

Version	1.1
Short description	This procedure outlines the criteria and application process for academic staff promotion.
Relevant to	All academic staff (full time and part time) in ongoing positions at Avondale.
Authority	Academic Board
Policy Owner	Deputy Vice-Chancellor (Academic)
Responsible office	Office of the DVC(A)
Date approved	15 May 2024
Date effective	15 May 2024
Review due	November 2026
Related Avondale documents	Avondale Enterprise Agreement 2019 Academic Staff Promotion Policy Academic Promotions Committee Terms of Reference
Related legislation	
Key words	academic, academic citizenship, associate lecturer, associate professor, community engagement, leadership, lecturer, level, professor, progression, promotion, research, senior lecturer, service, staff, steps, teaching

1. PURPOSE

1.1 This document sets out the application process and other requirements for academic staff promotion at Avondale University (Avondale), and must be read in conjunction with the Academic Staff Promotion Policy.

2. SCOPE

2.1 This procedure applies to all full-time and part-time staff academic staff employed in continuing positions at Avondale University.

2.2 This policy does not apply to:

- a) fixed term, casual or sessional academic staff;
- b) vocational education & training staff; or
- c) professional and general staff.

3. DEFINITIONS

3.1 **Close Personal Relationship:** a relationship between family members or someone with whom one has or has had a personal or significant relationship.

3.2 **MSAL:** refers to Minimum Standard of Academic Level outlined in the current Avondale Enterprise Agreement.

3.3 **Scholarship of Learning and Teaching:** refers to evidence of activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge and the linking of that enquiry to professional practice.

4. SUMMARY OF ROLES AND RESPONSIBILITIES

Applicant	Ensure their application for promotion is submitted before the closing date.
Supervisor	Complete the Head of School Report and provide regular and constructive feedback to staff on their performance. State that the applicant has demonstrated a level of achievement and performance that is appropriate to their existing Academic Level. Nominate independent external assessors for Level D and E applications.
Referee	Complete the Referee Report.
Independent External Assessor	Complete the Assessor Report.
Human Resources	Provide guidance and advice relating to the Promotions and Appeals process. Ensure that the Procedure is promoted and implemented to reference other relevant University policies.
HR Manager	Arrange and coordinate the Reconsideration Review Group as needed
Deputy Vice-Chancellor (Academic)	Chair, or nominate a delegate to Chair, the Academic Promotions Committee and nominate members for the Committee.

Vice-Chancellor	Approve recommendation made by the Academic Promotions Committee.
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5. AREAS OF ACADEMIC WORK

- 5.1 Applicants will demonstrate high levels of performance and achievement, appropriate to Level, disciplinary field, type of appointment and agreed work plan, and relative to opportunity, in the following three areas of academic work:
- a) teaching;
 - b) research and scholarly activity; and
 - c) academic citizenship (including service, leadership and engagement).
- 5.2 It is expected that performance and achievements are demonstrated at a level commensurate with the Minimum Standard for Academic Levels (MSALs) of the level for which they are applying.
- 5.3 For the purposes of this procedure, teaching activity includes but is not limited to:
- a) creating and evaluating innovative teaching, assessment and curriculum design strategies with evidence of outcomes and impact on student learning;
 - b) developing effective learning environments, student support and guidance;
 - c) adoption and evaluation of technologies to enhance the student learning experience;
 - d) assessing and giving feedback to students on their learning and learning support activities;
 - e) integration of scholarship, discipline research and professional learning activities;
 - f) demonstrated leadership in teaching and curriculum development;
 - g) contribution to quality teaching culture; and
 - h) securing internal or external grants to support instructional activities.
- 5.4 Research and scholarly activity includes but is not limited to:
- a) production of quality research publications and other outputs, including contract research reports, creative works, with demonstrated indicators of esteem;
 - b) securing internal and external research funding;
 - c) demonstrated research impact and/or demonstrated research engagement;
 - d) research leadership and mentoring;
 - e) educational research and/or scholarship of teaching including scholarly, evidence-based presentations to peers at seminars and conferences, and/or publishing pedagogic research in peer-reviewed journals;
 - f) contribution to research culture;
 - g) honours and graduate research supervision; and
 - h) effective development and management of partnerships with industry, government, business or community groups to support research and/or knowledge transfer.
- 5.5 Academic citizenship activity includes but is not limited to:

