subject to approval by the Deputy Vice-Chancellor, Research, or delegate.

Endorsed: Deputy Vice-Chancellor (Research), Professor Raymond Chan

Date: 30 January 2026