

Academic Staff Promotion Guidelines - Head of School and Supervisor

Section 1 - Purpose

(1) The purpose of these Guidelines is for Heads of School or supervisors of academic staff to:

- a. build an understanding of their role in the academic promotion process;
- b. embed the issue of academic promotion within a planned career management process;
- c. effectively review candidates' applications, providing support and feedback;
- d. prepare statements for applicants in relation to the the University's standards, expectations and qualifications for the academic level sought; and
- e. provide counselling and support to unsuccessful applicants after the promotion process.

Scope

(2) These Guidelines apply to Heads of School/supervisors of academic staff who are considering or applying for promotion.

Preamble

(3) 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 mission of the the University by undertaking duties at a higher level than their current appointment.

(4) Applicants are required to provide the relevant Academic Staff Promotion Committee with a clearly articulated written case for promotion to the academic level sought. Academic Staff Promotion Committee members may not know the applicants they are evaluating. The written case is therefore essential.

(5) The applicant's case should include evidence of the following for the academic level sought:

- a. qualifications;
- b. ability to carry out the relevant duties; and
- c. capacity to contribute to the:
 - i. scholarship of teaching;
 - ii. development of his/her discipline and/or field through research/creative works and/or professional activity; and
 - iii. academic administration, management and institutional leadership.

(6) In preparing their case, applicants are asked to specifically address the relevant clauses in the [Standards, Expectations and Qualifications Policy - Academic Staff](#) and the [Professional Activity Work Function Policy](#).

(7) They should also provide their personal understanding of the significance and impact of their work, and evidence to demonstrate significant, outstanding or distinguished contributions at a national or international level.

(8) The evidence provided, together with referee reports, should assist the committee with understanding, engaging with, and assessing the application in order to make a recommendation.

Section 2 - Glossary

(9) Nil.

Section 3 - Policy

(10) Refer to the [Academic Staff Promotion Policy](#).

Section 4 - Procedures

(11) Please refer to the current [Academic Staff Promotion Procedure](#).

Section 5 - Guidelines

Part A - Role of the Head of School/supervisor

(12) At the commencement of the process:

- a. ideally, Heads of School/supervisors will have discussed the staff member's intention to apply for promotion during performance management meetings. At this stage the applicant is given feedback about his/her readiness for promotion and guidance as to the process and content of any application;
- b. Heads of School/supervisors will be invited to attend a briefing from the Deputy Vice-Chancellor (Academic) to discuss the current expectations of their role in the promotion process. They will also be informed of any changes to the promotion process that may have occurred as a result of review of the previous year's process;
- c. applicants for promotion will advise the Secretary, Academic Staff Promotion Committees by 30 April of their intention to apply for promotion. The Head of School/supervisor should engage in discussions with the Executive Dean for advice in cases where there is uncertainty regarding the applicant's readiness for promotion;
- d. applicants for promotion will submit their applications to their Heads of School or supervisors for their comment by 1 August. To review the application effectively, Heads of School/supervisors should:
 - i. familiarise themselves with the [Academic Staff Promotion Policy, Procedure](#), and Application and Instructions; as well as the [Standards, Expectations and Qualifications Policy - Academic Staff](#) and the [Professional Activity Work Function Policy](#);
 - ii. familiarise themselves with the applicant's work, specifically achievements and capacities in relation to the [Standards, Expectations and Qualifications Policy - Academic Staff](#) for the academic level sought; and
 - iii. read the application carefully. Applications must adhere to the page limits and standard formats specified in the Academic Staff Promotion: Application and Instructions.

NOTE 1: There is no provision for attachments other than those requested in the "Academic Staff Promotion: Application and Instructions", although the Head of School/supervisor should view any documents that are referred to in the application.

NOTE 2: Chances of success are limited if applications are poorly constructed, punctuated and/or written.

- e. (13) Heads of School/supervisors will be required to provide a two page statement about how the applicant

meets the the University's standards, expectations and qualifications for the academic level sought, as set out in the [Standards, Expectations and Qualifications Policy - Academic Staff](#), using the template provided (see Academic Staff Promotion: Application Form);

- i. the statement should certify that the application conforms to the "Academic Staff Promotion: Application and Instructions";
- ii. the statement should be both current and prospective, and refer to:
 - academic qualifications (or equivalence), indicating validity, currency and relevance;
 - the applicant's capacity to meet the standards and expectations for the academic level sought;
 - the evidence provided, such as probation reports, examiner's reports, teaching portfolios, teaching evaluation reports, referee reports, citation indices, research/creative works and/or professional activity records, standard of journals, and outcomes from administrative, committee or leadership activities (including mentoring or collaboration); and
 - any additional information which may help the committee assess the application;
- iii. the statement should be discussed with the applicant and appropriate feedback given. The statement should be included with the application when submitted by the applicant to the Secretary, Academic Staff Promotion Committees by the advertised closing date at the end of August.

(14) During the process:

- a. Heads of School are part of the Faculty Academic Staff Promotion Committee and will speak to the application at the Faculty Academic Staff Promotion Committee
- b. Heads of School /supervisors should ensure that they are aware of relevant achievements between the time of the application submission and the Faculty Academic Staff Promotion Committee meeting, and ensure that the Executive Dean is aware of the same for the the University and the University Professorial Promotion Committees.

(15) After the process:

- a. the Secretary, Academic Staff Promotion Committees will phone each applicant and provide notification in writing of the outcome of their application within five working days of receipt of determinations from the Presiding Officer
- b. the Executive Dean of Faculty and Deputy Vice-Chancellor (Academic) are responsible for collectively providing formal constructive feedback, within five working days, to each successful and unsuccessful applicant for promotion to Academic Level D and E about their application;
- c. the Executive Dean of Faculty is responsible for providing constructive feedback, within five working days, to each unsuccessful applicant for promotion to Academic Levels D and E about their application;
- d. applicants need to understand that, regardless of the outcome, their work is valued; and
- e. applicants who are unsuccessful should be supported. They may be very disappointed, and will need clear feedback and assistance about how to:
 - i. improve their application - therefore, consideration might be given to linking the unsuccessful applicant with a mentor to review the quality and composition of their application; and/or
 - ii. identify where further development is needed to demonstrate capacity to meet the next level's standards and expectations. Plans should be made by the Head of School/supervisor to assist with career objectives and professional development.

Status and Details

Status	Historic
Effective Date	22nd May 2014
Review Date	30th June 2015
Approval Authority	Executive Director, Human Resources
Approval Date	14th May 2014
Expiry Date	20th June 2015
Unit Head	Karen Lenihan Director, Organisational and People Capability
Author	Karen Lenihan Director, Organisational and People Capability
Enquiries Contact	