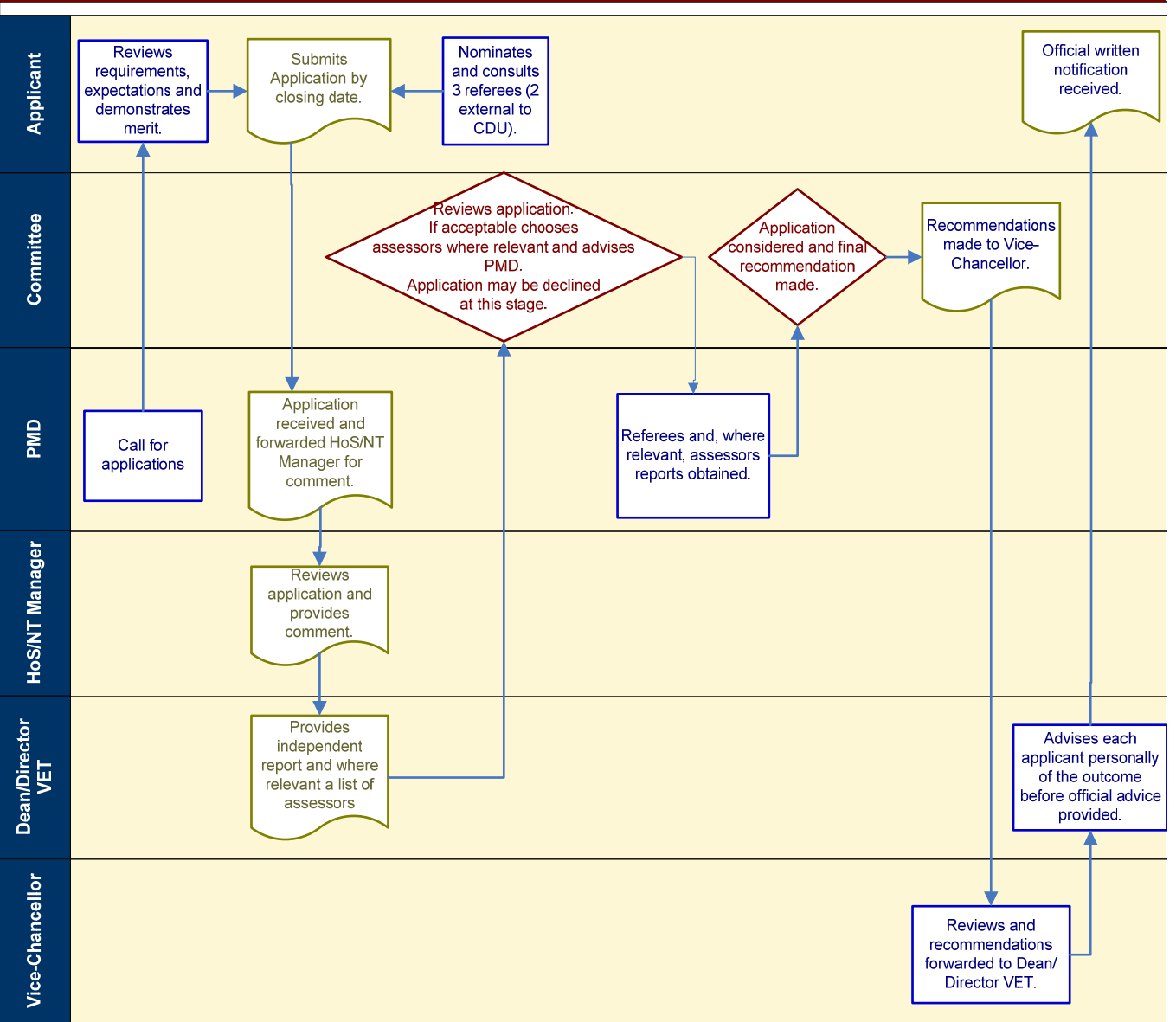
 <b>No: 08.0.04</b>	<h1>Academic Staff Promotion Process</h1>	
	<b>Version:</b> 5.00 Current	<b>Approved:</b> Vice-Chancellor <b>Date Approved:</b> 8th January 2010
	<b>Administered by:</b> Governance	<b>Next Review:</b> August 2011