- a) contribution to academic governance, leadership and policy within the University, which may include representation on committees/working groups and/or formal leadership positions at Course, Department, Research Centre, School, campus and/or University levels;
- b) mentoring and supporting the development of other staff;
- c) leadership and contribution to professional activities external to Avondale, including meetings, forums, professional development, seminars, and networks;
- d) contributions to the profession/discipline, including professional organisations within the discipline, journal reviewing and editorial functions;
- e) engagement with industry, government, business and the broader community that aligns with Avondale's strategic goals and has demonstrable, sustained impact;
- f) consultancy;
- g) commercialisation activities; and
- h) demonstrated high standards of professional behaviour consistent with the University's purpose, mission and values.

6. BASIS FOR PROMOTION

- 6.1 The Academic Staff Promotion Policy and Procedures are informed by the University's commitment to equity and social justice as expressed by the University's Equal Employment Opportunity Policy.
- 6.2 The process will be undertaken with appropriate confidentiality and regard to issues of conflict of interest.
 - 6.2.1 Any breach of confidentiality is considered a serious matter by the University. All materials, discussions and deliberations in relation to academic promotion applications will be treated in the strictest confidence by all participants in the promotion process.
 - 6.2.2 Committee members, executive support, observers and supervisors will not discuss applications or Committee discussions and deliberations outside of Committee meetings other than as part of verbal feedback to the applicant.
 - 6.2.3 Announcements of outcomes will be made only by the Vice-Chancellor or their delegate.
 - 6.2.4 Refer to the University's Code of Conduct for more information regarding confidentiality and conflict of interest.
- 6.3 These Procedures will operate within the standards established in the Career Development and Promotion Guide (available with this procedure in the policy repository) and in a manner that is consistent with the Minimum Standards for Academic Levels (outlined in the Avondale Enterprise Agreement).
- 6.4 Promotion will normally be restricted to the academic classification level immediately above an applicant's current academic classification. In exceptional circumstances the Vice-Chancellor may approve an applicant to be considered for promotion across multiple classification levels.
- 6.5 Evidence for promotion will be assessed over an academic staff member's entire career, however more significance will be placed on achievements/outputs and impacts in the

period since last promotion or appointment to the current academic classification level (subject to claims for interrupted career).

6.6 Promotion is based on:

- a) the applicant's qualifications and/or experience;
- b) evidence of achievement in one or more of the three areas of academic activity: teaching, research and scholarship, and academic citizenship (see clauses 5.3-5.5), as nominated by the applicant; and
- c) confirmation from the applicant's Supervisor that the applicant has demonstrated a level of achievement and performance that is appropriate to their existing Academic Level.

6.7 In addition to the above, consideration is also given to the following:

- a) the impact of the demands of substantive roles such as Dean, Head of School, Course Convenor, Research Centre Director or equivalent;
- b) the appropriate balance of performance and outcomes in disciplines and professions where there is a greater reliance on current professional practice;
- c) joint appointments with partner institutions; and
- d) interrupted careers and fractional appointments due to family commitments (e.g. primary carer for children, elder-care, illness of a partner or dependant), ill health or disability where a case is explicitly made to the Academic Promotions Committee within the application.

6.8 Applicants must provide supporting evidence for any claims made in their application.

7. QUALIFICATIONS AND/OR RELEVANT EXPERIENCE

7.1 Applicants for promotion are normally expected to hold a relevant doctorate or possess and demonstrate equivalent qualifications and experience.

7.2 The Academic Promotions Committee will, in the context of the level for which promotion is applied and the nominated Academic Category, consider the appropriateness of levels and types of formal qualifications and/or substantial progress towards such qualifications or, where relevant consider and determine the equivalence of alternative qualifications and/or experience held by applicants.

