

## Academic Promotions Procedures

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## 1. Governing Policy

### [Academic Promotions Policy](#)

In addition, refer to:

- [Academic Profiles Policy](#)
- [Academic Staff Performance Review](#)
- [Flinders University Enterprise Agreement](#)
- [Equal Opportunity Policy](#)

## 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. These procedures do not apply to holders of Academic Status.

## 3. Definitions

Refer to definitions in [Academic Promotions Policy](#).

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## 4. Procedures

### 4.1. Promotions Committees

- a. The membership and role of the Promotions Committees is specified in the [Academic Promotions Policy](#).
- b. Conditions of membership:
  - i. Academic staff appointed to a Promotions Committee must:
    - meet the definition of Academic Staff as per the prevailing Enterprise Agreement, and
    - hold a University post for at least three years, including the period during which they will be a member of the Committee.
  - ii. Academic staff members are normally appointed for a three-year term and may be re-nominated for a further term.

### 4.2. Call for applications

The Director, People and Culture will normally issue a call for submission of applications in April each year, with applications being considered in the second half of the year.

### 4.3. Information sessions

Information sessions will be held for staff considering applying for promotion soon after the call for submissions is made.

### 4.4. Application form

Applications for promotion must be submitted on the prescribed [application form](#) and completed in conjunction with the relevant [Guidelines](#).

### 4.5. Key dates

Interim dates (e.g. the deadline for receipt of an application by a supervisor, etc.) and the closing date for applications will be specified as part of the call for applications.

### 4.6. Evidence and documentation

The case for promotion must address the criteria stated in the [Academic Promotions Policy](#), particularly in relation to performance against the appropriate Academic Profile. In general, claims made within the text of an application must be substantiated by providing additional evidence, information and/or facts as appropriate. This evidence must include, but is not limited to, the applicant's Curriculum Vitae and:

#### a. Applicants with teaching responsibilities

- i. independent evidence of teaching effectiveness, as specified below:
  - student evaluations of teaching (SETs) covering a number of years and a number of topics - this evidence may be supplemented by other consolidated forms of student evaluation of teaching
  - peer evaluation of teaching and/or supervisor evaluation of teaching.
- ii. for Teaching Specialist staff: evidence of external validation of the applicant's outstanding performance in teaching.

#### b. Applicants with research responsibilities

- i. research inputs and research outputs that are consistent with information lodged via RePortal<sup>1</sup>, and
- ii. evidence that supports claims of research impact.

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<sup>1</sup> Applicants should note that RePortal may record a publication as unverified. In this case applicants should include the letter of acceptance, or invitation to present at conference, in section 13 of the application (Summary of Additional Information).

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#### 4.7. Assessor reports

- a. Assessor reports are required only for applicants 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 up to two people whom they believe would **not** be appropriate to assess their work, and must provide reasons in no more than one page.
- c. Each Vice-President and Executive Dean/Portfolio Head, in consultation with the applicant's academic supervisor, must nominate assessors (and substitute assessors in case the first nominated is not available) who are:
  - i. of high international reputation
  - ii. independent of the University
  - iii. not someone with whom the applicant has collaborated or published at all or, where this is not practicable, not someone with whom the applicant has collaborated or published within the previous five years, and
  - iv. able to provide an assessment that ensures the Promotions Committee will have before it adequate comment on the applicant's performance across all areas of academic activity.
- 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.

#### 4.8. Third parties

A Promotions Committee may contact third parties to provide further information. If this is the case, the applicant will be advised that the information will be sought.

#### 4.9. Supervisor and Vice-President and Executive Dean/Portfolio Head responsibilities

- a. Supervisors of applicants must:
  - i. provide appropriate advice/assistance to an applicant with the preparation of an application, including advice about the allocation of weightings (Levels B-D) across the areas of academic activity which best represent the performance of each individual staff member
  - ii. address the staff member's contributions in each of the specific areas of activity and the applicant's potential to perform against the Academic Profile applicable to the level of promotion sought
  - iii. indicate the strength of their recommendation for the applicant's case for promotion from a designated numeric range
  - iv. ensure their report adds value to the application by providing specific and verifiable comments and provides adequate contextual information related to the applicant's discipline/portfolio area and College, and
  - v. ensure that the application is complete prior to submission.
- b. 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 from a designated numeric range
  - ii. ensure that supervisors and/or applicants have provided adequate contextual information about the applicant's discipline/portfolio area and College, and
  - iii. ensure that supervisors' reports have added value to the process by providing specific and verifiable comments in their reports.
- c. 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.

- d. In cases where a supervisor, and an academic staff member who reports to that supervisor, both seek to apply for promotion to the same level in the same promotion round, the supervisor must first disclose this to their report, who must be offered the option of identifying an alternative supervisor (for promotion purposes only), provided that this option does not disadvantage the applicant.