<b>Purpose</b>	The purpose of this document is to provide a process for higher education (HE) and vocational education and training (VET) academic staff who wish to apply for promotion.
<b>Intent</b>	<p>Promotion is designed to assess and recognise sustained achievement and potential to deliver high value aligned to the strategic and operational goals of Charles Darwin University.</p> <p>Assessments are made by panels of peers through a process designed to enable fair and consistent application of standards.</p>

## Academic Promotion Process Key processes and responsibilities



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<b>Section A General Information</b>	
<b>Principles</b>	<p>Each year the Vice-Chancellor calls for applications for promotion from eligible academic staff. Applicants for promotion must, at a minimum, meet the requirements and expectations as described in the Minimum Standards for Higher Education Academic Staff and the VET <i>Position Classification Standards</i> for the level to which promotion is sought.</p> <p>An applicant makes a prima face case in their application that demonstrates merit such as sustained excellence and leadership against the University core business areas of:</p> <ul style="list-style-type: none"> <li>• Teaching and Learning</li> <li>• Research and Scholarship</li> <li>• Business Development</li> <li>• Community and Access</li> <li>• Corporate Service.</li> </ul> <p>Satisfactory performance is considered the norm for fully operative staff and should not form the basis of an application for promotion.</p> <p>Applicants for promotion are expected to make their own case for promotion in their applications and evidence their claims. In developing the application it should be assumed that members of committees involved in consideration of applications do not have prior knowledge of the applicants. Members of committees may not act as advocates for applicants. Applicants should therefore ensure that their claims for promotion are fully substantiated in their applications.</p>
<b>Promotions Committee</b>	<p>For promotions to Level B, Level C, Category II and Category III, the Promotions Committee has the following ex-officio membership:</p> <ul style="list-style-type: none"> <li>• Senior Deputy Vice-Chancellor (Chair)</li> <li>• Deputy Vice-Chancellor, Research and International</li> <li>• Pro Vice-Chancellor, Vocational Education and Training</li> <li>• Pro Vice-Chancellor, Indigenous Leadership</li> <li>• Chair of Academic Board</li> <li>• Deputy Chair of Academic Board</li> </ul> <p>For promotions to Professor and Associate Professor (Higher Education Levels D and E, and VET Category IV ) the Promotions Committee shall have the following ex-officio membership:</p> <ul style="list-style-type: none"> <li>• Vice-Chancellor (Chair)</li> <li>• Senior Deputy Vice Chancellor</li> <li>• Deputy Vice-Chancellor, Research and International</li> <li>• Pro Vice-Chancellor, Vocational Education and Training</li> <li>• Pro Vice Chancellor, Indigenous Leadership</li> <li>• Chair of Academic Board</li> <li>• Deputy Chair of Academic Board</li> <li>• Other membership includes: <ul style="list-style-type: none"> <li>- Two additional senior external persons with relevant experience and qualifications nominated by the Vice-Chancellor</li> </ul> </li> </ul> <p>Members of the Committee are expected to act independently and not as advocates or representatives of a particular applicant. Committee members must notify the Chair of any potential conflict of interest between themselves and an applicant.</p>