8. ELIGIBILITY

8.1 To be eligible to submit an application for promotion, Academic staff will be required to have successfully completed any probation period associated with their appointment, completed their Annual Professional Learning Journey assessment (or equivalent) in the preceding year and normally:

8.1.1 by the closing date for applications, have

- a) completed at least two years of service (or its equivalent in broken periods of service) in an academic position at Avondale University, and
- b) completed two years of service since last submitting a successful promotion application at Avondale University; and

- 8.1.2 hold
 - a) a continuing appointment, or
 - b) a fixed term appointment with a contract that extends at least one year from the date in which application for promotion is being made; and
- 8.1.3 have allowed at least one calendar year to transpire following the submission of an unsuccessful application for promotion.
- 8.2 Applicants who do not meet the eligibility requirements must ask in writing for approval to submit an application from the Chair of the Academic Promotions Committee. The Chair has the discretion to accept or reject applications that do not meet the eligibility requirements in clause 8.1, 8.1.1, and 8.1.2.

9. PREPARING AND LODGING THE APPLICATION

- 9.1 Applicants will assess whether they are eligible for promotion and merit promotion with reference to the Minimum Standard for Academic Levels (MSALs).
- 9.2 Applicants are strongly encouraged to seek guidance and discuss their application with the following before making an application for promotion:
 - a) Head of School/Director of Research Centre
 - b) an academic mentor
- 9.3 There will normally be one promotion application round each year.
- 9.4 The date of the Academic Promotions Committee meeting and the closing date for inclusion in that meeting will be published on the *Academic Promotions Teams Site* at the start of the calendar year.
- 9.5 Applications not submitted or incomplete by the submission date for a meeting of the Academic Promotions Committee will be considered in the next promotion round. Late applications will only be accepted in exceptional circumstances with the approval of the Chair.
- 9.6 Applicants must follow the Academic Promotions Instructions for Applicants and submit applications through promotions@avondale.edu.au in accordance with the formatting, submission and page limit details specified on the Application Form. The submission must include:
 - a) a completed Academic Staff Promotion Application Form (which can be found with this procedure in the Policy Repository);
 - b) all staff development or training programs required by the University in preparation for teaching, research supervision, management and leadership roles and the dates when the training program was satisfactorily completed;
 - c) a CV in the standardised format (which can be found with this procedure in the Policy Repository);
 - d) a statement of achievement since the last promotion or appointment at the University, whichever is more recent; and
 - e) all supporting documents as required by the Academic Promotions Instructions for Applicants.
- 9.7 Applicants will receive an acknowledgement once their application has been lodged.

10. HEAD OF SCHOOL, REFEREE AND INDEPENDENT EXTERNAL ASSESSOR REPORTS

Head of School reports

- 10.1 The Head of School Report must be submitted on the appropriate template available with this procedure in the Policy Repository.
- 10.2 It is the responsibility of the applicant to obtain a Head of School Report from their Head of School (or nominee). The applicant should make this request and provide the Head of School (or nominee) with a copy of the final Application Form no less than three weeks prior to the closing date for applications.
- 10.3 If these steps are not completed within the required time frame, it will be at the Head of School's discretion as to whether the report can be completed by the required deadline, or whether the applicant will be delayed in lodging an application until the following year.
- 10.4 Where the applicant's Head of School is applying for promotion to the same level in the same round or is unavailable to provide a Head of School Report due to absence or leave, the Executive Dean will nominate a suitable person to provide a Head of School Report.
- 10.5 Applicants may provide a response up to one page to the Head of School Report.
- 10.6 A copy of the Head of School Report, together with the applicant's one-page response (where applicable) must be submitted with the Application Form by the specified closing date, as per the Instructions for Applicants.
- 10.7 A person providing the Head of School Report cannot be nominated as a referee.

