

Purpose:

Avondale's Academic Promotions Committee considers applications for promotion to Academic Levels B, C, D and E and provides its recommendations to the Vice-Chancellor for approval.

Terms of Reference:

1. Assess staff applications for academic promotion in accordance with Avondale's Academic Staff Promotions Policy and Academic Staff Promotions Procedure.
2. Make recommendations regarding academic staff promotion applications to the Vice-Chancellor for final determination.

Academic Promotions Committee meetings will be conducted in accordance with the Academic Staff Promotions Policy and Procedure.

Membership:

Committee membership will be dependent on the Academic Level for which promotion is being sought. The Committee will normally have an observer from Human Resources.

The Chair will nominate a representative to act as the Committee *Secretary* for the duration of the promotion application round.

Applicants for Levels B and C will be considered by a Committee comprising the following membership:

- Deputy Vice-Chancellor (Academic) or delegate (*Chair*)
- One internal academic staff member nominated by the Chair of Academic Board
- One internal academic staff member nominated by the Vice-Chancellor or nominee
- One external academic nominated by the Vice-Chancellor or nominee

Members on a Committee considering applicants at Level B or C must be a Senior Lecturer (Level C) or above.

Applicants for Levels D and E will be considered by a Committee comprising the following membership:

- Deputy Vice-Chancellor (Academic) or other nominee of the Vice-Chancellor (*Chair*)
- One internal academic staff member nominated by the Chair of Academic Board
- One internal academic staff member nominated by the Vice-Chancellor or nominee
- Two external academics nominated by the Vice-Chancellor or nominee

Members on a Committee considering applicants at Level D or E will normally be a Professor (Level E).

Conditions of membership constitution:

1. Where membership on a Committee may be compromised by illness, absence or conflict of interest, the Chair, in consultation with the Vice-Chancellor and where appropriate the Chair of Academic Board, may nominate an appropriate replacement.
2. Members appointed to a Committee will have a term of three years commencing 1st of January of the year appointed. If a Committee member becomes unavailable for a promotion round during their three-

year term they must advise the Chair, and a substitute member will be sourced provided reasonable notice is given.

3. If a member of the Committee wishes to apply for promotion during their term of office, they must stand down from the Committee for that year and a replacement will be identified by the Chair.
4. As far as possible, appointments to a Committee membership will reflect a relevant balance of academic interests across the University.
5. Membership of a Committee will be selected with due regard for the University's principles on gender balance. Each Committee shall not have more than 70% representation of one gender.
6. Committee members shall be eligible for re-appointment. Normally, no member shall be appointed for more than two consecutive terms. This clause does not apply to the Chair of the Academic Promotions Committee.

Aboriginal applicants:

Where an application is made by an Aboriginal staff member, the Committee will be increased by the inclusion of an Aboriginal academic. This person will be appointed by the Vice-Chancellor and may be a staff member of Avondale University or from another University.

An Aboriginal applicant may choose not to have Aboriginal representation on the Panel.

Conflicts of Interest:

1. Committee members who have a conflict of interest as defined in Australian Research Council (ARC) Guidelines and the University's Code of Conduct, or a bias against the applicant, whether actual or perceived, are required to advise the Chair immediately.
2. The Committee shall have a standing agenda item calling for declarations of actual, potential or perceived conflicts of interest.
3. If a Committee member has an interest such that a reasonable observer, knowing all the facts, could reasonably conclude that the interest could affect the decision or functioning of the Committee, the member must disclose the interest.
4. If a declaration is made, the Committee must consider the relevant circumstances including the seriousness of the conflict, the risk that a conflict exists, the likelihood that decisions may be influenced, and the ability to obtain alternative suitable representation on the Committee.
5. ARC Guidelines and University Code of Conduct regarding conflict of interest should be used as a reference in assessing whether a conflict of interest exists.
6. The response to a declaration may be to:
 - a) determine that the issue will not affect, or be perceived to affect, the functioning of the Committee;
 - b) require the individual to withdraw from the meeting for those proceedings directly affected by the potential conflict, or
 - c) request that the individual resigns from the Committee. The meeting will be deemed to still be quorate in such circumstances.
7. The Committee notes should record that a conflict of interest was disclosed. Normally there will be no requirement to record the details of the conflict.
8. Committee members 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.

Meeting Schedule:

There will normally be one promotion application round per year as outlined in the Academic Staff Promotions Procedure. The timing of meetings will be determined by the Chair at the start of the calendar year.

Quorum:

A Committee will be deemed to be quorate if three members are in attendance. Non-attending members will be encouraged to communicate their views to the Committee through the Chair in writing prior to the meeting.

Authority:

The Committee reports to the Vice-Chancellor.

Table of Amendments:

Version Number	5.1	Replaces Version	5.0, November 2021
Date Published	15 May 2024	Scheduled Review Date	November 2026
Approving Body	Academic Board	Approval Date	14 May 2024
Policy Owner	DVC(A)	Date first introduced	2012
Short description of amendment	V5.1 Replaced 'Provost' role with Deputy Vice-Chancellor (Academic) V5.0 Reviewed and updated in line with a review of the Academic Staff Promotions Policy and associated Procedure.		