

# Academic Staff Promotions Policy

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## INTRODUCTION

The University's Academic Staff Promotions Policy and Procedures further the University's goal to recruit, retain and develop high performing academic staff by offering achievable career pathways. When coupled with convincing evidence of capability to meet the University's standards, expectations and qualifications for the level to which promotion is sought, promotion of academic staff recognises and rewards sustained achievement and leadership that supports and contributes to the attainment of the University's strategic priorities.

Assessments are made on the basis of evidence of performance in relevant area/s and consideration of merit relative to opportunity.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

## INTENT

This document defines the policy covering academic promotion at the University for higher education (HE) and Vocational Education and Training (VET) academic staff members. It should be read in conjunction with the [Human Resources Policy](#), the [Academic Staff Promotion Procedures](#) and the University's [Code of Conduct](#).

## RELEVANT DEFINITIONS

In the context of this document

**Academic Staff Position Classifiers** means the standards, expectations and necessary qualifications of Academic Staff members as outlined in Schedule C of the [Charles Darwin University and Union Enterprise Agreement](#);

**Research Active Academic Staff** means academic staff members expected to undertake both teaching and research activity in accordance with cl.3.34 of the [Charles Darwin University and Union Enterprise Agreement](#) and the [Research Active Staff Definition](#);

**Research Staff members** means academic staff members expected predominantly to undertake research in accordance with cl.3.35 of the [Charles Darwin University and Union Enterprise Agreement](#);

**School** means the academic units within Faculties and, for the purposes of this Policy includes academic staff and their supervisors in relevant units such as the Office of Learning and Teaching.

**Teaching Focussed Academic Staff** means an academic staff member expected predominately to teach and engage in the scholarly advancement of teaching with limited involvement in other research activity in

accordance with cl.3.40 of the [Charles Darwin University and Union Enterprise Agreement](#) and the [Teaching and Teaching Scholarship at Charles Darwin University](#); and

**University Core Business** means the broad mix of Teaching and Learning, Research, Indigenous related activities, Community Engagement activities and Business Development activities undertaken at the University. It is recognised that a wide range of administrative support activities underpin this core business, and for employment purposes these administrative support activities constitute an additional set of core business activities.

## **POLICY**

### **Eligibility**

This policy applies to all academic Higher Education and Vocational Education and Training (VET) staff members employed at the University, whether full-time, part-time, fixed-term or continuing, who seek promotion to:

- Level B
- Level C
- Level D
- Level E

Applicants for promotion should normally have held a position at the University for a minimum of eighteen (18) months, prior to seeking promotion.

Academic staff members employed on fixed-term contracts are eligible to apply for promotion, but a successful promotion application will not have the effect of altering or extending the term of the fixed term contract, nor will it constitute an offer of a new contract of employment.

Staff members employed on casual/sessional contracts of employment are not eligible to apply for promotion.

### **Criteria for Promotion**

The University will recognise and reward demonstrated professional contribution and sustained academic contribution in one (1) or more of the University Core Business areas through a transparent and consistent process of promotion. Promotion will be awarded on the basis of the quality and impact of contributions to the University's goals in these areas.

VET applicants should address their contribution at the level of the relevant Academic Staff Position Classifiers Teaching in Vocational Education and Training Units in accordance with Schedule C of the [Charles Darwin University and Union Enterprise Agreement](#). Where a member of staff presents a case for significant contribution to additional Core Business Areas this will be included in the assessment.

Higher education applicants should address three (3) Core Business Areas of which Teaching and Learning and Research/Scholarship are mandatory. Where a higher education member of staff is explicitly employed, as defined by their position description, to work exclusively within one (1) area of Core Business assessment, consistent with Clause 66 of the [Charles Darwin University and Union Enterprise Agreement](#), will be based on that provision.

Evaluation of the case for promotion will be based on evidence of performance, relative to level, in the areas of Learning and Teaching; Research and scholarly activity; Indigenous related activity; Community

Engagement; or Business development/professional consultancy/industry links in keeping with the [Charles Darwin University and Union Enterprise Agreement](#) and the specific expectations outlined in the Academic Staff Position Classifiers.

For the purposes of this policy, Teaching and Learning includes:

- Higher education or VET course/unit design, development and teaching;
- Workplace assessment;
- Laboratory, studio-based or workshop teaching;
- Supervision of individual students in work placements, clinical placements, or undertaking honours level programs; and
- Supervision of Higher Degree by Research (HDR) students.

Research and scholarly activity includes:

- Discovery of new knowledge and associated innovation;
- Scholarly development of creative works;
- Scholarship of teaching and learning;
- Scholarly integration or synthesis; and
- Knowledge transfer or its application in innovative contexts.

Indigenous Related Activity includes:

- Demonstrated pedagogical versatility to give effect to heterogeneous learning styles within a cultural defined context;
- Cultural competency/proficiency; and
- Proactive commitment to Indigenous student/staff support as demonstrated in professional practice.

Community engagement includes:

- Significant and valued contributions to a profession, industry partner or to government;
- Significant and valued contribution to communities, especially remote, regional and Indigenous communities; and
- Significant and valued contribution to the University's Equity goals.

Business development, professional consultancy and industry links includes:

- Entrepreneurial activity of benefit to the University;
- Industry research and consultancy; and
- Development of revenue generating educational programs.

