

<b>Name of Policy</b>	<b>Academic Promotions Policy</b>
<b>Description of Policy</b>	This Policy outlines the eligibility, promotion criteria and application process for Academic Promotion that is reviewed on an annual basis.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit, etc</i> )
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Policy status</b>	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

<b>Approval authority</b>	Vice-Chancellor and President
<b>Governing authority</b>	Provost
<b>Responsible officer</b>	Director, Human Resources

<b>Approval date</b>	March 2012
<b>Effective date</b>	March 2012
<b>Approval date of last revision</b>	22 March 2019
<b>Effective date of last revision</b>	22 March 2019
<b>Date of policy review*</b>	31 March 2020

*\*unless otherwise indicated, this policy will still apply beyond the review date*

<b>Related legislation, policies, procedures, guidelines and local protocols</b>	Academic Promotions: Application Procedures Guidelines in the Criteria and Evidence Requirements for Promotion to Levels B and C, D and E Academic Promotions Application Pro-forma Levels B and C, D and E Academic Promotions Guide for Applicants Academic Promotions Guide for Supervisors
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# PROMOTION TO LECTURER (Level B), SENIOR LECTURER (Level C), ASSOCIATE PROFESSOR (Level D) and PROFESSOR (Level E)

## 1. Preamble

Each year the University considers applications for promotion to Lecturer, Senior Lecturer, Associate Professor and Professor on the basis of merit.

Academic Staff will have the opportunity to apply for promotion on the basis of their eligibility and demonstrable achievements in relation to promotion criteria which are aligned to Academic Career Pathways (ACPs) and assessment on the merit of the staff member's application.

## 2. Eligibility

Academic Promotion is a significant career planning activity and requires applicants to plan ahead and build a case for promotion, preparing the relevant documents and evidence and undertaking discussion with your nominated supervisor.

Promotion recognises a sustained contribution, normally of at least two years from appointment and/or last promotion, which reflects the time required to develop a track record that demonstrates evidence of sustained contribution and performance, and suitability for promotion.

Academic Staff on a fixed term contract may apply for promotion. A successful application for promotion does not vary the employment type of fixed-term nor the specified term.

During that time, the applicant will have demonstrated a sustained commitment to the fulfilment of the University's Mission and Strategic Plan.

Promotion under normal requirements is only available to applicants who are at the top of the incremental range at the time of their application for promotion. Applicants seeking promotion from a lower step of the scale will need to demonstrate exceptional merit as outlined in the relevant Guidelines on the Criteria and Evidence Requirements for Promotion.

Academic Staff on probation are eligible to apply for promotion. Where such staff are successful in obtaining promotion, they are deemed to have met probationary requirements and their appointment is confirmed.

All applications must meet the application pro-forma requirements including:

- Page number limits and formatting requirements, including font size, style and spacing specified in the application pro-forma; and
- Additional attachments that are not prescribed appended to the pro-forma, including letters of recommendation and certificates etc.

To ensure consistency and equity in process, all applications must conform to the application pro-forma instructions and any pages over the prescribed page limit or additional attachments not prescribed will be removed from the application and will not be provided to the Academic Promotions Committee.

Failure to meet the deadline for application submission without prior approval from the Academic Promotions Committee will result in an application being deemed ineligible and will not be progressed for consideration by the Academic Promotions Committee.

In these cases, applicants will receive notification that their application was ineligible from the Chair of the Academic Promotions Committee within 14 days of the application's closing date.

### 3. Promotion Criteria

Applicants for promotion will be considered against the following criteria:

- i. Qualifications, and/or significant experience in a relevant discipline
- ii. Research and Creative Works
- iii. Teaching, Curriculum Development and Scholarship of Teaching
- iv. Academic Leadership/Service

These promotion criteria are aligned to the ACPs, which are as follows:

- Teaching and research
- Teaching-focussed
- Research-focussed
- Research-only
- Academic Leadership/Service

Applicants present an overall evidence-based case in line with the promotion criteria relevant to the ACP.

In making a case for promotion, applicants should focus on work completed while employed at ACU in the period since appointment, or the period from the last promotion at ACU for up to five years.

Applicants may seek promotion based on achievements relating to an ACP different from their current ACP.

Where the Committee assesses any of the promotion criteria relevant to the application ACP as unsatisfactory, the staff member will not be promoted.

Guidelines to the criteria and evidence requirements for promotion are outlined in:

- Guidelines on the Criteria and Evidence Requirements for Promotion to Levels B and C;
- Guidelines on the Criteria and Evidence Requirements for Promotion to Level D; and
- Guidelines on the Criteria and Evidence Requirements for Promotion to Level E.

### 4. Application Process

The Academic Promotions: Application Procedures and the relevant Guidelines on the Criteria and Evidence Requirements for Promotion provide detailed information and advice regarding making an application for promotion.

The following information outlines key elements of the application process:

- Applications will be invited each year through notices appearing no later than the first working day in April.
- Applications for promotion to Associate Professor and Professor close on the last working day in June.
- Applications for promotion to Lecturer and Senior Lecturer close on the last working day in July.
- Promotions for successful applicants at all levels are effective 1 January of the following year.
- A staff member who anticipates being absent from the University during the middle of the year may lodge their application in advance via the Executive Officer, Academic Promotions Committee, Human Resources by email to [ACUAcademic.Promotions@acu.edu.au](mailto:ACUAcademic.Promotions@acu.edu.au). Only in exceptional circumstances will the Promotions Committee, at its absolute discretion, accept a late application.
- This policy does not preclude an additional public or invitation round.

## 5. Promotions Committee

Applications from across the University will be reviewed by the relevant Promotions Committee. Please see the Academic Promotions: Application Procedures for information regarding the Promotions Committee.

## 6. Appeals

An unsuccessful applicant may appeal to the Staff Appeals Committee only on the grounds of lack of due process (for details please see the University's Staff Appeals Policy).

## 7. Annual Review

Subsequent to each promotion round, the Promotions Committee will submit any changes to policy and procedures to the ACU Staff Consultative Committee (ACUSCC) for consultation and to the Vice-Chancellor for consideration and approval.

## 8. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).