<p><b>Related documents and links</b></p>	<p>Charles Darwin University Union Collective Agreement 2009:  <a href="http://www.cdu.edu.au/pmd/CDUUCA09/CDU-UCA-2009.pdf">http://www.cdu.edu.au/pmd/CDUUCA09/CDU-UCA-2009.pdf</a></p> <p>Academic Promotion Application:  <a href="http://www.cdu.edu.au/pmd/forms/Employment%20Services/11_Academic_Promo_App.doc">http://www.cdu.edu.au/pmd/forms/Employment%20Services/11_Academic_Promo_App.doc</a></p> <p>Academic Promotion Dean's Report:  <a href="http://www.cdu.edu.au/pmd/forms/Employment%20Services/15_Aca_Promo_Deans.doc">http://www.cdu.edu.au/pmd/forms/Employment%20Services/15_Aca_Promo_Deans.doc</a></p>
<p><b>Section B The application</b></p>	
<p><b>Call for applications</b></p>	<p>Normally a call for applications will be made in January of each year. People Management and Development (PMD) will provide information on how to apply, nominate a closing date, and ensure that a minimum of six (6) weeks is available for submission of applications. Applications must be submitted, with all supporting documentation, to PMD by the closing date.</p>
<p><b>Eligibility</b></p>	<p>Applicants are expected to have been employed at the University for a minimum of eighteen (18) months before lodging an application in order to demonstrate that a level of performance thought to warrant promotion.</p> <p>Applicants will be assessed on their achievements since commencing employment at the University.</p> <p>Applicants are expected to have reached the maximum point on their current salary scale by the closing date for applications for promotion. However, as promotion is on the basis of merit, the Committee may consider applications from staff who have not reached the maximum point of the salary scale. Applicants in this category will be required to provide evidence, which warrants incremental advancement as well as promotion.</p> <p>Staff currently employed on a contract of two (2) years or less duration are not eligible for promotion unless they have been appointed for continuous periods amounting to more than two (2) years.</p> <p>Staff currently employed on a contract of at least two (2) years duration can lodge an application after eighteen (18) months' employment. Ability to take up a promotion will depend on the continuation of the applicant's contract.</p> <p>Promotion will not be construed as an offer of a new contract of employment.</p> <p>Suitably qualified part-time staff teaching for 75% or more of a full-time teaching load are also eligible to apply if they meet all other requirements.</p> <p>Applicants who have sought promotion in the round immediately preceding the current round, should carefully consider whether their claim for promotion has significantly improved before lodging a subsequent application. Where an applicant in these circumstances chooses to lodge an application, he or she must ensure that the new application clearly indicates the ways in which the claim for promotion has been strengthened since the last application.</p> <p>Applicants advised by the Committee to lodge a subsequent application, must ensure that they address any recommendations made by the Committee in relation to their previous application.</p>
<p><b>Submission of applications</b></p>	<p>Applicants bear the onus of providing evidence to support their claim of high value to the University through sustained excellence and leadership warranting promotion.</p> <p>Applicants must present a case for promotion in the body of the application, as this is the only documentation distributed to referees, assessors and Promotions Committee members. It should be noted that referee or assessor reports will not be sought where the applicant submits an incomplete application, or the Promotions Committee determines that the applicant does not meet the eligibility or skills based requirements for the level of promotion being sought.</p>

Applicants must specify the grounds on which the application for promotion is based.

Applications for promotion must address the relevant criteria as outlined in Section C.

Applicants should ensure they provide current evidence in order to demonstrate continuous improvement when addressing these criteria. The criterion indicators outlined below may be used as a guide, although due to the varied duties of VET staff not all the indicators listed for each criterion may be relevant to all applicants.

Applications must be in the format outlined in this process. The contents of an application are at the discretion of the applicant. Applications are to be limited to a maximum of twenty (20) pages plus publications list and must be submitted in type form using a minimum pitch of eleven (11). The type of font remains the applicants' choice. Where an applicant wishes to submit additional information this may be done by way of appendices. However, it should be noted that only the application (20 pages) will be submitted to referees, assessors and Committee members. Appendices will be available for inspection at Committee meetings.

## Section C Criteria for demonstrated merit

### Demonstrated merit

These criteria should be read in conjunction with the Minimum Standards for Higher Education Academic Staff and the Position Classification Standards (VET) in the Charles Darwin University Union Collective Agreement 2009. These standards are prescribed functions. The following criteria describe the merit with which prescribed functions are performed.

#### Level B/Category II VET

Make a quality contribution to the teaching effort of the institution, carry out activities to maintain and develop his/her research or teaching scholarship, or professional activities relevant to the profession, discipline or industry sector; and

Demonstrate a quality contribution in relation to at least one of the other core business areas of Community and Access, Business Development or Corporate Service.

#### Level C/Category III VET

Make significant contribution to the teaching and learning effort of a school, faculty or other organisational unit or interdisciplinary area;

Demonstrate significant competence in Scholarship and Research and/or professional activity relevant to professional/industry sector or discipline; and

Demonstrate contribution to at least one of the other core business areas of Community and Access, Business Development or Corporate Services.

#### Level D/Category IV VET

Make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within the profession or discipline. Academics at this level may be appointed in recognition of distinction in their discipline.

Provide leadership recognised externally in at least one of the core business areas, Teaching and Learning, Research and Scholarship, Business Development, Community and Access or Corporate Service, and

Demonstrate significant competence in at least three of the other core business areas.

