Academic Promotion
Information Session

Levels B-C-D

2015 Round

Flinders’ Approach to Promotion

• Single University-wide process operating at all levels from B to E and with the same basic features
• Inclusive of academic staff in following roles:
  – teaching-and-research
  – research-only
  – specialised roles, e.g. education-focused
• Basis for promotion is sustained performance across all relevant areas of University academic activity assessed against the activities specified in the Academic Profiles and, where appropriate, Position Descriptions
• Assessed on merit as demonstrated by service in the University
• Applications assessed for each level by a central committee of academic peers with equal representation from each Faculty and, where possible, non-Faculty areas
... Flinders’ Approach to Promotion

- Feedback on performance, advice from supervisors and preparation for a promotion application - all part of the Academic Staff Performance Review Scheme (APRS)

- Decisions about promotion at any given level and in any particular year are made by the Promotion Committee on a case by case basis against the criteria specified in the University’s Promotion Policies

- Policy allows for quotas to be applied after advance notice. No quotas have yet been applied, and none will apply in the forthcoming round

- Equal opportunity considerations are brought to the attention of the Promotion Committees through the Chair

Key Changes for B-C-D : 2015 Round

- **Academic Profiles**
  - A–E profiles now streamlined and consolidated into one document
  - Schools with disciplinary norms still able to require staff to meet recognised professional standards
  - Key provisions from Yunggorendi profiles incorporated in streamlined profiles to ensure applicability to all Indigenous staff members across University
  - To be read in conjunction with separate *Evidence of Performance for Promotion – Guidelines* (which outline evidence that may be provided/performance expectations across the four areas of academic activity)
... Key Changes for B-C-D : 2015 Round

- Research Information (Publications/Grants)
  - Applicants now required to download publications/external grant data directly from RSO’s RePortal system and attach to application as Attachments 4 and 5 respectively
  - For internal/non-traditional/unsuccessful grants, separate template within Form C to be completed (Attachment 6)
  - Queries about entering/downloading Publications/External Grants data from RePortal system to be directed to: research.data@flinders.edu.au

... Key Changes for B-C-D : 2015 Round

- Specialised Academic Roles
  - Where promoted, staff members in specialised academic roles now required to serve minimum period of 3 years in specialised role from effective date of promotion
- Referees (Level D only)
  - Person(s) nominated by the University to provide a report on an applicant now called *assessors* to differentiate from “referees” nominated by the applicant
- Form C Format
  - Form C (including Attachments) has been reformatted as a Word “fillable” form enabling users to complete electronically by tabbing from cell to cell
  - Any queries with respect to completion of Form C should be directed to email: acadprom@flinders.edu.au

Due to changes, important to refer to/use updated documentation for 2015 round in preparing promotion application
Relevant Documentation

- Applicants should access the following in preparing applications:
  - Form C: Application Form for Promotion to Levels B, C or D (2015 Round)
  - Guide to Form C (Levels B, C or D) (2015 Round)
  - Promotion to Levels B, C and D Policy (revised Dec 2014)
  - Academic Profiles Policy
  - Academic Profiles (dated Dec 2014)
  - Evidence of Performance for Promotion – Guidelines (Dec 2014)
- Central point of reference for all promotion documentation at: http://www.flinders.edu.au/hr/academic-promotion-2015.cfm or via the new green "academic promotion" icon on the HR home page at: http://www.flinders.edu.au/hr/
- For staff in specialised academic roles - Flexibility in Academic Work Policy available at: www.flinders.edu.au/ppmanual/staff/classification/flexibility-academic-work.cfm

Eligibility

- Continuing, continuing contingent-funded and convertible academic staff at Levels A, B and C (full-time or fractional) may apply for promotion to Levels B, C or D respectively

- Fixed-term academic staff at Levels A, B and C (full-time or fractional), including grant-funded, with cumulative term of appointment of at least three (3) years, may apply for promotion to Levels B, C or D respectively

- Sessional Fixed-Term and casual staff are not eligible to apply for promotion
Main Features – Levels B-C-D

- Annual promotion rounds
- Relevant period for report of performance/activities:
  - Based on service at Flinders
  - Comprises period since appointment/promotion to current position
  - May include contiguous appointment with same classification/range of duties
- Promotion based on evidence of sustained performance at level to which promotion is sought, not current level
- Four areas of academic activity:
  - Teaching
  - Research and/or Creative Activity
  - Administration (including Service to the University)
  - Professional Performance (including Service to the Community)