#### 4.10. Assessment of applications

- a. Each case for promotion will be assessed on its merits, in accordance with the following considerations, and based on evidence and materials as submitted in the year in which the application is lodged.

b. **Levels B, C and D:**

- i. *Standard range of weightings for applicants for promotion to Levels B, C and D.*  
The weighting factors which will apply for the areas of academic activity for each category of academic role will be within the following ranges:

Area of academic activity	Weight			
	Teaching and Research	Teaching Specialist	Research-only	Education-focused <sup>2</sup>
<b>Teaching</b>	Minimum 3 Maximum 5	8	Minimum 0 Maximum 2	Minimum 6 Maximum 7
<b>Research and/or Creative Activity</b>	Minimum 3 Maximum 5	0	Minimum 7 Maximum 9	Minimum 1
<b>University, Professional and Community Service</b>	Minimum 2	2	Minimum 1 Maximum 2	Minimum 2
<b>TOTAL</b>	10	10	10	10

- ii. *Weighting Scheme for Area of Academic Activity*  
The weighting scheme will quantify the applicant's contribution in each of the areas of academic activity. For each application, each member of the relevant Promotion Committee will assign a score from the scale below for each criterion:

Score	Case for promotion
<b>1</b>	Very weak
<b>2</b>	Weak
<b>3</b>	Moderate
<b>4</b>	Strong
<b>5</b>	Very strong

- iii. *Scoring of Applications*

<sup>2</sup> On the date of this document Education-focused appointments are no longer made. These weightings are only relevant for staff with a pre-existing appointment to this category of academic role.

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- The scores assigned for each criterion by each member of the Promotions Committee will be averaged.
  - For each applicant, mean scores for each criterion will be multiplied by the corresponding weighting factor for that criterion as specified by the applicant. The final score is the sum of each of the weighted mean scores for the applicant.
  - Final scores for applicants will only be available to members of the relevant Promotions Committee.
  - The scoring provides a guide to the Committee, which makes the final decision on recommendations for promotion.

**c. Level E:**

For promotion to Level E, committee members will form an overall view as to the applicant's suitability against the Academic Profile and stated criteria. Weighting factors will not be applied.

**d. Higher degrees in progress:**

- i. 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.
- ii. 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 accordance with procedure 4.14 below.

#### **4.11. Advice to applicants**

- a. The Promotions Committee Chair will notify all applicants in writing of the outcome of their application for promotion.
- b. Unsuccessful applicants will be advised of the University's appeal process and invited to obtain feedback from the Chair of the Promotions Committee.
- c. Any feedback will be verbal and given on an informal and advisory basis only, and will not be binding on any future Promotions Committee.
- d. The nature of feedback will not be made available to future committees unless so provided by the applicant.

#### **4.12. Suspension of application**

- a. If a staff member is being investigated for misconduct, the Chair of the relevant Promotions Committee may suspend consideration of that staff member's application for promotion pending the outcome of the investigation.
- b. Where the outcome of the investigation is in favour of the applicant, the application will proceed.

#### **4.13. Appeals**

- a. Grounds for appeal are specified in the [Academic Promotions Policy](#).
- b. 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.
- c. 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.
- d. The composition of the Appeal Committee will be as specified under the relevant clause in the Enterprise Agreement.
- e. The Appeals Committee may otherwise determine its own procedures for hearing of appeals, in accordance with the principles of natural justice and procedural fairness.

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#### 4.14. Effective date of promotion

Promotions will take effect on 1 January the following year.

#### 4.15. Exceptional circumstances applications

- a. A Vice-President and Executive Dean/Portfolio Head who considers there are exceptional circumstances warranting out-of-round consideration of a promotion application may make a recommendation for such consideration to the Vice-Chancellor.
- b. The recommendation and application must include:
  - i. a statement outlining:
    - the nature of the role currently being undertaken by the academic staff member (i.e. balanced Teaching-and-Research, Teaching Specialist, Education-Focused or Research-Only)
    - the strategic importance of the staff member to the Faculty/Portfolio/University
    - the rationale for retention of the staff member, and
    - the exceptional circumstances necessitating the use of an out-of-round process rather than the normal promotion round (including evidence of an offer from another organisation, if relevant)
  - ii. the proposed level of promotion backed up by an assessment of the staff member's contributions against the relevant Academic Profile – if the staff member is not in a balanced (teaching and research) role, this assessment must also make reference to the expectations for these roles as set out in the [Academic Profiles Policy](#)
  - iii. the staff member's up-to-date Curriculum Vitae, and
  - iv. other material supporting the application.
- c. If the Vice-Chancellor agrees that the recommendation/application warrants consideration, it must be considered and determined by a committee consisting of:
  - i. the Vice-Chancellor or nominee (Chairperson)
  - ii. a Deputy Vice-Chancellor nominated by the Vice-Chancellor
  - iii. a Vice-President and Executive Dean/Head from a College/Portfolio other than that of the staff member under consideration, appointed by the Vice-Chancellor, and
  - iv. two academic staff members of the relevant or a higher level promotion committee from either the current or a previous round, appointed by the Vice-Chancellor.
- d. The committee will consider the recommendation/application on its academic merit and the strategic significance of the staff member's contribution to the University, and make a determination that:
  - i. the staff member be promoted, or
  - ii. the staff member is not promoted, but recommend they be paid a retention allowance, or
  - iii. no change be made to the staff member's remuneration and academic classification level.
- e. A determination of 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.

## 5. Forms

[Application for Promotion to Levels B and C](#)

[Application for Promotion to Levels D and E](#)

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<b>Approval Authority</b>	Vice-President (Corporate Services)
<b>Responsible Officer</b>	Director, People & Culture
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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