#### Level E

Provide leadership recognised within a significant community of peers either, nationally or internationally within one core business area, and

Provide leadership within three other core business areas.

### Definitions

**Significant** means importance or noteworthiness.

**Leadership** means to guide or show the way, influence the actions or opinions of others, guide by persuasion, example or argument, bring others to a certain position or destination, to be pre-eminent in a field of endeavour and be recognised at least locally, and preferably internationally, with clear evidence of third party recognition.

**Significant leadership** means leadership that stands out, has a demonstrated impact in

	<p>its achievements for the University and that is noteworthy by its excellence and recognition both nationally and internationally.</p> <p>To provide <b>significant contribution</b> or to demonstrate <b>significant competence</b>, the applicant must show that they performed their job in a more than satisfactory, manner. The effort must be noteworthy with evidence that the value to the University stands out. Fulfilling the requirements of an applicant's position profile does not constitute making a significant contribution or demonstrating significant competence.</p>
<p><b>Experience or achievement in teaching and learning</b></p>	<p>Applicants are expected to hold the qualifications commensurate with the position they seek promotion including the completion of the Graduate Certificate in Education (or equivalent) for HE staff or a Certificate IV in Training and Assessment for VET staff.</p> <p>Teaching is concerned with creating and sustaining an effective learning environment. All academic staff are expected to be competent teachers.</p> <p>Teaching includes postgraduate supervision in appropriate circumstances. For the purpose of promotion, teaching includes all aspects of instructional performance, not only in personal teaching, but also in helping to improve the teaching of others.</p> <p>Evidence relevant to performance in and outcomes from teaching should be provided in a portfolio, which must include:</p> <ul style="list-style-type: none"> <li>• a brief statement outlining the candidate's approach to teaching</li> <li>• a summary of units taught, student numbers and other statistical information together with the summaries of formal teaching evaluations such as SELT - both teaching and unit evaluations and consultation from student on these outcomes. Note: summaries of evaluations should be included in the body of the application and the actual evaluations included in an Appendix</li> <li>• a sample of unit outlines or other course material which has been authored by the applicant and statements of why these materials are substantially above the norm expected at the applicant's current level.</li> </ul> <p>The portfolio may also include:</p> <ul style="list-style-type: none"> <li>• evidence of engaging professions etc and the value delivered</li> <li>• a description of innovative teaching methods</li> <li>• a description of the value delivered through involvement in unit and course design</li> <li>• a list of any publications relating to teaching, including any text books, external unit and course materials, or materials adopted for use in other institutions</li> <li>• descriptions of grants received to develop teaching materials or to undertake research in teaching method</li> <li>• listing of citations for awards in teaching excellence</li> <li>• summary of invitations to participate in delivery of staff development activities associated with teaching</li> <li>• a list of successful postgraduate students who have been under the applicant's supervision and the degrees awarded; and/or</li> <li>• evidence of exemplary supervision of placement (e.g. clinical, teaching practice etc).</li> </ul> <p>Where applicants have developed substantial works which have been published for use within the University, other universities, or elsewhere (e.g. open learning, distance education materials, handbooks and industry training manuals), they should include details of the work and indicate the level of referee involvement or academic scrutiny that has preceded the publication of the work.</p> <p>Where leadership is claimed in this Core Business area, evidence of value returned to the University over a sustained period must be provided together with third party recognition.</p>
<p><b>Achievement in research, research scholarship or teaching scholarship</b></p>	<p>For the purpose of promotion, research is defined in its widest sense as:</p> <p style="text-align: center;"><i>the pursuit and application of original knowledge and its application in pure and applied fields including technological development.</i></p> <p>Scholarship is the process of:</p>

*analysis, synthesis and interpretation of existing knowledge.*

An advanced level of knowledge in a discipline is a prerequisite for both activities.

In assessing **research and research scholarship** for promotion, evidence of contributions to the advancement of knowledge relevant to the applicant's discipline and/or to cross-disciplinary activities will be considered.

Evidence may include lists of publications authored or co-authored by the applicant, including refereed journal articles, non-refereed journal articles, books, book chapters, monographs, refereed and non-refereed conference papers, or other publications.