Referee reports

- 10.8 All applicants for promotion must nominate two academic/professional referees, one of which must be external to the University.
- 10.9 Members of the Academic Promotions Committee cannot normally provide Referee Reports for applicants. An applicant will be asked to nominate an alternate referee should one of the applicant's original referees be a member of the Academic Promotions Committee.
- 10.10 Referee Reports cannot be obtained from other applicants applying for the same level promotion in the same promotion round.
- 10.11 Applicants are responsible for ensuring nominated referees are willing and available to provide a report in advance of submitting their application and must provide referees' current contact details.
- 10.12 Human Resources will contact referees by email to request Referee Reports once applications have closed.
- 10.13 Referees will be asked to submit Referee Reports to Human Resources within three weeks of the closing date of applications. The Referee Report Template and Instructions can be found with the procedure in the Policy Repository.
- 10.14 All Referee Reports are provided in the strictest confidence, and it is a condition of application that Referee Reports will not be released to applicants.

Independent external assessors for applications to Level D and E only

- 10.15 For Academic Level D and E, independent external assessors are mandatory.

- 10.16 Academic Level D or E applications should include a minimum of one external assessment to enable an application to be considered by the Academic Promotions Committee.
- 10.17 Supervisors should provide at least two nominations of independent external assessors, after consulting the applicant. Applicants may nominate the discipline from which they prefer at least one assessor to be called and provide clear reasons for this request.
- 10.18 In nominating assessors, supervisors will make every attempt to ensure that those persons are independent. As a guideline, for assessors to be considered 'independent of the applicant' they should not have:
- a) co-published with the applicant (use the Australian Research Council conflict of interest guidelines as a reference in relation to this issue),
 - b) worked on a research grant together with the applicant,
 - c) supervised the applicant as a PhD student or have been supervised by the applicant,
 - d) have a close personal relationship or association,
 - e) have common business interests or other conflicts of interest.
- 10.19 Where applicants do not want the Academic Promotions Committee to approach a particular assessor(s), they may name the person(s) on their Application Form and briefly outline the reason for the request.
- 10.20 The Chair of the Academic Promotions Committee will make final determination as to which assessors are authorised to be approached for an Assessor Report.
- 10.21 Where appropriate, an assessor may be requested to assess more than one application per year.
- 10.22 Human Resources will contact assessors, requesting an Assessor Report and providing the assessors with a copy of the application excluding the Head of School Report and any confidential aspects of the application.
- 10.23 Assessor Reports are provided in the strictest confidence, and it is a condition of application that Assessor Reports will not be released to applicants nor the identity of assessors disclosed.

Table 1. Summary of self-nominated referees and independent external assessors by promotion level

Promotion to Level	Applicant's self-nominated internal and external referees	Independent External Assessors, nominated by Head of School
Level B	2 required, 1 must be external	Not required
Level C	2 required, 1 must be external	Not required
Level D	2 required, 1 must be external	1 required
Level E	2 required, 1 must be external	1 required

11. ACADEMIC PROMOTIONS COMMITTEE

- 11.1 Applications for promotion will be considered by the Academic Promotions Committee (Committee).

- 11.2 The Academic Promotions Committee Terms of Reference outline the function and membership of this committee.
- 11.3 The Academic Promotions Committee will ensure that proceedings are conducted in a manner consistent with the principles of procedural fairness. The Committee should discuss each written application in detail, with reference to the relevant criteria, and determine if any aspects of the application require clarification.
- 11.4 At the conclusion of the Committee’s deliberations, the Committee Chair will give opportunity for members and observers to raise concerns of equity, fairness or process. These comments will be recorded by the Chair and forwarded to Human Resources as part of the formal periodic Policy and Procedure review process.
- 11.5 Members of the Committee shall be trained in the Academic Staff Promotion Policy, Procedure and other relevant documents. The training will be provided by the DVC(A), or nominee.

12. ACADEMIC STAFF PROMOTION APPLICATION ASSESSMENT

Academic Staff Promotion thresholds

- 12.1 The Academic Promotions Committee will undertake a holistic assessment and evaluation of applications for promotion in accordance to the academic level in the nominated Academic Category, as outlined in Table 2 below.