Assessment by Promotion Committees

- Each case for promotion assessed on its merits, based on materials/documentation submitted in current application, i.e. each application stands on its own merits in year of submission
- Measured against Academic Profile (plus Evidence of Performance for Promotion – Guidelines) for level to which promotion is sought
- Examples:
  - Teaching – areas in which staff member could be expected to be involved:
    - Level B: involvement in topic/course coordination
    - Level C: co-ordination of a course, program of study or large and complex topic(s)
  - Research – scholarly standing:
    - Level C: presentation of papers at national or international conference(s)
    - Level D: invitation to be keynote speaker at a national or international conference
Reference Material

- **Academic Profiles**
  - Single set of generic University-wide Profiles, streamlined into one document
  - Identify minimum qualifications and expected activities at different levels

- **Evidence of Performance for Promotion – Guidelines**
  - To be read in conjunction with relevant Academic Profile
  - Identify key areas/types of evidence to support case

- **Position Descriptions**
  - Relevant for staff in research-only or specialised academic roles, e.g. education-focused

The Application Itself

*Section 1: Applicant Profile and Checklist*

**Qualifications**

- Academic Profiles specify minimum academic qualifications expected at levels B – E, with doctorate as standard
- Individual School variations in Profiles replaced with generic wording but Schools with disciplinary norms (e.g. Psychology or Medicine) still able to require staff to meet recognised professional standards
- Where applicant does not meet qualification criteria specified in relevant Academic Profile:
  - higher degree thesis submitted prior to closing date for promotion – application considered by Committee on its merits; or
  - evidence of qualification equivalence must be demonstrated (where specified as acceptable under the relevant profile)
The Application Itself

... Section 1: Applicant Profile and Checklist

Weightings

- Allocated by applicant for each of the four areas of academic activity (up to total of 10)
- Separate weighting ranges apply to each academic category:
  - Teaching-and-research academic
    Factors within following ranges apply (whole numbers only):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>No less than 3, no more than 5</td>
</tr>
<tr>
<td>Research and/or Creative Activity</td>
<td>No less than 3, no more than 5</td>
</tr>
<tr>
<td>Administration (including service to the University)</td>
<td>No less than 1</td>
</tr>
<tr>
<td>Professional Performance (including service to the Community)</td>
<td>No less than 1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
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</tbody>
</table>

The Application Itself

... Section 1: Applicant Profile and Checklist

Weightings

- Research-only academic
  Factors within following ranges apply (whole numbers only):

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>No more than 2*</td>
</tr>
<tr>
<td>Research and/or Creative Activity</td>
<td>No less than 7</td>
</tr>
<tr>
<td>Administration (Including service to the University)</td>
<td>No more than 2*</td>
</tr>
<tr>
<td>Professional Performance (Including service to the Community)</td>
<td>No more than 2*</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
</tr>
</tbody>
</table>

* One area may be zero
The Application Itself

... Section 1: Applicant Profile and Checklist

Weightings

- **Education-focused academic**
  Factors within following ranges apply (whole numbers only):

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>No less than 6, no more than 7</td>
</tr>
<tr>
<td>Research and/or Creative Activity</td>
<td>No less than 1</td>
</tr>
<tr>
<td>Administration (including service to the University)</td>
<td>No less than 1</td>
</tr>
<tr>
<td>Professional Performance (including service to the Community)</td>
<td>No less than 1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

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The Application Itself

Section 2: Case for Promotion

- **Limited to 4 x A4 pages**
- Provide concise commentary on academic activities/achievements during the relevant period
- Make case for promotion with reference to:
  - Guide to Form C (Promotion to Levels B, C or D)
  - appropriate Academic Profile
  - Evidence of Performance for Promotion – Guidelines; and
  - Position Description (specialised roles)
- Attach supporting evidence of performance at level to which promotion sought
- Teaching-and-research academic staff - place primary focus on activities/achievements in “Teaching” and “Research and/or Creative Activity” areas
- Research-only/specialised positions e.g. education-focused – research/teaching as primary emphasis, according to role
The Application Itself
...Section 2: Case for Promotion

Teaching (Guide pp 10-12)
- Provide personal approach/general philosophy with respect to teaching and assessment, outline of objectives set and how well achieved, reflections on change and development over time, approach to honours/postgraduate supervision
- Discuss Student Evaluation of Teaching (SETs) and peer evaluation of teaching:
  - indicate how related to teaching approach
  - provide interpretation of evaluations
  - comment on strengths and weaknesses as indicated by SETs in particular, and
  - indicate what actions have been taken in response
- Application will not be considered without independent evidence of teaching effectiveness, e.g. SETs, formal peer and/or supervisor evaluation