The list of publications should be marked to show:

- those publications that have resulted from research undertaken since appointment at the University
- those publications that have resulted from research undertaken since the most recent promotion
- whether publications have appeared in refereed or non-refereed journals
- in the case of co-authored or multiple authored material, the applicant must cite the authors in the order in which they appear in the publication and, if possible, indicate the extent of their own contribution expressed as a percentage, and/or
- lists of creative works in non-print form, including film, radio, television, recordings, exhibitions, and performances and the scholarly descriptions of these works. In the case of co-produced work applicants must indicate the extent of their own contribution.

Other relevant evidence may include:

- literary criticism of authored works by others
- testimonials including public critique, reviews, acknowledgment of work by others
- summary of grants received
- lists of editorial work
- listing of visiting fellowships or professorships
- listing of citations, instances of acting as referee for journals, awards etc.
- listing of fellowships, scholarships, prizes awarded, and/or
- notation of experience and service in the supervision of research degrees.

It should be noted that where leadership in this Core Business area is claimed it is expected that significant external income from grants as well as recognition for the quality and impact of the research will be required.

**Note:** Applicants seeking promotion based on excellence in research and scholarship would normally be expected to have obtained the degree of Doctor of Philosophy or be close to doing so. Applicants without a PhD will not be considered for promotion beyond level B other than in exceptional circumstances.

Evidence relevant to the demonstration of teaching scholarship that delivers value to the University may include:

- awareness and use of disciplinary teaching research or broader teaching research in own teaching
- conduct of disciplinary teaching or broader teaching research in own teaching
- publishing in the area of disciplinary teaching or in broader teaching research
- participate in mentoring staff in this area across the team/school/university
- significant teaching exchange
- facilitate the development of teaching communities of practice within the school/university/nationally/internationally
- hosting teaching conferences/forums/seminars
- review of colleagues' papers in the area of teaching
- reviewer for a teaching journal
- editor of a teaching journal
- executive member of a teaching professional organisation
- conduct examinations for external universities, and/or
- conduct review of courses for other universities.

	<p>Notwithstanding the provisions of this clause, VET staff will not normally lay claim to excellence in this area and will choose to substitute another core business area to support an application for promotion.</p>
<p><b>Achievement in business development, professional consultancy and industry links</b></p>	<p>Evidence may include lists of Business Development activities for which:</p> <ul style="list-style-type: none"> <li>• the applicant is the sole or principal consultant, and/or</li> <li>• the applicant is part of a team.</li> </ul> <p>Evidence of entrepreneurial activity which has led to profitable business outcomes for the University may include:</p> <ul style="list-style-type: none"> <li>• record of attracting industry research and consulting contracts (including Government contracts other than for standard competitive grants). For example, Australian or international tendered projects, summaries of high level consultancy reports and/or provision of professional advice</li> <li>• record of developing and delivery of fee-paying courses (outside of Government subsidised courses)</li> <li>• record of commercial IP creation such as patents or software</li> <li>• record of successful commercialisation of IP created by the staff member;</li> <li>• record of attraction of donations through interaction with industry, and/or</li> <li>• contributions to international student recruitment through efforts to attract onshore students to CDU in Australia or contributions to the development and/or delivery of offshore programs.</li> </ul> <p>Evidence should provide:</p> <ul style="list-style-type: none"> <li>• the monetary value of the activity</li> <li>• the timeframe of the activity</li> <li>• whether development was a single activity or has resulted in a continuing relationship</li> <li>• positive feedback from the customers on the timelines and effectiveness of the Business development activities.</li> </ul> <p>It should be noted that where leadership in this core business area is claimed, evidence of a sustained level of profitable activity generated from multiple customers and positive customer feedback must be provided.</p>
<p><b>Community and access</b></p>	<p>Evidence relevant to demonstration of achievement may include the following:</p> <p>Value to the University being delivered:</p> <ul style="list-style-type: none"> <li>• Through membership of and evidence of substantial contribution to: <ul style="list-style-type: none"> <li>- professional/industry organisation</li> <li>- community groups</li> <li>- advisory bodies, and/or</li> <li>- committees.</li> </ul> </li> <li>• Appointment or secondment to: <ul style="list-style-type: none"> <li>- government agencies</li> <li>- industry bodies, and/or</li> <li>- government committees/bodies.</li> </ul> </li> </ul> <p>Value to the University by championing innovative strategies and/or leading the implementation of major projects to enhance engagements/partnerships</p> <ul style="list-style-type: none"> <li>• of remote and regional communities, and/or</li> <li>• of groups excluded due to historical under representation in the post secondary sector.</li> </ul> <p>Partnership development for mutual benefit with:</p> <ul style="list-style-type: none"> <li>• schools</li> <li>• community organisations</li> <li>• industry and professional groups</li> <li>• non-traditional access to and through the University, and/or</li> <li>• recognition of existing skills, competence and knowledge.</li> </ul>

