FLINDERS UNIVERSITY

Academic Promotions - Levels B to E – 2016 Round

Applications for promotion to Levels B, C, D, D Plus and E are now invited from eligible academic staff.

Eligibility

Eligible staff members include academic staff members employed in:

- continuing, continuing contingent-funded or convertible positions; and
- fixed-term positions which are for a cumulative period of at least three years. For clarity, this includes research-only academic staff members funded from research grants but does not include Sessional Fixed-Term appointments.

Changes to Policy and Procedures

A number of changes have been introduced for the promotion process in 2016. Key changes include:

- The Academic Profiles or academic levels A through to E – encompassing the areas of academic activity and qualifications for each level – have been modified to reflect the merger of the two “service” areas namely Administration (and Service to the University) and Professional Performance (and Service to the Community) into a single category. This combined area is entitled University, Professional and Community Service.

- The Evidence of Performance for Promotion Guidelines have also been amended in accordance with the changes to the Academic Profiles noted above.

- For Level B-D promotion applicants, the standard range of weightings allocated by promotion applicants across the three areas of academic activity have been amended to take account of the merger of the two “service” areas, with research-only applicants now only able to weight “teaching” as zero.

- Relevant Period: The Promotion to Levels B, C and D Policy now clarifies that the “relevant period” does not include prior casual service.

- Assessors proposed by the Executive Dean/Portfolio Head to provide a report on Level D, D Plus and E applicants must now be external to the University and of high international standing.

- Level D staff seeking promotion to Professorial level now have the option of applying for Level D Plus only, in which case promotion may only be approved at this level. Alternatively, Level D applicants may still apply for Level D Plus or E, in which case the Promotion Committee has discretion to award promotion at either level depending on the strength of the case made.

Applications – Form C and Guidelines to Form C (2016 Round)

The application forms for promotion (Form C) for both B-D and D Plus/E applicants have been significantly revised to incorporate policy changes and also to facilitate ease of use and accommodate electronic signatures. The Guides for both levels have been similarly updated to include reference to policy changes.

Applications for 2016 must be submitted on the relevant version of Form C (2016 Round) or will otherwise not be accepted. It is strongly recommended that applicants refer to the relevant Guide to Form C (one for Levels B-D and one for Levels D Plus/E) prior to completing their applications, particularly in light of the nature of the changes.

Issued January 2016
Access to Promotion Documentation

All documentation relevant to academic promotion can be accessed via the GREEN icon on the HR home page at http://www.flinders.edu.au/hr/ (located at the lower right hand of the screen). By clicking on this icon, applicants will find links to the 2016 application forms (Form C), Guides to Form C, the Promotion Policies, Academic Profiles, closing dates and other associated promotion documentation.

Generic Promotion Email

All promotion queries may be forwarded to the generic email address set up in Human Resources for this purpose: acadprom@flinders.edu.au.

Information Workshops for Intending Applicants

Promotion Information workshops for 2016 will be held in the Council Room as follows:

- Levels B, C and D: Friday, 19 February 2016 (3 pm - 5 pm)
- Levels D Plus and E: Monday, 22 February 2016 (3 pm - 5 pm)

All staff intending to apply and their supervisors are strongly encouraged to attend.

Those staff members in remote locations or those who are unable to attend in person will be able to view the presentation (within a week of the session) via the Academic Promotion link on the Human Resources homepage, together with a copy of the handout.

Closing Dates for Applications

Applications to be forwarded to Executive Deans/Portfolio Head

Applicants must ensure that their applications reach their respective Executive Deans (or the relevant Portfolio Head in the case of academic staff in non-Faculty areas) through their supervisor by no later than the following indicative closing dates:

<table>
<thead>
<tr>
<th>Promotion to:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level B</td>
<td>Friday, 1 April 2016</td>
</tr>
<tr>
<td>Level C</td>
<td>Friday, 8 April 2016</td>
</tr>
<tr>
<td>Level D</td>
<td>Friday, 6 May 2016</td>
</tr>
<tr>
<td>Levels D Plus/E</td>
<td>Friday, 24 June 2016</td>
</tr>
</tbody>
</table>

As Executive Deans/Portfolio Heads may set an earlier internal closing date, applicants are advised to check with the relevant Faculty/Portfolio office regarding the appropriate closing date.

Applications to reach Human Resources (HR Client Services)

Applicants must ensure that the completed application (including comments from the supervisor and Executive Dean/Portfolio Head together with final acknowledgement of these comments by the applicant) is received in Human Resources by no later than the following dates:

<table>
<thead>
<tr>
<th>Promotion to:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level B</td>
<td>Friday, 15 April 2016</td>
</tr>
<tr>
<td>Level C</td>
<td>Friday, 22 April 2016</td>
</tr>
<tr>
<td>Level D</td>
<td>Friday, 20 May 2016</td>
</tr>
<tr>
<td>Levels D Plus/E</td>
<td>Friday, 8 July 2016</td>
</tr>
</tbody>
</table>

Date of Effect

All promotions in the 2016 round will be effective from 1 July 2016.