The Application Itself
...Section 2: Case for Promotion

Teaching
- Complete "Summary of Teaching and Related Duties" template (Attachment 1), summarising evidence from relevant period or last 5 years, whichever is the lesser:
  - undergraduate and postgraduate teaching – topics, year levels, student numbers, own contribution (e.g. lecturer, initiator/designer, co-ordinator)
  - information on SETs
  - honours/postgraduate research supervision
- Reproduce highlights from template in Section 2 of Form C (under Teaching)
- Refer to new topics/courses developed, curriculum reviews undertaken, topic co-ordination responsibilities
- Provide evidence that teaching is informed by current research practice in the substantive area of discipline/field
- Identify leadership roles with respect to teaching area, including leadership of other staff
The Application Itself  
... Section 2: Case for Promotion

Teaching

- Complete “Summary of SET Results” template (Attachment 2) based on SETs submitted with application
- Attach SETs covering relevant period or last five years, whichever the lesser, and for a number of topics as Additional Information
- Attach peer and/or supervisor evaluation(s) on teaching based on direct observation of teaching (Attachment 3), refer: www.flinders.edu.au/teaching/quality/evaluation/peer-review/peer-review_home.cfm
- Education-focused applicants - must provide evidence of external validation of outstanding performance in teaching – refer Schedule A of Flexibility in Academic Work Policy at: www.flinders.edu.au/ppmanual/staff/classification/flexibility-academic-work.cfm
- Research-only applicants who supervise research students and have allocated a weighting of zero to teaching - include this activity under "Research and/or Creative Activity" area

The Application Itself  
... Section 2: Case for Promotion

Research and/or Creative Activity (Guide pp 12-14)

- Broad view of research/creative activity:
  - evidence of strong knowledge of discipline
  - real contribution to the advancement of knowledge
  - engagement in "non-traditional" research, if relevant
- Evidence of research/creative activity:
  - typically expected to be publication-based (e.g. ERA output rankings)
  - provide comparable detail in relation to creative activity where relevant (e.g. evidence of creative literary or artistic work)
  - explanation of publication mode generally important
  - "PhD recently completed or submitted" recognised as research activity for promotion to Level B but not to higher levels
The Application Itself
... Section 2: Case for Promotion

Research and/or Creative Activity

- Identify research themes or projects and organise this part of the application according to these themes

- "Reflect" upon these research themes:
  - What issues are you exploring?
  - How have you gone about this exploration?
  - What other work have you used?
  - What collaborations have featured in your exploration of the issues?

- Refer to research inputs (e.g. grants) and outputs (publications) under relevant themes/projects

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The Application Itself
... Section 2: Case for Promotion

Research and/or Creative Activity

- Download "Research Publications" and "Externally Funded Grants" data from the RSO's RePortal system and include in application (Attachments 4 and 5 respectively)

- Complete "Summary of Internal/Non-Traditional Grants and Unsuccessful Grant Applications" template (Attachment 6) indicating demonstrable activity in applying for obtaining grants during relevant period, including from non-traditional sources

- Standing in areas of research outside University (can be amplified in "Professional Performance" area)

- Applicants should ensure completeness and accuracy of their data on RePortal system before downloading and lodging application
The Application Itself

... Section 2: Case for Promotion

Research and/or Creative Activity

- Role in collaborations:
  - Did you play a leadership role in any of the projects? If so, what was role?
  - If the project involved industry or a government agency, what was required to get them involved/keep them interested?
- Research-only applicants who supervise research students and have allocated a weighting of zero to teaching should include this activity under “Research and/or Creative Activity” area
- General advice:
  - Use relevant Academic Profile together with Evidence of Performance for Promotion - Guidelines (and Position Description for research-only and specialised roles)
  - Refer to Note #11 in Guide to Form C for indications of what is regarded as suitable activity and evidence

The Application Itself

... Section 2: Case for Promotion

Administration (including Service to the University) (Guide p 14)

- Organise activities into three separate categories (which are emphasised differently at each academic level):
  - School
  - Faculty
  - University-wide
- Provide information about:
  - the nature of the participation and contribution made with respect to particular activities
  - committee activities - simply listing committee memberships and meeting attendances unlikely to be sufficient
- Quality and impact of contribution is what counts
The Application Itself
... Section 2: Case for Promotion

Administration (including Service to the University)
- Give examples and evidence of administrative capacity and effective performance in administrative roles appropriate to the level of the position and as available in your School and Faculty (recognising that opportunities vary across the academic levels and areas of the University)
- For more senior levels, provide detailed information about successful leadership and management of staff, Schools and/or areas of the Faculty or University
- Faculty of Medicine, Nursing and Health Sciences staff with duties and functional positions at affiliated medical centres (e.g. FMC, RGH) may use their administrative roles and activities in these settings as evidence of service to the University