	It should be noted that where leadership in this Core Business area is claimed, evidence of a sustained level of innovative activity and proven implementation generating positive stakeholder feedback must be provided.
<b>Corporate service</b>	<p>Corporate Service in this process refers to building organisational capability through leadership and/or management of significant University-wide projects or activities and can include significant contributions as a 'champion' to core business development.</p> <p>Indicators relevant to achievement in this criteria may include the following:</p> <ul style="list-style-type: none"> <li>• value delivered to the University and exemplary performance in roles which have a specific contribution to make in relation to the unique structure and function of the University, e.g. Champions, Campus/Centre Leaders, Theme Leaders</li> <li>• high level contribution to University wide projects and taskforces, and/or</li> <li>• high level service to University wide committees.</li> </ul> <p>It should be noted that where leadership in this core business area is claimed, evidence of a sustained level of participation in corporate activities and leadership roles must be provided.</p>
<b>Interview of applicants</b>	<p>The Promotions Committee will not normally interview applicants because applicants are required to provide documented evidence of their claims for promotion.</p> <p>The Committee may, where considered necessary, request that an applicant be interviewed. The relevant Dean/Director VET and/or Head of School/NT Manager may also be requested to attend.</p>
<b>Section D Third party reports</b>	
<b>Referees</b>	<p>Applicants for promotion may nominate no more than three referees, two of whom must be external to the University. Applicants are advised that usually only two referees will be used.</p> <p>Applicants are advised not to nominate their Dean/Director VET as a referee because they are required to provide separate confidential comments on all promotion applications within their Faculty/Division.</p> <p>Referees are required to address the Criteria for Demonstrated Merit (Section C). Referees should therefore have a sound understanding of the applicant's field, and should be able to comment on the applicant's ability to meet the Minimum Standards for Higher Education Academic Staff and the Position Classification Standards (VET) for the Category to which the staff member is seeking promotion.</p> <p>Applicants should consult their proposed referees before nominating them to:</p> <ul style="list-style-type: none"> <li>• ensure that they are willing and available to act at the time reports are sought</li> <li>• alert them to the fact that they will be required to address specific criteria, rather than provide a personal reference.</li> </ul> <p>Applicants must provide PMD with the names, and full contact details, of their referees. Referees will be provided with a copy of the applicant's application, the Position Classification Standards, and a copy of this procedure. Reports will be requested within a set time frame.</p> <p>The Committee will expect insightful and expert comment from referees on the applicant's ability to fulfil the duties of the level to which promotion is sought.</p>
<b>Report from Faculty Dean or Director VET</b>	<p>The Promotions Committee will obtain a confidential report from the applicant's Dean or Director VET written in consultation with the relevant Head of School or NT Manager. These reports are provided by the Dean/Director VET to the Promotions Committee, and are not provided to referees or applicants.</p> <p>Each application must be assessed against the criteria for promotion. This assessment must provide:</p> <ul style="list-style-type: none"> <li>• an explanation clearly outlining the reasons for rating each criterion</li> <li>• where an applicant is re-applying for promotion to the same category, an assessment of whether or not the applicant has addressed any recommendations in relation to their previous application as well as ways in which the applicant's claims have been</li> </ul>