In each of these areas of activity, claims about and descriptions of achievement must be supported by evidence, including: external validation of the products or results of this work; documentation about the professional preparation and development undertaken; and feedback and evaluations from relevant people such as referees, students, supervisors or external partners. Each type of activity is valued, as is each type of evidence. The types of evidence that may be employed are outlined in the Academic Promotions Evidence Matrix.

Where an academic appointment specifically precludes or constrains contribution to one of these areas, for example, some funded research positions prohibit management roles, the application will be judged against the relevant areas of contribution.

Applicants for promotion to Level E will be expected to provide evidence of excellence in research/scholarship and/or teaching and supervision that is recognized internationally.

At Level E applicants will also be expected to provide evidence of significant leadership such as: fostering excellence in teaching and encouraging academic staff development; leadership in promoting research and developing research training; leadership in a discipline, program, or School within the University and within the wider community.

Applicants for promotion at all levels are encouraged to provide evidence of leadership and innovation, appropriate for that level, whether of a formal or informal kind, which enhances teaching and/or research, external professional and/or community engagement.

The University will recognize and reward academics whose teaching and research is interdisciplinary or innovative in ways that may challenge existing disciplinary conventions.

The University will also recognize excellence and leadership in clinical or professional practice as being part of the role of an academic in a professional focussed program within a relevant School of the University.

## Policy Statement

Academic promotion at the University will be based on the following principles:

- Academic staff members are appointed on the basis of evidence that they have the potential to develop a successful and rewarding career at the University if they make sustained, high level contributions as a teacher and/or a researcher, appropriate to their disciplinary, vocational or professional field, and as required by their particular School, Division or Faculty and the University's strategic priorities;
- The University will annually provide an opportunity for eligible academic staff members to seek promotion to the next academic level;
- Expectations of academic staff members at each level will be clearly articulated by the University, demonstrating the opportunities for long-term career development;
- Academic staff members will be provided with opportunities for staff development to enable them to meet expectations of academic preparation for teaching, research, management and leadership according to level and sector;
- Academic staff members will be provided with appropriate advice and support in the preparation of applications for promotion, and will receive clear and timely feedback on the outcomes;
- The Promotions Committee will focus on contribution at Charles Darwin University based on evidence of progress and achievement subsequent to the date of appointment or the date of last promotion. However this contribution will be assessed in the context of a 'whole of career' approach when evaluating an application, taking into account the work that the staff member has been required to undertake by the University;
- The academic promotion process will be based on performance evidence, consideration of merit relative to opportunity, and will actively encourage applications from under-represented groups;
- Promotion is a merit-based process based upon evaluation of a cumulative body of evidence of sustained achievement in the applicant's current role and of capability to meet the standards and expectations of the higher level. When a staff member is promoted, it will be the responsibility of the relevant academic unit to fund the additional salary costs resulting from the promotion. This will also apply in the case of a staff member holding a research only position, whose salary is usually provided by external funding bodies.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Academic Staff Promotions Procedures](#)

[Charles Darwin University and Union Enterprise Agreement 2013](#)

[Code of Conduct](#)

[Equal Opportunity Policy](#)

[Gender Equity in Science Policy](#)

[Human Resources Policy](#)

[Indigenous Employment Policy](#)

[Teaching and Teaching Scholarship at Charles Darwin University](#)

[Research Active Staff Definition Charles Darwin University](#)

[Performance Relative to Opportunity Guidelines](#)

### External

[Anti-Discrimination Act 1992](#) (NT)

[Anti-Discrimination Regulations 1995](#) (NT)

[ARC Research Opportunity and Performance Evidence Statement 2014](#) (Commonwealth)

[Human Rights and Equal Opportunity Commission Act 1986](#) (Commonwealth)

[NHMRC Administering Institution Policy 2015](#) (Commonwealth)

[Workplace Gender Equality Act 2012](#) (Commonwealth)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Mar 2017
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	18 Oct 2012	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	6 Mar 2014	Governance	<ul style="list-style-type: none"> <li>Changes clause numbers to reflect CDU UEA 2013</li> <li>Remove references to VET categories</li> </ul>
1.02	24 Mar 2014	Governance	References to CDU UEA 2011 corrected to CDU UEA 2013
1.03	25 Feb 2014	Vice Chancellor	<ul style="list-style-type: none"> <li>Clarification of language regarding demonstrated performance</li> <li>Clarification of language regarding the number of Core Business Areas to be addressed by applicants</li> <li>Change to include weighting of applications.</li> </ul>
1.04	2 Dec 2015	Vice-Chancellor	<ul style="list-style-type: none"> <li>Updated definitions in line with the Charles Darwin University and Union Enterprise Agreement 2013</li> <li>Added 'consideration of merit' to 2nd last dot point of the Policy Statement and 'consideration of merit relative to opportunity' to the last sentence in the Introduction</li> <li>Added internal and external Essential Supporting Information and updated hyperlinks throughout document</li> </ul>
1.05	02 Dec 2015	Vice-Chancellor	<ul style="list-style-type: none"> <li>Updated definitions in line with the Charles Darwin University and Union Enterprise Agreement 2013</li> <li>Added internal and external Essential Supporting Information and updated hyperlinks throughout document</li> </ul>
1.06	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>Conversion to new Governance template due to new University Branding</li> <li>Updated hyperlinks</li> <li>Updated Teaching and Scholarship at Charles Darwin University to Teaching and Teaching Scholarship at Charles Darwin University</li> <li>Updated Workplace Gender Equality Agency Act to Workplace Gender Equality Act</li> </ul>