The Application Itself
... Section 2: Case for Promotion

Professional Performance (inc Service to the Community) (Guide p 15)
- Contributions to the profession important
  - List all memberships of relevant professional bodies
  - Describe in more detail where involvement is more than membership alone (e.g. as an office-holder)
  - Include letters of appreciation etc as Additional Information
- Consultancies and Commissioned Work
  - Focus is on advancement of knowledge in the profession
  - Highlight benefits received by School/Faculty/University
- Work carried out on a commercial-in-confidence basis
  - All information provided in an application for promotion is confidential and handled on ‘need-to-know’ basis
  - Evidence can usually be presented in a way which does not violate the confidentiality agreement
The Application Itself
... Section 2: Case for Promotion

Professional Performance (including Service to the Community)

- In all cases
  - Provide evidence of innovation and contribution to the "profession" demonstrated by the work
  - Provide evidence that you are actively sought as a consultant or for commissioned works
  - Detail any refereed publications in practice-oriented journals and conferences which represent corroborative evidence of the quality of the work carried out
  - Refer to relevant Academic Profile/Guide for indications of suitable activity/evidence

The Application Itself
... Section 2: Case for Promotion

Professional Performance (inc Service to the Community)

- Service to the Community – what counts?
  - Service must relate to professional capacity/competence and be undertaken in association with Flinders University identity, e.g.
    - service on government and professional bodies
    - advice to government and/or industry on a voluntary basis where professional expertise is exercised
    - involvement in relevant secondary school activities (e.g. SACE Board of SA)
    - convening conferences
    - editorial responsibilities for professional journals
    - providing expert advice to the media
  - Give details not only of the service that you have provided, but also of how it relates to your academic expertise
The Application Itself
Section 3: Special Circumstances
(Guide p15)

- Provision for applicants to include for special consideration any matters which may have affected the progress of their career, e.g. significant career interruptions, family obligations, illness
- Applicants should indicate how the circumstances cited are claimed to have restricted opportunity to perform against Academic Profile (and Position Description for specialised positions)
- Where temporary change to an applicant's primary duties/ responsibilities has occurred, information/evidence should be provided on nature of change(s)
- Maximum 1 x A4 page

The Application Itself
Section 4: Referees/Assessors – Level D Applicants only
(Guide pp 15-16)

- **Applicant:** nominates one referee plus substitute:
  - preferably external to University and of high international reputation
  - disclose nature of any association with nominated referees
  - name(s) of persons who should not be nominated may also be listed

- **University:** Executive Dean/Head of Portfolio (in consultation with Dean of School/supervisor) nominates one assessor plus substitute:
  - external to University and of high international reputation
  - ideally should be person with whom applicant has not collaborated or published (at very least not within previous five years)
The Application Itself

Section 4: Referees/Assessors – Level D Applicants only

- **Confidentiality**
  - Referee/assessor reports and name of assessor nominated by University strictly confidential - only made available to members of Promotion Committee

- **Further Information**
  - Promotion Committee may seek additional information and/or may contact third parties to provide further information
  - applicant will be advised accordingly

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The Application Itself

Section 6: Role of Designated Supervisor

(Guides pp 16-18)

- Provides guidance to applicant in preparing case that:
  - most effectively represents performance; and
  - provides evidence of suitability for promotion

- Confirms that applicant meets qualifications criteria in relevant Academic Profile

- Comments on applicant’s case for eligibility for promotion where applicant does not hold required qualification(s)

- Ensures evidence presented relates only to relevant period (or last 5 years, whichever the lesser period, with respect to Teaching and SETs)

- Provides clear statement re: norms and expectations for teaching and research output within relevant School/discipline/area

- Provides additional contextual information about area in which applicant currently employed, where necessary
The Application Itself

... Section 6: Role of Designated Supervisor

- Provides guidance to applicant re: any circumstances impacting on performance during relevant period
- Provides applicant with advice re: allocation of weightings across areas of academic activity
- For research-only and specialised (e.g. education-focused) roles, ensures applicant's Position Description is up-to-date and attached to application
- Ensures application framed such that terminology specific to a particular discipline can be readily understood by Promotion Committee
- [For Level D applicants only] consults with Executive Dean/Head of Portfolio to identify University-nominated assessor (and substitute) and forwards relevant details directly to Human Resources (email: acadprom@flinders.edu.au)

