

Academic Staff Promotion Policy

Section 1 - Purpose

- (1) This document sets out Charles Sturt University's (the University's) policy on academic staff promotion.
- (2) The purpose of academic staff promotion is to recognise the achievements and professional development of academic staff and their demonstrated capacity to contribute to the the University's mission by undertaking duties at a higher level than their current appointment.

Section 2 - Glossary

- (3) Nil.

Section 3 - Policy

Part A - Principles

- (4) This Policy is based on principles of:
- a. recruitment, retention and development of high performing academic staff who contribute to the the University's mission and operate in accordance with its [Code of Conduct](#);
 - b. fairness and flexibility in workplace arrangements;
 - c. organisational productivity and performance;
 - d. commitment to transparency of process, based on merit and equal opportunity for all academic staff; and
 - e. recognition of diversity in the ways in which academic staff contribute to the the University's mission and the wide variety of academic work which is appropriate to that mission.
- (5) Academic staff promotions allow the the University to identify and foster academic leadership in:
- a. the scholarship of teaching;
 - b. the development of disciplines and/or fields through research/creative works and/or professional activity;
 - c. engagement with the the University's communities; and
 - d. institutional leadership.

Part B - Eligibility

- (6) Academic staff of the the University, who hold a fixed-term or continuing appointment in a full-time or fractional capacity at Level A, B, C or D, may apply for promotion to the next employment level.
- (7) To be eligible for promotion, the following conditions must be met:
- a. employees at Level B, C and D have successfully completed probation; and

- b. individual performance is considered to be satisfactory as determined by their Head of School, as a result of their Performance Management and Development Report.

(8) An Associate Lecturer (Level A), holding a probationary appointment, will be deemed to have met the conditions of that appointment on promotion to Level B.

(9) An applicant will be ineligible to apply for promotion in the year immediately following an unsuccessful application for promotion unless approval is given by the Deputy Vice-Chancellor (Academic) on the recommendation of the Executive Dean of the applicant's Faculty.

Part C - Responsibilities

(10) The Executive Director, Human Resources is responsible for developing, reviewing and overseeing the policy, procedure, guidelines and forms for academic staff promotion.

(11) The Deputy Vice-Chancellor (Academic) is responsible for approving the procedure, guidelines and forms for academic staff promotion.

(12) The Vice-Chancellor is responsible for approving the Academic Staff Promotion Policy.

Part D - Number of Promotion Positions

(13) The number of promotion positions to be made available is not normally predetermined.

Part E - Applications for Promotion

(14) An application for promotion must be made in accordance with the manner, format and page limits prescribed in the [Academic Staff Promotion Procedure](#) and the Academic Staff Promotion: Application Instructions and submitted to the Secretary, Academic Staff Promotion Committees by the advertised closing date.

(15) The Faculty Academic Staff Promotion Committee will assess applications for promotion to Lecturer (Level B), and make recommendations to the Executive Dean of Faculty for determination.

(16) The University Promotion Committee will assess applications for promotion to Senior Lecturer, and make recommendations to the Deputy Vice-Chancellor (Academic) for determination.

(17) The University Professorial Promotion Committee will assess applications for promotion to Associate Professor (Level D) and Professor (Level E), and make recommendations to the Vice-Chancellor for approval. The Vice-Chancellor will report to the University Council about the approved professorial appointments.

(18) The members of the University Promotion Committees will be appointed by the Executive Deans, Deputy Vice-Chancellor (Academic) or Vice-Chancellor, in accordance with Part B of the [Academic Staff Promotion Procedure](#).

Part F - Assessment

(19) Applications and/or presentations will be assessed in accordance with the [Academic Staff Promotion Procedure](#), the [Standards, Expectations and Qualifications Policy - Academic Staff](#) and the Academic Staff Promotion: Application Instructions.

(20) Applicants for promotion must demonstrate that they meet the applicable standards, possess the relevant qualifications, have the ability to carry out the relevant duties, and have the capacity to meet the the University's expectations in regard to the academic level to which they seek promotion.

(21) The principal basis for assessing applications for promotion will be the applicant's achievements and performance in the position currently held, although other career achievements will be taken into account.

Part G - Appeals

(22) Decisions of University Promotion Committees at Faculty, the University and Professorial levels shall be made on the merits of the applications for promotion. Such decisions shall be final and not subject to review or change.

(23) An unsuccessful applicant may only seek a review on the grounds that a breach of fair and proper procedures was committed, which materially and adversely affected a decision about promotion. The decision of the University Secretary or Vice-Chancellor in relation to such a review shall be final and not subject to further review or appeal.

Section 4 - Procedures

(24) Refer to the [Academic Staff Promotion Procedure](#).

Section 5 - Guidelines

(25) Refer to the [Academic Staff Promotion Guidelines - Heads of School and Supervisor Support](#).

Status and Details

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