Table 2. Academic Promotion Categories, Themes of Academic Activity and Thresholds

Academic Categories	Themes of Academic Activity and Constituent Criteria	Threshold for Academic Levels			
		A to B	B to C	C to D	D to E
Teaching and Research Academic	Learning and Teaching	Meritorious or Satisfactory*	Meritorious	Outstanding or Meritorious**	Outstanding
	Research	Meritorious or Satisfactory*	Meritorious	Outstanding or Meritorious**	Outstanding
	Academic Citizenship and Engagement	Satisfactory	Satisfactory	Meritorious	Meritorious
Research Focused Academic	Learning and Teaching	Satisfactory	Satisfactory	Satisfactory	Meritorious
	Research	Meritorious	Meritorious	Outstanding	Outstanding
	Academic Citizenship and Engagement	Satisfactory	Meritorious	Meritorious	Outstanding
Teaching Focused Academic	Learning and Teaching	Meritorious	Meritorious	Outstanding	Outstanding
	Research	Satisfactory	Satisfactory	Satisfactory	Meritorious
	Academic Citizenship and Engagement	Satisfactory	Meritorious	Meritorious	Outstanding

* At least one of these Themes of Academic Activity must be at 'Meritorious' level to meet threshold.

** At least one of these Themes of Academic Activity must be at 'Outstanding' level to meet threshold.

- 12.2 Definitions for 'Satisfactory', 'Meritorious' and 'Outstanding' for each of the Themes of Academic Activity can be found in Table 3.

Table 3. Academic Promotions Threshold Standards Descriptors

	Satisfactory	Meritorious	Outstanding
Learning and Teaching	Satisfactory attainment means competent conduct of teaching/educational duties assigned and effective contributions to curriculum development, such as course/unit management, industry/professional liaison, course/unit review and revision, or accreditation.	Meritorious attainment entails the conditions for satisfactory achievement, plus independent evidence to support a claim of notable achievement in regard to the educational leadership and/or innovation in a discipline and/or profession.	Outstanding attainment entails the conditions of meritorious achievement, plus evidence that the applicant has consistently been in the "front rank" of University teachers in his/her discipline. A successful applicant would normally have achieved national and/or international prominence in teaching and/or program development and leadership in education in the discipline.
Research	Satisfactory attainment means a demonstrable record of research and/or scholarly activity.	Meritorious attainment entails the conditions of satisfactory achievement in this area, plus active engagement in research and/or scholarly work of a high order and significant external recognition.	Outstanding attainment entails the conditions for meritorious achievement, plus a very high order of research and scholarly work, reflected in a reputation, which, as confirmed by the applicant's referees, has won or is heading toward the applicant's placement in the "front rank," nationally or internationally, of the relevant field of scholarship or research.
Academic Citizenship and Engagement	Satisfactory attainment means ongoing participation in administrative functions within their academic unit or equivalent and/or the University and/or regular participation in the affairs of relevant professional bodies and community groups and/or in professional practice and/or in development of continuing education programs for the profession.	Meritorious attainment entails the conditions for satisfactory attainment, plus success in leadership and/or innovation, beyond the local academic unit level and within the University and/or an active and influential role in relevant professional bodies and/or community groups, with external recognition of a high order.	Outstanding attainment entails the conditions for meritorious achievement, plus major leadership roles within the University, and, where applicable, more broadly within the higher education system, which, as confirmed by the applicant's referees, has won the applicant placement in the "front rank", nationally or internationally of the relevant field of governance and/or the profession, discipline or service to the community.

Academic Promotions Committee assessment

- 12.3 Applications are assessed by the Academic Promotions Committee, based on the evidence provided in the application, and will not take account of information that is known to the Committee, but which is not referred to and supported with evidence contained in the application.
- 12.4 Disciplinary differences will be taken into account and, where possible, the Committee will use 'disciplinary norms' when assessing applications. If there are matters that require clarification, additional information may be sought by the Committee from the Head of School or other appropriate senior person with knowledge of a particular discipline or specialist area.
- 12.5 The Committee will consider claims for interrupted career over the period claimed and give specific consideration to the impact of this interruption on activity, impact and output.
- 12.6 The Committee will assess applications against the Thresholds in Table 2 by undertaking a holistic approach to the application being assessed. Where a decision to recommend promotion is tied, further discussion by the Committee will be held until a majority decision is reached or, if after a reasonable period of further discussion no majority decision is reached, the Chair of the Committee will have the deciding vote.