The Application Itself

... Section 6: Role of Designated Supervisor

- Provides overall assessment of applicant's contribution in each area of activity against relevant Academic Profile (and Position Description for research-only and specialised roles)
- Comments on applicant's areas of strength
- Rates applicant's case for promotion for each area of academic activity (1 to 5 -- whole numbers only)
- Where appropriate, ensures report is sought from thesis supervisor for applicants enrolled in a research higher degree
- Checks application for completeness prior to submission to Executive Dean/Head of Portfolio
The Application Itself
Section 6: Role of Executive Dean/Head of Portfolio
(Guide p 19)

- Provides overall commentary on, and assessment of, applicant's case
- Ensures that supervisor/applicant has provided additional contextual information (relating to School/Faculty/Portfolio) where relevant
- Comments on applicant's case for eligibility for promotion where applicant does not hold required qualification(s)
- **For Level D applicants only**, consults with School Dean/ supervisor to identify University-nominated assessor (and substitute)
- Provides evaluative comments on application, including any relevant information not already provided
- Rates applicant's case for promotion for each area of academic activity (1 to 5 – whole numbers only)
- Returns completed application to staff member for signature and any final comments (maximum 1 x A4 page, no new information)

Application Process

- **Application Form (Form C)**
  - Only applications submitted on **2015** version will be accepted
- **Minimum font size applies**:
  - Not less than **11 point print (Helvetica or Arial)** with 2.5 cm margin all around
  - Applications received in Human Resources in less than 11 point print will be returned to applicant for editing in required format
- **Strict page limits**:
  - **Case for Promotion (Section 2)**: 4 single-sided A4 pages
    - Use CV for publications, list of organisational memberships
  - **Special Circumstances (Section 3)**: 1 single-sided A4 page
  - **Final comments by applicant**: maximum 1 page
... Application Process

Referees – Level D Applicants only

Applicants required to email a separate electronic version (pdf format) of following documents to Human Resources by the nominated closing date:

- Section 2 (Case for Promotion)
- Curriculum Vitae
- Position Description (if relevant)

Email with attachment should be sent to: acadprom@flinders.edu.au

Submission of Application

- Hard copy of completed application (single-sided and unstapled) should be submitted in following order:
  - Section 1: Applicant Profile and Checklist
  - Section 2: Case for Promotion
  - Section 3: Special Circumstances (where relevant)
  - Section 4: Referees (Level D applicants only)
  - Section 5: Applicant’s Signature and Date
  - Section 6: Comments and Recommendations of designated supervisor, Dean of School and Executive Dean/Head of Portfolio
  - Position Description (research-only or specialised positions)
  - Curriculum Vitae
  - Attachments (see next page)
... Submission of Application

- Attachments:
  - Summary of Teaching and Related Duties (Attachment 1)
  - Summary of SET Results (Attachment 2)
  - Peer and/or Supervisor Evaluation of Teaching (Attachment 3)
  - Research Publications data - downloaded from RePortal System (Attachment 4)
  - Externally Funded Grants data - downloaded from RePortal System (Attachment 5)
  - Summary of Internal/Non-Traditional Grants and Unsuccessful Grant Applications (Attachment 6)
  - Summary of Additional Information (Attachment 7) – see next slide

Additional Information

- Applicants are not required to provide material additional to that specifically required in Form C
- Additional information substantiating claims made in application may be attached, e.g.
  - information substantiating research claims made within the text
  - information relating to receipt of award/prize in any of the four areas
  - confirmation of status of publications in preparation for printing or "in press" (e.g. copy of acceptance letter/copy of front page of accepted publication/information about stage of publication)
  - more detailed information in support of teaching philosophy
... Additional Information

- Additional documentation should only relate to material covered in application
- As with all evidence tendered in relation to the application, attachments should only be based on activity during the relevant period
- Will not form part of application but will be made available for reference of Committee members at meeting
- Where applicable, Summary of Additional Information template (Attachment 7) should be completed and included

Closing dates for applications

- **Executive Deans/Head of Portfolio**
  - Level B: **Friday, 3 April 2015**
  - Level C: **Friday, 10 April 2015**
  - Level D: **Friday, 8 May 2015**

Some Faculties/Portfolios may set earlier internal deadlines - applicants are strongly advised to check with their Faculty/Portfolio Office

- **Human Resources**
  - Level B: **Friday, 17 April 2015**
  - Level C: **Friday, 24 April 2015**
  - Level D: **Friday, 22 May 2015**

- Applications will be acknowledged by Human Resources within 14 days of closing date
Key Resources

- Key resources available on HR home page via a new central point of reference for the 2015 Academic Promotion Round at:
  - OR
    - via the new green "academic promotion" icon on the HR home page at: http://www.flinders.edu.au/hr/

- All promotion enquiries - email:
  - acadprom@flinders.edu.au

Any questions?