	<p>strengthened</p> <ul style="list-style-type: none"> <li>• an unequivocal statement by the Dean/Director VET as to whether the application for promotion is supported or not supported, and</li> <li>• a preliminary report summarising the applicant's performance against the goals and competencies set in their Performance Development Review System (PDRS) plan.</li> </ul>
<b>Delivering in remote areas</b>	<p>The following provisions apply to staff located in and/or predominately delivering in remote areas:</p> <ul style="list-style-type: none"> <li>• The Promotions Committee will obtain a confidential report from the Dean/Director VET or their delegate.</li> <li>• This report will be written in consultation with the Director, RemoteLink as well as the applicant's Head of School or Theme Leader. The report will include a summary of the applicant's performance against the goals and competencies set in their PDRS plan.</li> </ul>
<b>Dean/Director VET's to advise applicants</b>	<p>The Dean/Director VET must advise the applicant of the essence of the report to the Promotions Committee when that report is forwarded to the Committee. Where an application is not supported, the Dean/Director VET must provide a written précis of the report to the applicant.</p> <p>After receipt of a written précis, the applicant, through PMD, may submit further comments to the Promotions Committee.</p>
<b>Nomination of assessors</b>	<p>For promotions to Level B and C and category II and III, the Promotions Committee seeks the opinion of an assessor in order to gain an independent assessment of the applicant's merit for promotion taking into account of the contributions to the various core business areas of the University. In relation to promotion based on leadership in Teaching and Learning or Research and Teaching Scholarship the test is whether the applicant would gain such promotion at other institutions. Assessors are requested to comment on the merits of the application, judged against the criteria for promotion as outlined in this process.</p> <p>The Dean/Director VET is required to nominate three (3) assessors for each applicant. The assessors must be at least at a level to which the individual is seeking promotion:</p> <p>An assessor must</p> <ul style="list-style-type: none"> <li>• be external from the University</li> <li>• not be a person nominated as a referee by the applicant, a member of the Promotions Committee, or University staff currently on secondment to other institutions/organisations, nor a person with whom the applicant has or has had significant interaction including as a collaborator in research or other areas</li> <li>• must have an appropriate background to fairly judge the merits of a promotion application.</li> </ul> <p>Applicants must not be consulted regarding the selection of assessors and the identity of assessors must not be disclosed to applicants.</p> <p>The list of assessors must be provided in a timely fashion and include full contact details for each assessor including, postal address, telephone and facsimile numbers, and e-mail address</p> <p>Prior to nomination the assessor/s must be contacted by the Director VET or relevant Dean and give a commitment that they will participate in the process.</p>
<b>Selection of assessors</b>	<p>The Promotions Committee shall meet to discuss the final selection of assessor/s. PMD will then contact each assessor and request a confidential report.</p> <p><b>Note:</b> referees or assessors reports will not be sought where the applicant submits an incomplete application, or does not meet the eligibility or skills base requirements for the level of promotion being sought.</p>
<b>Section E Consideration for promotion</b>	
<b>Consideration of applications</b>	<p>The Promotions Committee considers:</p> <ul style="list-style-type: none"> <li>• the documentation provided by the applicant</li> <li>• comments of reports from the applicant's Dean/Director VET, referees and assessors where relevant</li> </ul>

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	<ul style="list-style-type: none"> <li>• copy of letter to unsuccessful applicant from previous promotion application;</li> <li>• any other relevant information, and</li> <li>• the interview report, where applicable.</li> </ul>
<b>Advice of outcome</b>	<p>All successful applicants will be advised of the outcome of their application by a letter signed by the Chair of the Promotions Committee. Promotions will take effect on July 1<sup>st</sup> of the same year when applications were called for in January or as soon after that date as is practicable.</p> <p>Unsuccessful applicants will be initially informed of the outcome by their Dean/Director VET and will be provided with a letter signed by the Chair of the Committee. The letter will contain an offer to the applicant of an opportunity to meet with the Chair of the Committee to receive feedback on their application.</p>
<b>Section F Promotion Appeals Panel</b>	
<b>Appeals procedures</b>	<p>Appeals may be based only on procedural grounds.</p> <p>An applicant who wishes to appeal must lodge a written notification with PMD within ten (10) working days of receiving written notification of the promotion outcome. The notification must outline the specific grounds for the appeal and contain relevant supporting evidence.</p>
<b>Composition of Promotions Appeals Panel</b>	<p>An appeal shall be determined by a Promotions Appeals Panel (PAP), which shall consist of persons who were not members of the Promotions Committee.</p> <p>The PAP shall be composed of:</p> <ul style="list-style-type: none"> <li>• Executive Director, Corporate Services and Business Development (chair)</li> <li>• a member of the executive team not on the original committee or a Dean from another Faculty</li> <li>• a suitably qualified person external to the University</li> <li>• and a person nominated by the staff member.</li> </ul> <p>If all members of the PAP are of the same sex, then an additional member being a member of the academic staff of the University of the other gender with a remuneration package equivalent or greater to the appellant, shall be nominated by the Chair of the Panel.</p> <p>The appellant shall be notified of the composition of the PAP before the Panel hears the appeal. The appellant shall be given two (2) working days in which to object to any member hearing the appeal. The objection shall be made to the Vice-Chancellor or nominated delegate in writing setting out the reasons why the applicant believes the member should not take part in hearing the appeal. The Vice-Chancellor or nominated delegate shall determine the matter and act accordingly.</p>