Committee report to the Vice-Chancellor

- 12.7 A report of the Committee will be submitted to the Vice-Chancellor by the Chair, recording the main points relating to the committee outcomes.

Granting or denying a promotion

- 12.8 The Vice-Chancellor has the sole discretion to grant or deny a promotion.
- 12.9 The Vice-Chancellor will consider the recommendations of the Academic Promotions Committee and has the discretion to request any other documentation from the Committee, or applicant, in making their determination.

13. OUTCOMES

Effective Date of Promotion and Salary Point

- 13.1 Applicants will be advised in writing of a successful promotion outcome and the date from which the promotion will take effect.
- 13.2 Promotion will be effective from the 1st day of January in the year following the Academic Promotions Committee meeting at which the promotion was recommended.
- 13.3 Promotions will normally be to the first salary point of the level to which the applicant is promoted.

Unsuccessful Applicants

- 13.4 Following the Vice-Chancellor's approval of the Academic Promotions Committee recommendations, the Committee Secretary will advise unsuccessful applicants and the respective Head of School in writing. In doing so the Secretary will also encourage the applicant to seek a meeting with the Chair or nominated member of the Academic Promotions Committee to discuss the outcome of their application.
- 13.5 The Head of School (or equivalent) will meet with each unsuccessful applicant to provide information that would be useful for future guidance to the applicant. Meetings for this purpose will take place as soon as possible after the Vice-Chancellor has accepted the Committee's recommendations.
- 13.6 Unsuccessful applicants must ensure they have updated, new and relevant information and evidence to support a new application before re-applying.

Reconsideration

- 13.7 Unsuccessful applicants may request reconsideration of their application only on the grounds that a procedural irregularity has occurred. Request for reconsideration cannot be based on an applicant's disagreement with the Committee's decision or views regarding the merit of their application.
- 13.8 A request for reconsideration will normally only be considered after the applicant has met with the Chair of the Committee to discuss the outcome of their application.
- 13.9 When requesting reconsideration, applicants must provide a written statement to the Chair within 28 days from the date of the letter of outcome, detailing the procedural irregularity, supported by evidence.
- 13.10 Requests for reconsideration will be reviewed by a Reconsideration Review Group of up to three members, convened by the Human Resources Manager or nominee, who will advise the Vice-Chancellor whether a procedural irregularity has occurred and if an application should be reconsidered by the original Academic Promotions Committee.
 - 13.10.1 Where a procedural irregularity is determined not to have affected the Academic Promotions Committee outcome, the original decision will stand.
 - 13.10.2 Where a procedural irregularity is determined to have adversely affected the Academic Promotions Committee outcome, the original committee will reconvene and reconsider the application and provide a new recommendation to the Vice-Chancellor.
- 13.11 The Vice-Chancellor is responsible for assessing the outcome, based on the recommendations presented by the Academic Promotions Committee.

13.12 The applicant will be informed in writing of the final outcome by the Vice-Chancellor.

14. GRIEVANCE RESOLUTION

14.1 If an employee has a concern or complaint in relation to the implementation of this procedure, they may refer to the University's Grievance Resolution Procedure and/or the Fair Treatment Procedures and Consultation outlined in the Enterprise Agreement.

15. SUPPORTING INFORMATION AND DOCUMENTATION

15.1 The following documents are available with this procedure in the Policy Repository:

- Academic Promotions Instructions for Applicants
- Academic Staff Promotion Application Form
- CV Template
- Head of School Report Template
- Referee Report Template and Instructions
- Career Development and Promotion Guide

Table of amendments

Version Number	1.1	Replaces Version	NEW
Date Published	15 May 2024	Scheduled Review Date	November 2026
Approving Body	Academic Board	Approval Date	15 May 2024
Policy Owner	DVC(A)	Date first introduced	10 November 2021
Short description of amendment	V1.1 Replaced 'Provost' role with Deputy Vice-Chancellor (Academic) V1.0 Split from Academic Staff Promotion Policy; revisions based on peer university benchmarking to align more effectively with University Strategy.		