<b>Document History and Version Control</b>			
<b>Version No</b>	<b>Version Date</b>	<b>Authorised Officer</b>	<b>Amendment Details</b>
1.00	09.06.2005	Vice-Chancellor	Original conversion to process.
2.00	22.06.2006	Vice-Chancellor	VET to VET. Numbering consistency. Application – amend dates. No. 15 Community and Access update. Stage G 3.3 reporting – Dean or nominee. Stage H No 2. Clarification of assessors levels No 2.6 Commitment to participation by assessors. Stage K Informing outcome to unsuccessful applicant's process.
2.01	20 Oct 2006	Director, People Management and Development	Stage D – Clause 1 add...including the completion of the Graduate Certificate in Education (or equivalent).
3.00	26 Mar 2007	Vice-Chancellor	General Information – Change to committee formation. Stage D (Experience or Achievement in Teaching and Learning) Changes to criterion indicators. Stage D (Achievement in Research & Scholarship) Changes to criterion indicators. Stage D (Achievement in Business Development, Professional Consultancy and Industry Links) Changes to criterion indicators. Stage D (Community & Access) Changes to criterion indicators. Stage D (Corporate Service) Changes to criterion indicators. Stage G (Regional Centre Staff) Clause 3 add ..... and/or predominately delivering in.... Clause 3.2 change to persons that are to provide required information. Stage J Consideration of Applications add Clause 4.
3.01	21 Nov 2007	Vice-Chancellor	<i>Principles.</i> Third paragraph...'and evidence their claims'. <i>Stage C Submission of Applications.</i> Clause 1 insert 'with such evidence being in the form of third party recognition'. <i>Stage D Experience or Achievement in Teaching and Learning.</i> Clause 6 insert 'together with third party recognition'. <i>Research and Scholarship...</i> insert note advising applicants that to obtain promotion beyond level B an applicant needs a PhD. <i>Community and Access</i> Clause 20 insert 'over a

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			<p>sustained period of time’.</p> <p>Stage E Level D / Cat IV insert ‘recognised externally at least at the local and normally the international level’.</p> <p>Insert new definition and new examples of Leadership.</p>
4.00	20 Aug 2008	Vice-Chancellor	<p>‘Stage’ has been changed to ‘Section’ in the headers in line with other processes.</p> <p>Performance and Capability Manager – PMD.</p> <p>Dean – Dean/Director VET.</p> <p>Director, Regional and Remote – Director, RemoteLink.</p> <p>Section C (Criteria for demonstrated merit)  “Achievement in Research and Scholarship” –  “Achievement in Research, Research Scholarship or Teaching Scholarship”.</p> <p>(Achievement in Research, Research Scholarship or Teaching Scholarship.) Inserted examples of teaching scholarships.</p> <p>Section C (Criteria for demonstrated merit) “either” and “or” added to Level B/Category II VET and Level C/Category III VET.</p> <p>Updated and reviewed wording, layout and visios.</p> <p>Appeals process reduced.</p>
5.00	08 Jan 2010	Vice Chancellor	<p>Changes to the membership of the Promotions Committee to reflect changes to the senior management structure, and for more senior appointments, the inclusion of two senior external members.</p> <p>Linked with the inclusion of external members of the Promotion Committee a removal for senior appointments of the requirement to nominate assessors.</p> <p>For more junior appointments a reduction in the requirement for assessor reports and the number of assessors to be nominated per applicant to one and three respectively.</p> <p>Changes to the membership of the Promotions Appeal Panel including the addition of an external member.</p> <p>A range of minor editorial changes.</p>